**ACCREDITATION SCHEME FOR
MANAGEMENT SYSTEMS CERTIFICATION BODIES**

CT 33
SAC CRITERIA FOR CERTIFICATION BODIES (FACILITY MANAGEMENT SYSTEM)

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The SAC Accreditation Programme is managed by Enterprise Singapore

1   Introduction

1.1   This document specifies the supplementary SAC criteria for certification bodies (CBs) on Facility Management System (FMS) certification to ISO 41001 *Facility management – Management systems – Requirements with guidance for use.*

1.2   This document is to be used with:
- ISO/IEC 17021-1 *Conformity assessment – Requirements for bodies providing audit and certification of management systems Part 1: Requirements*,

- ISO/IEC TS 17021-11 *Conformity assessment – Requirements for bodies providing audit and certification of management systems – Part 11: Competence requirements for auditing and certification of facility management (FM) management systems*, and

- Applicable IAF Mandatory Documents.

2   Scope Classification

The Accreditation for FMS is provided for the following scopes in accordance with ISO/IEC TS 17021-11 standard requirements as read with clause 7.1.2 of ISO/IEC 17021-1. The following six Technical Areas are adopted as described in ISO/TR 41013 *Facility Management – Scope, key concepts and benefits*:

Technical Area	Examples of Included Activities	Examples of Corresponding IAF Codes
A – Real estate, Sites Management	Factories, offices, laboratories, classrooms, hospitals, shops, warehouses, data centres, airports, military installations, hotels, museums, playgrounds, prisons, internal roads, parking, lawns, parks	30, 31, 38
B – Infrastructure Management	Highways, roads, bridges, dams, canals, levees/tolls, railroads, and transit systems	22, 31
C – Equipment and Systems Management	Structural components, furniture and workplace equipment, information and communication technology, lighting, sanitary, HVAC, elevators, safety and surveillance, building automation and information management, computer-aided FM, transport vehicle fleet including of supply of vehicles, primary business specific systems	18, 19, 20, 21, 22, 28, 31, 33

Technical Area	Examples of Included Activities	Examples of Corresponding IAF Codes
D – Utilities Management	Electricity, gas, oil, district heating, solar energy, geothermal energy, pressurized air, technical gases, water treatment	25, 26, 27
E - Service Management	Safety, security, catering, access control, fleet management, reception and visitor services, printing services, greens service, winter service, event management, cleaning, conference services, retail services, facilities helpdesk etc.	09, 34, 39
F - Other Facility Management Services not classified above		35

3 Competence Requirements for Auditing and Certification Personnel

3.1 A CB shall appoint competent personnel to review applications, conduct audits, review audit reports and make certification decisions. These personnel shall meet the applicable requirements specified in ISO/IEC TS 17021-11.

3.2 Qualification and work experience can be used as part of the requirements. However, competence is not based on these alone as it is important to ensure that personnel can demonstrate the ability to apply the specific knowledge and skills that one would expect a person to have after completing a qualification or having a certain amount of work experience.

3.3 An example of a qualification for auditors and personnel who review FMS audit reports and make certification decisions is the completion of a course on ISO 41001 that covers the requirements for knowledge and understanding specified in ISO/IEC TS 17021-11. Completion of briefing or other courses that cover the requirements for knowledge and understanding specified in ISO/IEC TS 17021-11 is also another qualification.

4 Duration of FMS Audits

4.1 Determination of audit time for FMS audits shall be based on Annex A – Quality Management Systems of IAF Mandatory Document 5 (IAF MD 5) *Determination of audit time of Quality, Environmental, and Occupational Health & Safety Management Systems*.

4.2   In determining the audit duration, a CB shall determine the effective number of personnel performing work or work-related activities for all shifts that are under the control or influence of the organisation's control. The effective number of personnel consists of all personnel (permanent and temporary, and part-time) within the scope of certification. For e.g., full time staff, associates and contractors. Where applicable, references shall be made to IAF MD 5.

4.3   CB shall calculate the audit time. To ensure effective FMS audits are performed for reliable and comparable audit outcome,

    4.3.1   CB may add audit time (i.e., minimally 0.5 manday) when auditing FM activities of high risk/complexity (e.g., some activities in Technical Area A to D mentioned in Clause 2).

    4.3.2   Where there is a reduction in the audit time, it shall not be reduced by more than 30% based on the audit time provided in Annex A of IAF MD 5.

    4.3.3   In all cases where adjustments are made to the audit duration provided in Annex A of IAF MD 5, sufficient evidence and records shall be maintained to justify the variation. Where applicable, references shall be made to IAF MD 5.

4.4   For requirements of Stage 1 and Stage 2 audits, CBs shall refer to Clause 9.3 of ISO/IEC 17021-1.

4.5   For multi-sites audit, the size of the sample shall follow IAF Mandatory Document 1 (IAF MD 1) *Audit and Certification of a Management System Operated by a Multi-Site Organisation*.

4.6   For integrated system audit, CBs shall follow IAF Mandatory Document 11 (IAF MD 11) *Application of ISO/IEC 17021 for Audits of Integrated Management Systems*.

4.7   Surveillance audit duration shall be 1/3 of initial audit duration.

4.8   Recertification audit duration shall be 2/3 of initial audit duration.

4.9   If after the calculation the result is a decimal number, the number of auditor days should be adjusted to the nearest half day (e.g., 1.3 auditor days becomes 1.5 auditor days, 1.2 auditor days becomes 1 auditor day).