



MS CBs Data collection

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Work Instructions
MS CBs Data collection

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1. Objectives

This work instructions is for the collection of data to provide indicators of a Management System Certification Body's performance

2. Scope

Application of these instructions is the basis for all Management System Certification Body that accreted by NACI

3. Responsibilities

The CAB has total responsibility for observing these instructions as officially submitted. The VP in charge of each accreditation program will supervise compliance.

4. References & Regulations

4.1 ISO/IEC 17000:2020 Conformity assessment -- Vocabulary and general principles


4.2 ISO 9000:2015 Quality management systems -- Fundamentals and vocabulary

4.3 ISO/IEC 17011:2017 Conformity assessment -- requirements for accreditation bodies accrediting Conformity assessment bodies

4.4 The NACI accreditation Manual NACI-M00.

4.4 ISO/IEC 17021-1:2015 Conformity assessment — Requirements for bodies providing audit and certification of management systems, Part 1 Requirements.

4.5 IAF MD15:2023 IAF Mandatory Document for the Collection of Data to Provide Indicators of Management System Certification Bodies' Performance

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5. Terms & Definitions

All terms & definitions in these procedures conform to those given in the references cited in Clause 4 above. In addition, the terms & definitions given below are applicable.

5.1 **NACI**: means the National Accreditation Center of Iran.

5.2 **CB**: Certification body applying for accreditation.

6. Instructions

This mandatory document specifies a set of indicators that shall be collected and reviewed periodically by NACI to supplement onsite assessments.

It is expected that the analysis of these indicators may lead to adjustments in surveillance activities.

This document represents the consensus of all IAF members and does not preclude the possibility of Accreditation Bodies developing additional indicators in consultation with their stakeholders.

Certification Bodies should be report on an annual basis, the default period being on January of every year. The indicators below shall be reported by certification standard under the accreditation of NACI:

6.1 Number of accredited certificates valid at the end of December


Note: Analysis of this data indicates any change in number of certificates in a given time period. Based on the data provided, NACI would be able to gain a fair understanding of any significant change in the Certification Body's operations (described in 6.4).

6.2 Number of auditors

This information, together with information in 3.1, would give an indication if the Certification Body has appropriate resources for managing the certification programs. It is to be collected at the same time as the information in 3.1 and include all auditors as defined by ISO/IEC 17021.

6.3 Number of transfers accepted

This data refers to the number of transfers (as defined in IAF MD2) accepted by the Certification Body since the preceding reporting period. While transfers could be for many reasons, any sudden increase in the number of transfers could provide an Accreditation Body with input for further review during onsite assessment.

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6.4 Number of auditor-days delivered

Auditor-days is to be understood as stated in IAF MD5. This information would provide an Accreditation Body with an indication of resources used by the Certification Body and should be compared with the other indicators. The number reported should range until the preceding reporting period.

6.5 HOW TO REPORT THE TOTAL NUMBER OF VALID CERTIFICATES

The indicator described in 6.1 requires Certification Bodies to report the total number of valid certificates issued. The number of valid certificates should be reported according to the following rules base on MS CBs Data collection form(NACI-F165):

- If a client holds a valid certificate which covers one site, this has to be counted as one certificate (single-site certificate).
- If a client holds one certificate, which covers more than one site, it is still counted as one certificate as only one certificate was issued (multiple-site certificate). If, however, the multiple sites are certified individually, then each granted certificate has to be counted (as for single-site certificates).
- Whether a client holds several single-site certificates (with each site holding its own individual certificate) or a single multiple-site certificates (with one valid certificate covering a number of sites), Certification Bodies shall report the total number of certificates.
- If a client is certified to more than one management system, and a Certification Body has issued only one certificate to cover both scopes, this should be counted with as many certificates as management systems are covered by the certification, i.e. one per management systems standard.

Note: A valid certificate refers to a certification that is currently under the validity of a certification contract, either with an active or suspended status. Withdrawn certificates, as well as applications, are not to be counted for this purpose.

7. Related Documents

7.1 Document control procedures **NACI-P10**

8. Forms & Records

8.1 Document Control List form **NACI-F101**

8.2 Document Proposal or Review form **NACI –F103**

8.3 Document Distribution form **NACI- F104**

8.4 Records Control List form **NACI-F105**

8.5 MS CBs Data collection **NACI-F165**

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9. Recipients

As per distribution list form **NACI –F104**

10. Annexes

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11. Withdrawn Documents

Not applicable

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