



- 1) Purpose
- 2) Vocabulary and abbreviations
- 3) Reviewing modes
- 4) Upstream documents
- 5) Procedure description
- 6) Records

**Scope :**

This procedure applies to any request to develop or extend an accreditation Scheme.

**Responsible for the application:**

The General Manager, in collaboration with the heads of technical departments, is responsible for the application of this procedure.

**Modifications:**

The revision on this procedure based on the enrichment of the procedural steps in relation to the new ISO/IEC 17011: 2017 requirements.

**Established on: 25/12/2018**  
**By: Heads of departments**  
**Techniques**

**Signature :**

**Verified on: 25/12/2018**

**By: QM**

**Signature:**

**Approved: 30/12/2018**

**By: Director General**

**Signature:**



## 1. Purpose

The purpose of this procedure is to define the steps of development or extension of an accreditation scheme.

## 2. Vocabulary and Abbreviations

### **Assessment:**

The process implemented by an accreditation body to assess a CAB's competence on the basis of identified standards or other normative documents, and for a defined scope of accreditation.

### **Accreditation scheme:**

Rules and processes for the accreditation of conformity assessment bodies to which the same requirements apply.

**Development of an accreditation scheme:** develop a new scheme accreditation (new domain)

**Extend a Scheme:** extend the scope of an accreditation scheme (sub domain)

**DG :** Director General

**BD:** Board of Directors

**DAR :** Director of Administration and Resources

**HD:** Head of Department

**HS:** Head of structure

**QM :** Quality Manager

### 1) Reviewing modes

The RQ reviews this procedure whenever necessary to improve ALGERAC's management system.


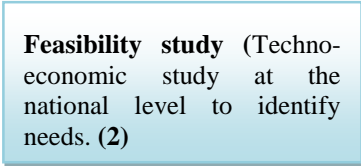
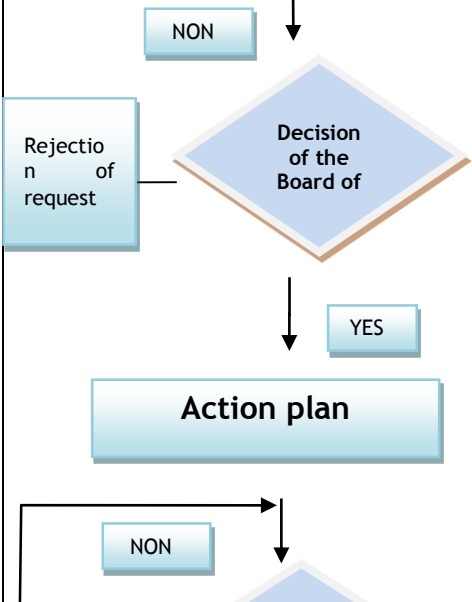
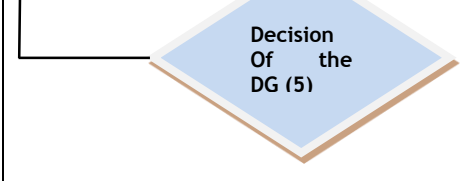
## 4. Upstream documents

- Decree 05-466 of 4 Dhou El Kaada 1426; -
- ISO/IEC 17011: Conformity assessment - General requirements for bodies accrediting conformity assessment bodies (an according chapters 4.6.4 and 4.6.5).



5) Procedure description

5.1) Development Scheme:

Flow	Description	Resp.	Doc
	<p>The request to develop activity/ extend the scope of the activity to a new Accreditation Scheme may come from a need, <b>authorities or the market</b> (e. g. several interested CABs, public authority,..,Etc.)</p>	<p>DG HD</p>	<p>Mail</p>
	<p>Design of a new accreditation Scheme: The DG presents to the Board the feasibility study prepared by the head of the department concerned:</p> <ul style="list-style-type: none"> <li>• <b>Technical:</b> existence of criteria, procedures, guides, competence.</li> <li>• <b>Economic:</b> Number of potential customers, possible difficulties, expenses to launch in relation to income and profits.</li> <li>• <b>Politics:</b> strategic interest, national interest,</li> <li>• <b>Legal:</b> in the mandate (Decree), relevant legislation) for the extension of the accreditation field.</li> </ul>	<p>GD</p>	<p>Feasibility study</p>
	<p>On the basis of a feasibility study, the Board directors deliberates:</p> <p>a) If the decision is favorable, the SC shall establish an action plan including the following points:</p> <ul style="list-style-type: none"> <li>- analysis of current skills and resources</li> <li>- Access to and use of expertise</li> <li>- Need for application &amp; guidance documents</li> <li>- Training of accreditation staff</li> <li>- Implementation/transition modalities</li> <li>- Views of interested parties.</li> </ul> <p>(b) If the decision is unfavorable, the HD shall be informed and the reasons for the decision shall be provided.</p>	<p>AC CD</p>	<p>Meeting minutes BD</p>
	<p>Decision to launch the accreditation Scheme.</p>	<p>DG</p>	<p>FOR 39 Decision</p>



<pre> graph TD     A[Implementation of the action plan] --&gt; B[Following actions plan]     C[YES] --&gt; A             </pre>	<p>-Implementation of the validated action plan (Execution of planned actions) by:</p> <ul style="list-style-type: none"> <li>-taking into account the extensions granted during the review of the evaluation Scheme and the planning of the next evaluation</li> <li>-Taking into consideration the risk associated with the activities, sites and personnel covered by the Scheme.</li> </ul>	<p>HD</p>	<p>FOR 39</p>
<p>Follow-up of actions by checking:</p> <ul style="list-style-type: none"> <li>-the effectiveness of training, coaching;</li> <li>- recordings through internal audit.</li> </ul>			

**5.2 Partial or complete termination of an accreditation Scheme**

Before ALGERAC ceases all or part of an accreditation Scheme, at least the following points must be met taken into consideration:

- a) the views of interested parties;
- b) contractual obligations;
- c) transitional provisions;
- d) external communication regarding the suspension;
- e) information published by the accreditation body.

NB: ALGERAC may discontinue a part or a complete accreditation scheme (request from the public authorities, ALGERAC strategy for internal or external reasons, etc.).

**6. Records :**

- Minutes of the Board meeting
- Feasibility study (FOR 39)
- Action plan Scheme