



Guidelines on Application for Accreditation

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 <p>NACI National Accreditation Center of Iran مرکز ملی تایید صلاحیت ایران</p>	<p>Guidelines on Application for Accreditation</p>	<p>Document code: NACI-G05 Revision No: 02 Revision date: Jul.2017 Page 1 of 18</p>
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Changes History

Clause Numbers	Revision No	Revision Date	Summary of changes
Cover	01	Jul 2017	Revision of No & Date
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1. Objective

The purpose of these guidelines is to outline the NACI regulations & accreditation phases as public information for all conformity assessment bodies interested in applying for NACI accreditation.

2. Scope

These guidelines are applicable to NACI applicants and accredited conformity assessment bodies.

3. Responsibilities

The Man agreement Representative is responsible for compliance to these guidelines by all involved. The NACI President will supervise effective implementation of these procedures.

4. References & Regulations

- 4.1 ISO/IEC 17011:2017 Conformity assessment —requirements for accreditation bodies accrediting conformity assessment bodies.
- 4.2 NACI management system manual & related procedures.
- 4.3 Recognized international standards related to various conformity assessment schemes.
- 4.4 ISO/IEC 17020: 2012, General criteria for the operation of various types of bodies performing inspection.
- 4.5 ISO/IEC 17025:2017, General requirements for the competence of testing and Laboratories.
- 4.6 ISO/IEC 17021-1:2015, Conformity assessment – Requirements for bodies providing audit and certification of management systems

5. Terms & Definitions

The terms and definitions below apply in addition to those covered in the normative references listed in clause 3 above.

5.1NACI: National Accreditation Center of Iran.

5.2CAB: Conformity Assessment Bodies including Certification Bodies (CBs), Inspection Bodies (IBs), Laboratories (Labs) including Test & Calibration laboratories, and other types of organizations involved in independent audits and certification.

5.3Application Questionnaire: A NACI form completed by the applicant CAB & signed by the top management of that body for use by NACI as a basis for the relevant contract review purpose.

5.4Assessment: Systematic evaluation of the CAB documented system & processes on site by competent NACI assessors with findings used as a basis for accreditation decision.

5.5Accreditation Decision: NACI decision upon independent review & confirmation of the demonstrated competency of a CAB for being granted the NACI certificate & use of symbol.

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5.6 Accreditation Certificate: A certificate issued by NACI upon successful assessment & decision for accreditation in accordance with NACI regulations which may be used by the CAB within the specified scope & validation period thereof.

5.7 Accreditation Symbol: A NACI symbol to be used by an accredited CAB in relation to an accreditation certificate in accordance with the authorized rules & regulations.

5.8 Accreditation Period: The specified validity duration of a certificate provided the conditions upon initial assessment & accreditation decision are maintained, which starts from the date of the completion of the initial assessment or re-assessment for a period of normally 3years.

6. Completing a Questionnaire & Applying for Accreditation

6.1 Questionnaire Information

6.1.1 Applicant details

The CABs applying for NACI accreditation need to complete & submit the accreditation questionnaire is shown in NACI-F138 on the website before their application can be officially reviewed. Completion & submission of a questionnaire is the start of processes of the flow diagram shown in the Annex to these guidelines. The first part of the questionnaire requires the applicant details including CAB complete name, trade name, the names & titles of the top management & contact person for further coordination, the full addresses of the central office & operation sites, as well as the phones numbers & email addresses for contact.

6.1.2 Accreditation Scope applied for

The accreditation may be applied for any of the scopes specified on the questionnaire. Those include operation of certification body, operation of an inspection body, & operation of a laboratory, which are within the existing NACI programs for accreditation. When applying for an accreditation scope which is not shown on the form, the other option may be selected & the reference to the requested scope noted in the provided space. Such demands will be considered & NACI management shall plan developing relevant programs as justified.

6.1.3 Accreditation information

Any previous accreditations are noted in this part of the questionnaire, & copies of any referenced certificates must be attached to the application. Also, the details about the CAB readiness for NACI assessment are noted. In this regard, the documentation basis for CAB operation is of relevance, & the dates ready for assessment need to be estimated based on such documentation having been completed & fully operational. Specifying dates of readiness for assessment is necessary for preparation & planning of the NACI initial assessment as closely as practicable. This is dependent on the NACI technical judgment about the sufficiency of the CAB documented system & its implementation. While it is expected that the CAB readiness is normally achieved through availability of the documented system, the viability of the implemented system is of utmost importance as the documented backup system may also be completed based on the processes in operation. Thus, the documented system may be available any time prior to the dates of readiness for assessment. The CAB shall ensure that the estimated time of readiness is based not only on the availability of the complete set of necessary documents satisfying the requirements of the applicable standards & related regulations, but also on the effective implementation of the system at all organizational levels & functions.

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6.1.4 Scope of assessment

On page 2 of the questionnaire, detailed information on the scope of CAB activities applied for accreditation is outlined. A summary description of the processes may be accompanied by a process map to be referenced & a copy attached to the questionnaire to give a better understanding of the CAB process structure. The details of any CAB activity areas with appropriate reference to any IAF codes & titles of the economic sectors (based on NACI-M05) in question are also needed. It is also important to note which part of such activities are performed using internal or external resources. The number & lists of all permanent or freelance auditors & experts, inspectors, or laboratory operators, detailed based on qualifications & their respective roles in CAB activities are of utmost importance in assessment CAB competency. The complete lists are expected to be attached to the questionnaire.

6.1.5 Submitting Questionnaire

Attention needs to be drawn to all details in completing & submitting a questionnaire as application for NACI accreditation. In that respect, & in addition to the information detailed above, a description of the CAB relationship to any other organization needs to be documented. The availability of such information is of utmost importance when the activities of the CAB are supported by a larger organization, or when parts of the CAB activities are being performed by such related body. The questionnaire details are also expected to contain a list of the applicable documents, the minimum requirements of which are detailed in these guidelines. Finally, the application form needs to be signed by the CAB top management authority committing to the integrity of information thereof. That commitment signifies not only the accuracy of all the information provided at the time of application, but also any further information obtained in the course of communications with the nominated contact person.

6.1.6 Necessary Documents

Along with completed application or subsequently, submission of a number of documents are needed to enable planning an accreditation assessment. Those include the following major categories:

- A copy of the CAB articles of constitution & its official gazette, & any other related document including the official notification of any changes, which overall can demonstrate the legal status of the CAB & the coverage of its financial & legal obligations. Those need to satisfy the requirements of the relevant system standard.
- The CAB management manual including or referencing its documented procedures satisfying the requirements of the specific accreditation scheme. It is expected that at least the original version of the CAB manual is ready at the time of application & preferably submitted in electronic form.
- A complete list of all documented procedures & related documents needs to be submitted along with the application, with the latest revised copy of each ready to be submitted when necessary. The main procedures need to be available preferably in electronic form prior to planning the initial assessment. The latest status of any submitted document is noted, & there is no problem if they are further revised between the times submitted & when the assessment takes place.

The existence of the legal documents & the documentary structure supporting the system & processes of the CAB applying for accreditation are expected to submit at the time of application. The legal basis for the operation & the ability of the CAB system is providing the services within the scope are the main determinants for acceptance of an application. The applicant CAB may

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always be required to submit additional evidence at later stages of the application review. The deadline for submission of all necessary documentation is prior to the planning of the initial on site assessment, & the CAB is expected to have those ready for the accreditation assessment to take place.

6.2 Readiness for Accreditation

A subject matter review of the CAB application takes place prior to a need for detailed review of the CAB documentation. The document review is the responsibility of the assessment team which is normally not yet nominated when reviewing an application for acceptance.

The items confirmed for acceptance of an application at the review stage are basically focused on minimizing the probability of nonconformity an accreditation assessment from being planned & implemented. Some of those items may include the followings:

- Verifying the legal status & structure of the applicant CAB, its organizational & process relationships, as well as the overall nature & extent of its activities within the applied scope, that is basically conducted by reviewing the declarations documented in the relevant application & any additional information verified by contacting the nominated CAB contact person in the course of the application review process. Such verifications result in creating a NACI accreditation file & provision of a password to the applicant.
- The file formation upon acceptance of an application & provision of the applicant password enables further continual communications through a reliable access to the NACI applicants' portal.
- During the application review process, a preliminary site visit may be conducted aimed at obtaining first-hand information about the CAB places of operation, getting to know the management & key personnel, overall verification of the process structure & documentation, & sorting out any issues or misunderstandings. Such visit is not an assessment or any part of it & may not be construed as such, since it only aims at completing information to enable completion of contract review for acceptance of the application. The preliminary visit may be waived or not taken place at the CAB premises if considered justified by the NACI contract reviewer.

6.3 Communication with NACI

Upon acceptance of an application for accreditation, the applicant CAB is provided with access to the NACI portal in order to facilitate the communications needed for further action. That online access helps the CAB to consult all the applicable NACI procedures, accreditation regulations, as well as the contractual rights & obligations of NACI & the CABs. This communication can help to answer queries & sort out any misunderstandings with regard to the assessment & accreditation requirements in order to save time & prevent undue delays. The main purpose of this communications prior to planning & performance of the initial assessment is to expedite the prerequisite & coordination. Also, due to the continual nature of accreditation, the online communication shall continue pursuant to the initial assessment to coordinate the periodical surveillance & reassessment visits.

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6.4. Accreditation Contract

6.4.1 NACI Contract Review

The main step in NACI contract review process is for the case reviewer to sort out any potential shortcomings & complete the missing information of the application with the CAB contact person in order to be able to verify the integrity of the pertinent information to be reflected in the relevant assessment file. Generally, the review consists of the followings:

- Identifying the relevant standard as a basis for accreditation of the CAB within the scope of application that is the expectation for compliance through effective implementation of the related processes & meeting of the requirements thereof.
- Identification of any potential issues or limitations with regard to the standard requirements & related regulations that need to be sorted out prior to acceptance of the application.
- Determination in consultation with the CAB contact person of an appropriate time for planning the initial site assessment.
- Verification of the information on CAB permanent & freelance personnel, especially auditors & experts, inspectors or lab technicians as the case may be, with regard to the competencies, grades, & areas of expertise declared by the CAB compared to the information about the CAB activities & expertise areas covered so that any observed gap is sorted out prior to planning an initial assessment to the extent possible.
- Investigation of any information concerning CAB operation sites & units covered within the applied scope & determination of the applicable NACI expertise code for planning appropriate resources for the assessment.
- Estimation of the assessment duration for the initial visit as well as the periodical surveillance visits depending on the nature of activities, as well as the complexity of processes, & in general based on the number of economic activity areas covered with the CAB scope supported by the availability of the necessary expertise resources for such operation.
- Checking the NACI database of assessors & expert in relation to the activity area & expertise required for the CAB assessment in order to verify the availability of competent resources as required by the relevant normative documents & for the purpose of reinforcing confidence in NACI services.

6.4.2 Resourcing & Accreditation Proposal

NACI reviews an application based on the requirements of the applicable system standard, the related rules & regulations, the international norms, the NACI policies & procedures, & the capability factors including access to competent assessors & experts, the conditions surrounding the case, the demand, the service type, the number of personnel, the number of sites, & any other elements related to the resourcing of an assessment. NACI may decide to outsource assessment programs & particular assessments or carry them out using external resources as necessary. In all such cases, the assessment resources including team leaders, assessors & experts are to be selected from the pool of approved competent personnel. Additionally, all participants in an assessment under those or any other title such as observer, trainer or mentor must observe the rules for the absence of any conflicting interest in that assessment. NACI is to ensure impartiality & independence of all involved & to manage issues related to any potential conflicts of interest. The applicant CAB is also provided with an opportunity to notify NACI for appropriate action about any observed conflicts within the time limit pursuant to receipt of an assessment plan including the names of all team participants. Ensuring appointment of a competent assessment team is the

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main NACI concern for accepting an application for accreditation, which is dependent not only on the estimation of adequate duration for conducting the assessment, but also on the followings:

- Particulars of the contractual parties,
- The assessment contract which includes not only the scope & objectives of an assessment, but also the details of the applicable accreditation criteria,
- Duration & assessment phases for the accreditation period (normally 5 years) including man days for initial assessment, surveillance visits, & any special assessments deemed necessary during the contract period,
- Fees based on assessment tariffs including those based on variable days as estimated, but also such items as preliminary visit, documentation review, & the annual registration fees,
- The general obligations of the CAB as an important basis for effective performance of the NACI assessment & accreditation, failure of observe resulting in delay or cancellation,
- The general obligations of NACI provided in accordance with the applicable international norms in creating confidence in accreditation services,
- Emphasis on maintaining confidentiality by NACI & all its personnel at all times based on the relevant principles administered by NACI,
- The conditions for granting accreditation, expanding or reducing the scope at later stages, re-certification, suspension or withdrawal as provided for in the NACI relevant procedures,
- The conditions for use of accreditation certificate & symbol as detailed in the NACI relevant procedures, summarized in the instructions for use of certificate & symbol submitted to the accredited applicant along with the issued certificate,
- The provisions for contract cancellation & applicable legal issues, including the CAB access to the NACI accreditation council as necessary.

6.4.3 Review & Acceptance by Applicant

The above review results in a proposal for initiation of accreditation assessment steps reflected in a contract for the applicant to administer its acceptance & signing by the authorized person & arrange for payment of the initial fees to enable the assessment planning phase to start. It is recommended that the applicant authorized person carefully reviews the detail of the proposal in order to clarify any potential issues & obtain a relevant answer to any question or queries. This is of utmost importance especially when it comes to the assessment duration, participation of the assessment team in witness audits, the assessment methods & findings resulting in a need for corrective action by the applicant organization, any special visits (extraordinary assessment) which may result in extra time & expense, as well as any potential nonconformity which may result in delay or rejection of an accreditation decision. The applicant management must consider the fact that the NACI contractual obligations are independent of the accreditation decision, & that the payments are due even if an assessment results in a decision for rejection of accreditation due to ~~major~~ nonconformity. NACI is expected to make the appropriate decision based on the assessment team leader recommendation or the final results of an assessment review by a competent independent lead assessor within the applicable rules & regulations, & such decision is binding on the applicant with the right for justified appeal.

6.4.4 Contract Exchange for Accreditation Assessment

The NACI proposed contract is finalized upon acceptance of the applicant authorized person by signature & submission to the NACI secretariat. A copy thereof is sent to the applicant organization after being duly signed & dated, but an assessment team may be assigned to start

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preparation & planning pursuant to the payment of due fees or acceptance thereof even before the exchange of actual contractual documents take place. The subsequent coordination to carry out the assessment & follow up actions is normally carried out by communication between the team leader or nominated assessor & the applicant's contact person, although any coordination may also be made as necessary with the respective assessment department. In all events, the communication lines between the assessment team & the applicant contact are to be maintained. The applicant CAB is invited to consider that generally the following rules & regulations are applicable upon acceptance of an assessment contract:

- The applicant is responsible for all expenses as per contract any time after the acceptance in case of deciding on unilateral cancellation of the contract,
- In case NACI decides on a suspension due to a problem in observing the accreditation rules & regulations, that may result in cancellation upon the suspension deadline,
- When a CAB knowingly or unknowingly violates all or parts of the regulations or contractual obligations (CAB responsibilities, contract cancellation terms, use of accreditation symbol, & advertising the accreditation certificate), resulting in withdrawal of the certificate & payment of all due fees.

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6.5. Contract Terms for Accreditation Assessment

6.5.1 The CAB Obligations

CAB shall:

6.5.1.1 Commit to fulfill continually the requirements for NACI for the areas where accreditation is sought or granted, including agreement to adapt to changes in the requirements for accreditation.

6.5.1.2 afford when requested such accommodation and cooperation as is necessary to enable NACI to verify fulfillment of requirements for accreditation, including all premises where the conformity assessment services take place.

6.5.1.3 Provide access to information, documents and records as necessary for the NACI assessment and maintenance of the accreditation

6.5.1.4 Provide access to those documents that provide insight into the level of independence and impartiality of the CAB from its related bodies for NACI, where applicable

6.5.1.5 Arrange the witnessing of CAB services when NACI requested

6.5.1.6 Claim NACI accreditation only with respect to the scope for which it has been granted accreditation

6.5.1.7 Not use its accreditation in a manner as to bring the NACI into disrepute

6.5.1.8 Pay fees as determined by NACI

6.5.1.9 Inform to NACI, without delay, any significant changes relevant to its accreditation, in any aspect of its status or operation relating to

a) Its legal, commercial, ownership or organizational status

b) The organization, top management and key personnel

c) Main policies

d) Resources and premises

e) Scope of accreditation

f) Other matters affecting the ability of the CAB to fulfill requirements

6.5.1.10 agrees that name, address, scope and accreditation situation, scope reduction, accreditation suspension, accreditation withdrawn publicly communicate by NACI.

6.5.1.11 agree to exchange all required information and documents for assessment(assessment report and accreditation certificates) with official governmental bodies , as appropriate, by related channels such as electronically

6.5.1.12 not issue non-accredit certificate in the scope that has been accredited by NACI.

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6.5.2 NACI Obligations

6.5.2.1 Providing public access to the latest updates of information concerning all accredited CABs including the following details:

- CAB name & address,
- Date of accreditation & its expiration,
- The scope of accreditation in details, or as a summary referencing the access to details.

6.5.2.2 NACI shall provide the accredited CAB with information concerning reference to its accredited scope to enable checking the latest details at all times.

6.5.2.3 NACI provides public information about all its international affiliations & how an accredited CAB may benefit from such memberships.

6.5.2.4 NACI shall duly publish all information related to its expectations on accreditation.

6.5.2.5 NACI is to consider the views of the interested parties before any major policy changes by consulting the NACI Council consisting of the representatives of all those interests.

6.5.2.6 NACI shall ensure upon any major changes that the accredited CABs do conform to the modified requirements within the transition period thereof.

6.5.2.7 NACI is committed to the observance of confidentiality issues by all its personnel, assessors, & committee members at all times, including any written information & documents provided in the course of accreditation, as well as any information exchanged or evidence gathered during the assessments.

6.5.2.8 NACI provides assurance that all such information is only accessible to the assessment team in charge, the case reviewers, & the accreditation decision making personnel.

6.5.3 Process Assessment

A NACI assessment is conducted based on the requirements of the relevant base accreditation standard, the rules & regulations applicable to that program, as well as all other criteria requiring assessment of the CAB processes in implementation & maintenance of a system to satisfy all such criteria for providing effective & reliable services within the scope of that system. Such process approach requires the NACI assessment teams to evaluate the system in general as well as its details to enable the following conclusions:

- A summary analysis of the system conformance to the requirements of the applicable international standard & related regulations,
- Conclusions concerning such analysis & reference to any potential nonconformities in any aspect within the scope,
- Detail analysis of all individual nonconformities & any opportunities for improvement to guide the CAB in providing any necessary corrective action,
- Reporting of any strengths or weaknesses related to the intent of the system, its implementation, & its effectiveness in achieving the intended purpose,
- Independent analyses of the effectiveness in various relevant activities of the CAB.

The results of those process analyses are reflected the assessment recommendation normally based on conclusion items including the followings:

- The effectiveness of the system intent identified in the CAB documentation & procedures,
- The effectiveness of the system implementation as evidenced by observation & evaluation of the assessment team members,

- The effectiveness of the system outcome by assessing the CAB management actions,
- The overall strengths of the CAB system,
- The overall weakness observed in the CAB system,
- Any opportunities for improvement inviting the management action as needed.

Of utmost importance in an assessment findings are the identified nonconformities requiring an action or a verified plan of action, as the case may be, in order for a favorable report enabling the accreditation decision.

6.6 Classification of findings

The details of the main assessment findings based on observed evidences are documented in the assessment team reports, including a concise description of the observed problem, the reference to the sampled indicative evidence, reference to the normative reference thereof, the function or unit where the issue was observed, as well as the category of the findings. Individual nonconformities are reported separately, & the assessment team shall ensure that the CAB management has a good understanding of the problem & its implications in order to plan & implement the necessary corrective action. The finding may be categorized as one of the followings, each necessitating the relevant action:

Non-Conformity: Failure to address, or failure to implement a mandatory requirement of the relevant standard, international requirement or NACI accreditation criteria.

Concern: Minor laps with the requirements of the relevant standard, international requirement or NACI accreditation criteria.

Comment: Any finding not classified as a Non-conformity or Concern that is an observed event or a potential risk that could become a Non-conformity or Concern. Comments may also identify an opportunity for improvement or a compliment on best practices.

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6.6.1 Analysis of assessment findings

The assessment team leader shall officially record one of the following recommendation options based on the overall findings of the assessment for the accreditation decision reviewer action:

EXAMPLE OF CLASSIFICATION AND CONSEQUENCES OF CORRECTIVE ACTION REQUESTS, CONCERNS AND COMMENTS		
Classification	If detected during an initial assessment	If detected during all other assessments
Comments	Comments are observed events or a potential risk that is highlighted as an opportunity for improvement.	Comments are observed events or a potential risk that is highlighted as an opportunity for improvement.
Concerns	<p>Minor lapse in compliance with the relevant standard, international requirement or NACI accreditation criteria.</p> <p>Objective evidence of corrective action, intended action or plan of correction, which includes a timeline for implementation, must be submitted for review and acceptance by NACI within 30 days of the issuance of an assessment report.</p> <p>Accreditation will not be granted until all concerns are satisfactorily addressed with supporting evidence.</p>	<p>Minor lapse in compliance with the relevant standard, international requirement or NACI accreditation criteria.</p> <p>Objective evidence of corrective action, intended action or plan of correction, which includes a timeline for implementation, must be submitted for review and acceptance by NACI within 30 days of the issuance of an assessment report.</p> <p>Corrective action may be verified through review of documentation during the next planned assessment or during an out-of schedule on-site assessment depending on the nature of the Concern.</p>
Non-Conformity	<p>Noncompliance with the relevant standard, international requirement or NACI accreditation criteria.</p> <p>Accreditation will not be granted until all CARs are satisfactorily addressed with supporting evidence.</p> <p>Objective evidence of corrective action must be submitted within 30 days of the issuance of the assessment report.</p> <p>An additional verification assessment may be required.</p> <p>Where submissions regarding CARs are not satisfactory, accreditation will not be granted until the applicant CAB satisfactorily resolves all CARs.</p>	<p>Noncompliance with the relevant standard, international requirement or NACI accreditation criteria.</p> <p>Accreditation will not be renewed until all CARs are satisfactorily addressed with supporting evidence.</p> <p>Objective evidence of corrective action must be submitted within 30 days of the issuance of the assessment report.</p> <p>An additional verification assessment May be required.</p> <p>Where submissions addressing CARs are not</p>



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	<p>CARs may result from deviation in the compliance of the applicant CAB from the relevant standard, international requirement Or NACI accreditation criteria.</p>	<p>Satisfactory, accreditation will not be renewed until the CAB satisfactorily resolves all CARs. CARs may result from repeated Concerns raised in previous assessments regarding the relevant standard, international requirement or NACI accreditation criteria.</p>
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6.7. Terms of using NACI Certificate & Symbol

6.7.1 Content of Certificate & Accredited Scope

The NACI accreditation certificate is issued in a format specified in the relevant procedures in a bilingual form in Farsi & English, & it includes complete name & address of the CAB, the scope of accreditation with reference to the specified criteria, the operation sites, types of activities, technical areas covered, reference to the details of those technical areas, as well as dates of issuance & expiration. The format of the certificate is design to avoid its renewal during a whole accreditation cycle to the extent possible & for the original certificate number to remain unchanged. However, changes to the technical scope details are possible without a need for renewing the certificate, & only by revising the attached schedule of expertise areas under the same certificate number.

The certificate includes the reference to the accreditation criteria with the standard number & year thereof, as well as the area assessed for accreditation (including the applicable standard number & year thereof) within the scope detailed in an attachment to the certificate. The attached schedule shall contain the technical areas approved for certification or issuance of technical reports based on areas assessed & approved, which may be reduced or extended during the accreditation period without a need to renew the certificate.

The NACI accreditation certificate always includes a reference number, a date of issuance, & an expiration date subject to maintaining the accreditation conditions. The text of the certificates makes a reference to the need for continual compliance to the accreditation standard & regulations, as well as the timely surveillance visits for maintaining an accreditation current & up-to-date. It is also specified that any reference to the certificate or the accreditation symbol needs to comply with the guidelines submitted to the CAB along with the certificate. The certificate also makes reference to possibility of checking with NACI about the latest status of an accreditation by any user informed about a specific certificate.

It is also to be noted that an accreditation schedule attached to a certificate is at all times an integral part of it including any updates & the latest changes to scope, & that all reference to a NACI certificate is always subject to the list of its latest updated technical coverage areas.

6.5.5.2 Changes to Accreditation Scope

The details of the initially accredited scope are reflected as approved in a list attached to the certificate granted to the CAB for reference within the expiration date thereof. The attached list contains the number, the date of issuance and expiration of the certificate. However, changes as a result of extension or reduction to scope requested by the CAB or deemed necessary may be needed upon special recommendation of the assessment team & validation of the NACI reviewer.

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Such changes may not affect the certificate, but they need to be reflected in the attachment list. The revised list shall contain the original certificate number; the date of issuance thereof is updated, while the date of expiration shall remain as in the reference certificate.

6.7.2 Rules of Reference to Certificate & Scope

- 6.7.2.1 An accreditation is generally valid for duration of 3years as printed on the certificate.
- 6.7.2.2 The use of certificate & its related symbol is governed by the NACI regulations.
- 6.7.2.3 Any misuse of the NACI certificate or accreditation symbol is considered breach of assessment contract.
- 6.7.2.4 A CAB is authorized to advertise or reference an accreditation certificate only within the scope specified & supported by the up-to-date list of details.
- 6.7.2.5 The CAB use of the granted certificate & any reference thereof shall give due consideration to the NACI name & reputation at all times. No statements shall be made to implicate public confidence or cause misunderstandings.
- 6.7.2.6 A CAB is not authorized to reference the NACI accreditation of its system to be construed as necessarily the best of its kind or exclusive in nature.
- 6.7.2.7 The details of the NACI regulations regarding use of certificate & symbol are documented in the relevant procedures available to the accredited CABs.

6.7.3 Rules of Using NACI Symbol

Refer to NACI-W01

 <p>NACI National Accreditation Center of Iran مرکز ملی تایید صلاحیت ایران</p>	<p>Guidelines on Application for Accreditation</p>	<p>Document code: NACI-G05 Revision No: 02 Revision date: Jul.2017 Page 16 of 18</p>
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Annex: NACI Accreditation Flowchart



