



## **Accreditation & Conformity Assessment - Vocabulary, Definitions & General Abbreviations**

***Purpose***

This document specifies general terms and definitions related to Accreditation and Conformity Assessment activities. It also sets a list of abbreviations for vocabulary and terms used in the field of Accreditation, Conformity Assessment and Jordan Accreditation System (JAS).

***Authorship***

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## 1. List of Definitions

Term	Definition
<b>Accreditation</b>	Third party attestation related to conformity assessment body conveying formal demonstration of its competence to carry out specific conformity assessment tasks (ISO/IEC 17000).
<b>Accreditation Body</b>	Authoritative body that performs accreditation (ISO/IEC 17000).
<b>Accreditation Criteria</b>	Granting the accreditation based on one of the following international requirements; ISO/IEC 17025, or ISO/IEC 17065 or ISO/IEC 17021, or ISO 15189 or ISO/IEC 17020 and the normative documents related to the scope of accreditation, whichever applicable as defined <u>by AU</u> .
<b>Accreditation Officer</b>	A full time employee of AU who works in Accreditation Section, and may act as a lead assessor, lead assessor assistant or a technical assessor if he/she has the relevant assessor's qualifications.
<b>Appeal</b>	Request by a CAB for reconsideration of any adverse decision made by the accreditation body related to its desired accreditation status, including: <ul style="list-style-type: none"> <li>▪ Refusal to accept an application,</li> <li>▪ Refusal to proceed with an assessment,</li> <li>▪ Corrective action request,</li> <li>▪ Changes in the accreditation scope,</li> <li>▪ Decision to deny, suspend, or withdraw accreditation and any other action that impedes the attainment of accreditation.</li> </ul> (ISO/IEC 17011).
<b>Assessment</b>	Process undertaken by an accreditation body to assess the competence of the CAB based on particular standard(s) and/or other normative documents for a defined scope of accreditation (ISO/IEC 17011).
<b>Assessment Officer</b>	A full time employee of <u>AU</u> who works in Assessment Section, and may act as a lead assessor, lead assessor assistant or a technical assessor if he/she has the relevant assessor's qualifications.
<b>Assessor</b>	Person assigned by an accreditation body to perform, alone or as part of an assessment team, an assessment of a CAB according to the Accreditation Criteria (ISO/IEC 17011).
<b>Assigned Value</b>	value attributed to a particular property of a proficiency test item

Term	Definition
<b>Attestation</b>	Issue of a statement, based on a decision following review, that fulfillment of specified requirements has been demonstrated (ISO/IEC 17000).
<b>Audit</b>	Systematic, independent, documented process for obtaining records, statements of fact or other relevant information and assessing them objectively to determine the extent to which specified requirements are fulfilled (ISO/IEC 17000).
<b>Calibration</b>	Operation that, under specified conditions, in a first step, establishes a relation between the quantity values with measurement uncertainties provided by measurement standards and corresponding indications with associated measurement uncertainties and, in a second step, uses this information to establish a relation for obtaining a measurement result from an indication (ISO/IEC Guide 99).
<b>Certification</b>	Third party attestation related to products, processes, systems or persons (ISO/IEC 17000).
<b>Complaint</b>	Expression of dissatisfaction, other than appeal, by any person or organization, to an accreditation body, relating to the activities of that accreditation body or of an accredited CAB, where a response is expected (ISO/IEC 17011).
<b>Conformity Assessment</b>	Demonstration that specified requirements relating to a product, process, system, person or body are fulfilled (ISO/IEC 17000).
<b>Conformity Assessment Body</b>	Body that performs assessment services and that can be the object of accreditation (ISO/IEC 17011).
<b>Coordinator</b>	one or more individuals with responsibility for organizing and managing all of the activities involved in the operation of a proficiency testing scheme
<b>Documentation Master List</b>	List of all distributed and/or preserved quality management system related documents (Quality Manual, Quality Procedures, Instruction Manuals, Forms Master copies ... etc.) This shows the current revision level of controlled documentation.
<b>Expert</b>	Person assigned by an accreditation body to provide specific knowledge or expertise with respect to the scope of accreditation to be assessed (ISO/IEC 17011).
<b>Extending accreditation</b>	Process of enlarging the scope of accreditation (ISO/IEC 17011).
<b>External Assessor</b>	An assessor who does not work in <u>AU</u> and contracted by <u>AU</u> to carry out assessments.
<b>Foreign Accreditation Body</b>	An accreditation body other than <u>AU</u> .

Term	Definition
<b>Instructions</b>	Instructions for Administration of Accreditation Procedures of Conformity Assessment Bodies No. (4) for the Year 2016
<b>Inter-laboratory Comparison</b>	organization, performance and evaluation of measurements or tests on the same or similar items by two or more laboratories in accordance with predetermined conditions (ISO/IEC 17043)
<b>Laboratory Proficiency Testing</b>	Determination of the laboratory testing performance by means of interlaboratory comparisons.
<b>Lead Assessor</b>	Assessor who is given the overall responsibility for specified assessment activities (ISO/IEC 17011:2004 - clause 3.15). A team leader is responsible for preparing the assessment plan, leading the assessment team, making decisions relating to the conduct of the assessment, representing the assessment team with the CAB's management, and coordinating and submitting the final assessment report. The Lead Assessor may also act as a Technical Assessor during the same assessment.
<b>Lead Assessor's Assistant</b>	A team member who assists the lead assessor in conducting the assessment of quality management system of a certain CAB or accompany a technical expert for assistance and support. A <b>Lead Assessor's Assistant</b> can be an approved lead assessor or an assessor under training nominated to be an approved lead assessor.
<b>Multi-Lateral Agreement</b>	Arrangement whereby more than two parties recognize or accept one another's conformity assessment results (ISO/IEC 17000).
<b>Mutual Recognition Arrangement</b>	Agreement signed between two accreditation bodies or more according to which each party recognizes the technical equivalence of accreditation systems operated by the other parties, i.e. they recognize CABs accredited under the other systems as if they were accredited under their own.
<b>Nonconformity</b>	Non-fulfilment of a requirement
<b>Observer</b>	<b>Person who accompanies the assessment team but does not assess, as a part of his/her training process to become an approved assessor.</b>
<b>Proficiency Testing</b>	Evaluation of participant performance against pre-established criteria by means of interlaboratory comparisons (ISO/IEC 17043)
<b>Quality officer</b>	Management representative who is responsible for the implementation and maintenance of the AU quality management system.

<b>Term</b>	<b>Definition</b>
<b>Reassessment</b>	An assessment visit for renewal of accreditation. It is similar to an initial assessment, except that experience gained during previous assessments shall be taken into account. Surveillance on-site assessments are less comprehensive than reassessments.
<b>Record</b>	A filled controlled quality form that results from the documentation of actions required by the quality manual, quality procedures, or work instructions, such as internal audits, corrective and preventive actions, management review, external audits and others. Records may be in any media, such as hard copy or electronic media.
<b>Reducing Accreditation</b>	Process of cancelling an accreditation for part of the scope of accreditation (ISO/IEC 17011).
<b>Reference Laboratory</b>	Laboratory chosen by AU to provide technical support in the preparation of samples for the PTS.
<b>Scheme Protocol</b>	Formal document that provides participants with a detailed set of information on joining a PTS, distributed to participants at early stages of the PTS.
<b>Scope of Accreditation</b>	Specific conformity assessment services for which accreditation is sought or has been granted (ISO/IEC 17011).
<b>Suggestion for Improvement</b>	Is considered to be a potential nonconformity, or it may also be a recommendation to improve the current system.
<b>Surveillance</b>	Systematic iteration of conformity assessment activities as a basis for maintaining the validity of the statement of conformity (ISO/IEC 17000).
<b>Suspending Accreditation</b>	Process of temporarily making an accreditation invalid, in full or for part of the scope of accreditation (ISO/IEC 17011).
<b>Technical Assessor</b>	A team member, who conducts the assessment of the technical competence of the CAB for specific area(s) of the desired scope of accreditation. A Technical Assessor may also conduct assessment of the CAB quality management system.
<b>Technical Expert</b>	A team member who provides technical advice during an assessment but not considered as an assessor unless he/she has the relevant assessors' qualifications. Therefore, technical experts, without assessors' qualifications, must always be accompanied by a qualified assessor, team leader Assistant.
<b>Testing</b>	Determination of one or more characteristics of an object of conformity assessment, according to a procedure (ISO/IEC 17000 ).

<b>Term</b>	<b>Definition</b>
<b>Traceability</b>	Property of a measurement result whereby the result can be related to a reference through documented unbroken chain of calibrations, each contributing to the measurement uncertainty (ISO/IEC Guide 99 ).
<b>Training &amp; PT Officer</b>	A full time employee of AU who works in Training & PT Section, and may act as a lead assessor, lead assessor assistant or a technical assessor if he/she has the relevant assessor's qualifications.
<b>Vertical Audit</b>	An audit technique which involves the selection of an entry point into the management system such as an application or accreditation certificate, and auditing the selected item's process through the management system.
<b>Withdrawing Accreditation</b>	Process of cancelling an accreditation in full (ISO/IEC 17011).
<b>Witnessing</b>	Observation of the CAB carrying out conformity assessment services within its scope of accreditation (ISO/IEC 17011).
<b>Witness-Audit</b>	Assessment of one or several complete on-site audits at the costumers' of a certification body for products by the accreditation body according to ISO/IEC 17011
<b>Field of certification</b>	Field of activity of a certification body in this case: field of activity within a certification procedure

## 2. List of Abbreviations

<b>Abbreviation</b>	<b>Definition</b>
<b>AC</b>	Accreditation Committee
<b>AP</b>	Appeals Committee
<b>AU</b>	Accreditation Unit
<b>AUD</b>	Accreditation Unit's Director
<b>BAM</b>	German Federal Institute for Materials Research & Testing
<b>BOD</b>	Board of Directors
<b>CAB</b>	Conformity Assessment Body
<b>DAkkS</b>	German Accreditation System for Testing
<b>DASS</b>	Director of Accreditation and Standardization Systems
<b>DIN</b>	German Institute for Standardization
<b>EA</b>	European Cooperation for Accreditation
<b>EFTA</b>	European Free Trade Area
<b>EMS</b>	Environmental Management System
<b>EOQ</b>	European Organization for Quality
<b>EU</b>	European Union
<b>EUROLAB</b>	Organization for Testing in Europe
<b>IAF</b>	International Accreditation Forum
<b>IC</b>	JSMO Information Centre
<b>IEC</b>	International Electro-technical Commission
<b>ILAC</b>	International Laboratory Accreditation Cooperation
<b>IRCA</b>	International Register of Certified Auditors



<b>Abbreviation</b>	<b>Definition</b>
<b>ISO</b>	International Organization for Standardization
<b>JAS</b>	Jordanian Accreditation System
<b>JSMO</b>	Jordan Standardization & Metrology Organization
<b>JNMI</b>	Jordan National Metrology Institute
<b>ML</b>	Medical Laboratory
<b>MLA</b>	Multi-Lateral Agreements
<b>MoU</b>	Memorandum of Understanding
<b>MRA</b>	Mutual Recognition Arrangements
<b>PTS</b>	Proficiency Testing Scheme
<b>QM</b>	Quality Manual
<b>QMS</b>	Quality Management System
<b>QO</b>	Quality Officer of AU
<b>QP</b>	Quality Procedure
<b>TC</b>	Technical Committee
<b>UKAS</b>	United Kingdom Accreditation Services
<b>VIM</b>	International Vocabulary of basic and general terms in Metrology

### 3. References

- ISO/IEC 17000: Conformity assessment - Vocabulary and General Principles.
- ISO/IEC 17011: Conformity assessment - General Requirements for Accreditation Bodies Accrediting Conformity Assessment Bodies.
- ISO/IEC Guide 99: International Vocabulary of Metrology - Basic and General Concepts and Associated Terms (VIM).
- JAS-AU Quality Manual & Procedures.
- ISO/IEC 17043: 2010: Conformity assessment -- General requirements for proficiency testing.