



- 1) Object
- 2) Vocabulary and Abbreviations
- 3) Procedures for review
- 4) Reference documents
- 5) Description of the procedure
- 6) Records

Scope:

The procedure is applied to the management to make an accreditation decision by the relevant specialized accreditation committee.

Responsible for the application:

The General Director and the Technical Director, in collaboration with the department heads, as well as the president of the committee are responsible for applying this procedure.

Amendments:

The evolution of the Rev 03 procedure concerns the cases of intervention of the SAC and the introduction of supplementary assessment in the case of conditional accreditation.

Established on: 11/07/2021

**By: Heads of Technical
Departments**

Visa:

Verified on: 11/07/2021

By: Quality Manager

Visa

Approved on: 12/07/2021

By: The General Director

Visa:



1. Object

The purpose of this procedure is to describe all the provisions adopted by the accreditor to make an accreditation decision.

2. Vocabulary and Abbreviations

Accreditation decision: is a process allowing the accreditor to make a decision whether or not to grant accreditation

SAC: Specialized Accreditation Committee

CAB: Conformity Assessment Body

GD: General Director

HD: Head of Department

PV : Minutes

QM: Quality Manager

3. Modalities for review

The QM reviews this procedure whenever necessary.

4. Reference documents

- Decree 05-466 of 4 Dhou El Kaada 1426
- ISO/IEC 17011 Conformity assessment - General requirements for bodies accrediting conformity assessment bodies;
- GEN 01 Quality manual
- PRO 12 Accreditation procedure
- PRO 07 Accreditation Committee Management Procedure
- PRO 23 Procedure of suspension, reduction and withdrawal of accreditation



5. Description of the procedure

Flux	Description	Resp.	Doc
<pre> graph TD A[Convocation of the SAC] --> B[File analysis] </pre>	<p>Based on the results of the deviations analysis (*) by the assessment team, the HD/AM convenes the members of the CAS for making decision about the accreditation file.</p>	<p>HD/AM SAC</p>	<p>FOR 58 FOR 04, FOR 05, FOR 05-1, FOR 06, FOR 07 FOR 08, FOR 09, FOR 09-1, FOR 10 FOR 02</p>
<pre> graph TD B --> C{Sufficient information?} C -- Non --> CD[CD] C -- Oui --> D[Issuance of an opinion] D --> E{Décision favorable Du SAC?} E -- Non --> F[Non-granting of accreditation; refusal of accreditation, cannot decide, Others] E -- Oui --> G[Establishment of the accreditation certificate and technical appendix] F --> CD </pre>	<p>Making a decision by the members of the CAS. The summary of the opinions drafted by the president of the committee.</p> <p>Based on a collegial opinion, the committee decides on initial, renewal and extension accreditation requests:</p> <ol style="list-style-type: none"> 1. Granting of Accreditation. 2. Granting of accreditation subject to a close supervision assessment (less than 12 months) or an additional assessment. 3. Non-granting: refusal of accreditation 4. Cannot decide: <ul style="list-style-type: none"> • Need for additional informations • Request for an complimentary assessment 5. Other cases of decision (See chapter 5.1) <p>Elaborate of minutes of the CAS meeting.</p>	<p>SAC SAC President SAC President</p>	<p>FOR 14 FOR 15 FOR 42</p>
<pre> graph TD G --> H[Informe the applicant] </pre>	<p>Based on the favorable CAS decision, the GD signs the accreditation certificate. The technical annexes are established by the HD by delegation of the GD</p> <p>In all cases, the candidate is informed of the decision.</p>	<p>GD HD HD</p>	<p>FOR 15, FOR 16 Annexes Une lettre de notification</p>

NB: (*) Critical deviations: the evaluation file is presented to the committee if:

- Deadlines are exceeded
- Critical deviations are resolved

Non-critical deviations: ALGERAC requires an action plan deemed relevant by the evaluation team.



5.1 Other cases of intervention of the accreditation committee:

- Review of recusal of deviations made by the CAB
- Suspension of part or all of the scope of accreditation following the results of the surveillance
- The remove of the suspension
- Reduction of the scope of accreditation in the case of unsatisfactory results
- Withdrawal of accreditation
- make a decision on the transfer of accreditation

6. Recordings

- Technical Information Inspection (FOR 04)
- Technical information for test and analysis laboratories (FOR 05)
- Technical information for biomedical laboratories (FOR 05-1)
- Technical information for calibration laboratories (FOR 06)
- Technical information for certification bodies (FOR 07)
- Assessment report for inspection bodies (FOR 08)
- Assessment report for laboratories (FOR 09)
- Assessment report for medical biology laboratories (FOR 09-1)
- Assessment report for certification bodies (FOR 10)
- Accreditation Transfer Request (DOC 01-3)
- deviance sheet (FOR 02)
- Invitation (FOR 58)
- Opinion of the members of the specialized accreditation committee (FOR 14)
- Opinion of the specialized accreditation committee and accreditation decision (FOR 15)
- Minutes of the meeting of the specialized accreditation committee (FOR 42)
- Accreditation certificate (FOR 16,...,FOR 16-3)
- Notification letter (FOR 63,..., FOR 63-18)