ACCREDITATION SCHEME FOR CERTIFICATION BODIES AND VALIDATION & VERIFICATION BODIES

CT 01

ACCREDITATION PROCESS FOR CERTIFICATION BODIES AND VALIDATION & VERIFICATION BODIES

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The SAC Accreditation Programme is managed by Enterprise Singapore

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1 The Scheme

1.1 The Accreditation Schemes for Certification Bodies and Validation & Verification Bodies are the national accreditation schemes of the Singapore Accreditation Council (SAC) which is managed by Enterprise Singapore. The said schemes will be referred to as “Certification Bodies Scheme” and “Validation and Verification Body Scheme”.

1.2 The primary objectives of Certification Bodies Scheme and Validation & Verification Bodies Scheme are to

a) ensure that the accreditation of certification bodies and validation & verification bodies are in accordance to international criteria such as ISO/IEC 17011, IAF/APAC mandatory and guidance documents, IAF/APAC requirements for mutual recognition arrangements, and relevant SAC documents;

b) provide by means of assessment, the assurance that the professional practice by certification bodies and validation & verification bodies, are in accordance to international standards, such as ISO/IEC 17021-1, ISO/IEC 17065, ISO/TS 22003, ISO 50003, ISO/IEC 27006, ISO/IEC 17024, ISO/IEC 17029 and ISO 14065;

c) ensure that the accreditation processes are carried out with professionalism and integrity;

d) strengthen and develop accreditation schemes to meet the needs of stakeholders;

e) build capability of certification bodies, validation & verification bodies assessors and committee members to meet international standards;

f) facilitate trade and market access by establishing and maintaining multilateral recognition arrangements with overseas and regional/ international accreditation bodies, such as IAF and APAC.

1.3 The Certification Bodies and Validation & Verification Bodies Schemes give formal recognition to certification bodies and validation & verification bodies that have been independently assessed and found to comply with the criteria established by SAC. Accreditation is granted for the scopes applied, and is not a blanket approval for its total operations.

1.4 SAC accredits certification bodies and validation & verification bodies that can demonstrate compliance with the following requirements and scope:

(I) Management System Certification Body

Programme	Accreditation Requirements	Certification Standards	Scope
Quality Management System (QMS)	ISO/IEC 17021-1 ISO/IEC 17021-3 Applicable IAF MDs	ISO 9001	See Table 1 in Annex 3b
Quality Management for Bunker Supply Chain (QMBS) (under QMS)	ISO/IEC 17021-1 SAC CT 09	SS 524	See Annex 2
Environmental Management System (EMS)	ISO/IEC 17021-1 ISO/IEC 17021-2 Applicable IAF MDs	ISO 14001	See Table 2 in Annex 3b
Occupational Health and Safety Management System (OH&SMS)	ISO/IEC 17021-1 ISO/IEC 17021-10 SAC CT 02 Applicable IAF MDs	ISO 45001 SS 651	See Table 3 in Annex 3b
Hazard Analysis and Critical Control Point (HACCP)	ISO/IEC 17021-1 SAC HACCP Document No 1 Applicable IAF MDs	SS 590 SS 444	See Annex 2
Food Safety Management System (FSMS)	ISO/IEC 17021-1 ISO/TS 22003* ISO 22003-1 Applicable IAF MDs	ISO 22000	See Annex 2
Business Continuity Management (BCM)	ISO/IEC 17021-1 ISO/IEC TS 17021-6 Applicable IAF MDs SAC CT 08	ISO 22301	See Annex 2
Good Distribution Practice for Medical Devices (GDPMDS)	ISO/IEC 17021-1 Applicable IAF MDs SAC CT 04	SS 620	See Annex 2
Energy Management System (EnMS)	ISO/IEC 17021-1 ISO 50003 Applicable IAF MDs	ISO 50001	See Annex 2
Water Efficiency Management System (WEMS)	ISO/IEC 17021-1 Applicable IAF MDs SAC CT 11	ISO 46001	See Annex 2

Programme	Accreditation Requirements	Certification Standards	Scope
Learning Service Providers (LSP)	ISO/IEC 17021-1 Applicable IAF MDs SAC CT 13	ISO 29993 Applicable Technical Notes	See Annex 2
Multi-Tiered Cloud Computing Security (MTCS)	ISO/IEC 17021-1 Applicable IAF MDs SAC CT 14	SS 584	See Annex 2
End-of-life ICT Equipment (EIMS)	ISO/IEC 17021-1 Applicable IAF MDs SAC CT 15	SS 587	See Annex 2
Asset Management (AM)	ISO/IEC 17021-1 ISO/IEC TS 17021-5 Applicable IAF MDs SAC CT 16	ISO 55001	See Annex 2
Medical Devices – Quality Management Systems (MDQMS)	ISO/IEC 17021-1 Applicable IAF MDs SAC CT 18	ISO 13485	See Annex 2
Anti-Bribery Management System (ABMS)	ISO/IEC 17021-1 ISO/IEC TS 17021-9 Applicable IAF MDs SAC CT 21	ISO 37001	See Annex 2
Information Security Management System (ISMS)	ISO/IEC 17021-1 ISO/IEC 27006 ISO/IEC TS 27006-2 Applicable IAF MDs Accreditation to ISO/IEC 27006 (ISMS) will be a pre-requisite for certification bodies seeking accreditation to ISO/IEC TS 27006-2 (PIMS)	ISO/IEC 27001 ISO/IEC 27701 ISO/IEC 27001 certification will be a pre-requisite for certification bodies clients seeking for ISO/IEC 27701 certification	See Annex 2
Cold Chain Management of Chilled and Frozen Foods (CCMS)	ISO/IEC 17021-1 SAC CT 25	SS 668 Part 1	See Annex 2
Facility Management System (FMS)	ISO/IEC 17021-1 ISO/IEC TS 17021-11 Applicable IAF MDs SAC CT 33	ISO 41001	See Annex 2

Note:
(1) IAF MD: IAF Mandatory Documents
(2) Please see **Annex 1** for the list of above-mentioned standards.
(3) * Standards undergoing transition or migration to the revised or new standards

(II) Product Certification Body

Product Category/Scope	Accreditation Requirements	Certification Standards
Building & Construction	ISO/IEC 17065	SS 560 Various applicable standards
Alternative Steel Materials (BC1)	ISO/IEC 17065 SAC CT 24	BC1 Design Guide on Use of Alternative Structural Steel, published by Building Construction Authority (BCA)
In-Situ Post Tensioning Works	ISO/IEC 17065 SAC CT 22	Various standards
Ground support and stabilisation works for Earth Retaining and Stabilising Structures (ERSS)	ISO/IEC 17065 SAC CT 27	Various standards SAC CT 28
Precast Concrete Products	ISO/IEC 17065 SAC CT 29	Various standards SAC CT 30
Piling Works	ISO/IEC 17065 SAC CT 31	Various standards SAC CT 32
Electrical & Electronics	ISO/IEC 17065	EE Products in Consumer Protection (Safety Requirements) Registration Scheme (CPS Scheme) Various applicable standards
ISASecure Certification	ISO/IEC 17065	IACS Cybersecurity Certification Requirements
Regulated Fire Safety Product (FSP) and Shelter Product	ISO/IEC 17065 SAC CT 12 SAC CT 23	SCDF Fire Code Chapter 11

Product Category/Scope	Accreditation Requirements	Certification Standards
Food Product	ISO/IEC 17065	Various applicable standards
Organic Primary Produce	ISO/IEC 17065	SS 632
Gas Appliances and Accessories	ISO/IEC 17065	Gas products in CPS Scheme
Green Product	ISO/IEC 17065	Various applicable standards
PEFC Chain of Custody	ISO/IEC 17065	PEFC ST 2002
Personal Protective Equipment	ISO/IEC 17065	Various applicable standards
Ready-mixed Concrete (RMC)	ISO/IEC 17065 SAC CT 05	SS EN 206 SS 544-1 SS 544-2 SAC CT 06
Telecommunication	ISO/IEC 17065	Various applicable standards
Water Efficiency Labelling Products (WELS)	ISO/IEC 17065 SAC CT 19	PUBWater Efficiency Labelling Scheme (WELS) Guidebook
Structural Steelwork Fabricators (SSF)	ISO/IEC 17065 SAC CT 20	SS EN 1090-1 SS EN 1090-2
Clean & Green Urban Farms (C&G)	ISO/IEC 17065 SAC CT 26	SS 661 (Agriculture) SS 689 (Aquaculture)
Good Agricultural Practice (GAP)	ISO/IEC 17065 SAC CT 26	SS 670 (Good aquaculture practice) SS 675 (Good agriculture practice) SS 676 (Good animal husbandry practice for layer farms)
All Other Products	ISO/IEC 17065	Various applicable standards

(III) Personnel Certification Bodies

Programmes	Accreditation Requirements	Certification Standards
Business (Management) Consultants	ISO/IEC 17024	TR 43*

Programmes	Accreditation Requirements	Certification Standards
		SS 680 Applicable standards
Other Programmes • Security Personnel • Financial Planners • Medical Technologies • Non-Destructive Testing Personnel • Rope Access Personnel • Welding Personnel • Others	ISO/IEC 17024	Various applicable standards

Note:
* Standards undergoing transition or migration to the revised or new standards

(IV) Validation & Verification Bodies

Programmes	Accreditation Requirements	Verification Standards	Scope
Verification for International Civil Aviation Organisation (ICAO) Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA) - CO_2 Emissions from international flights	ISO 14065, ISO 14066, ISO 14064-3, ICAO CORSIA SARPs-Annex 16 Volume IV, Environmental Technical Manual – Volume IV, applicable IAF MD documents	• International Standards and Recommended Practices, Environmental Protection — CORSIA (Annex 16, Volume IV to the Convention on International Civil Aviation) (SARPS) • Environmental Technical Manual (Doc 9501), Volume IV – Procedures for demonstrating compliance with CORSIA	See Annex 2
Verification activities at the organization level	ISO 17029, ISO 14065, ISO 14066, ISO 14064-3, applicable IAF MD documents	ISO 14064-1	See Annex 2

1.5 This document shall be read in conjunction with SAC 01 – *Terms and Conditions for Accreditation*, SAC 02 – *Rules for Use of SAC Accreditation Marks and Mutual Recognition Arrangement (MRA) Marks*, relevant accreditation standards (e.g. ISO/IEC 17021-1, ISO/TS 22003, ISO 50003, ISO/IEC 27006, ISO/IEC 17024, ISO/IEC 17065, ISO 17029, ISO 14065), the corresponding IAF mandatory and guidance documents, and any specific requirements that may be published relating to the Certification Bodies and Validation & Verification Bodies schemes.

2 Definitions

2.1 *Accreditation*

Third party attestation (refer to 2.8) related to a conformity assessment body (CAB) (e.g. certification body, validation & verification body) conveying formal demonstration of its competence to carry out specific conformity assessment tasks

2.2 *Accreditation Body*

Authoritative body that performs accreditation (e.g. SAC)

2.3 *Accreditation Certificate (Certificate of Accreditation)*

A formal document by SAC to be used by accredited certification bodies to indicate their accredited status.

2.4 *Accreditation Criteria*

Requirements of Conformity Assessment Bodies (CAB) scheme expressed in general terms, which address organisation, human and material resources, operating procedures, certification and quality assurance practices of a CAB. Such requirements are specified in the documents as listed in Clause 1.4 of this document.

2.5 *Appeal*

Request by a CAB for reconsideration of a decision made by SAC relating to accreditation

2.6 *Assessment*

Process undertaken by SAC to assess the competence of CAB, based on particular standard(s) and/or guide(s) and/or other normative documents for a defined scope of accreditation

2.7 *Assessor*

A person assigned by SAC to perform, alone or as part of an assessment team, an assessment of a CAB

2.8 *Attestation*

Issue of a statement, based on a decision following review, that fulfilment of specified requirements has been demonstrated

2.9 *Certification*

Third party attestation (2.8) related to products, processes, systems or persons

2.10 *Certification Body*

For the purpose of this accreditation, a certification body is an independent impartial body, government or non-government, possessing the necessary competence and reliability to operate a certification system and in which those with an interest in the process of certification are represented without any single interest predominating.

2.11 *Complaint*

Expression of dissatisfaction, other than appeal, by any person or organisation, to SAC relating to the activities of SAC or of an accredited CAB, where a response is expected

2.12 *Conformity Assessment Body (CAB)*

Body that performs conformity assessment services and that can be the object of accreditation (e.g. certification body, validation & verification body)

2.13 *Expert*

A person assigned by SAC to provide specific knowledge or expertise with respect to the scope of accreditation to be assessed

2.14 *Extending Accreditation*

Process of enlarging the scope of accreditation

2.15 *Management Representative*

A person nominated by a certification body to represent it in all matters relating to accreditation.

2.16 *Non-conformity*

Non-fulfilment of a requirement

2.17 *Critical Non-conformity*

A *critical* non-conformity or a series of non-conformities which seriously threatens the credibility of the relevant accreditation scheme. Gross lack of technical competence and persistent violation of SAC Terms & Conditions, regulations, gross lack of commitment of the organisation to quality or compliance with accreditation criteria and existence of serious doubt on the integrity and impartiality of the organisation. A management system

breakdown, as indicated by a series of *significant* non-conformities which seriously threaten the quality of all activities under the system, warrants a *critical* non-conformity.

Note: Gross lack of competence may arise from lack of competent staff for critical activities, inappropriate environment for critical activities, lack of critical equipment, lack of critical traceability, totally invalid test, calibration or inspection method, total breakdown of the record or documentation system, lack of or totally ineffective quality assurance procedures or other causes.

2.18 *Significant Non-conformity*

A *significant* non-conformity has serious adverse effect on the validity of an activity, its results or the competence of the organisation or a violation of SAC Terms & Conditions for accreditation.

The existence of a serious doubt on the technical validity of an activity or its results, as indicated by a series of related *minor* non-conformities is a *significant* non-conformity. Furthermore, persistence of a *minor* non-conformity for an extended period of time and without any plausible explanation may be a violation of SAC Terms & Conditions for accreditation. This warrants a *significant* non-conformity.

2.19 *Minor Non-conformity*

A minor non-conformity shall have no serious adverse effect on the validity of the activity, its results or the competence of the organisation.

Note: Minor non-conformities have a tendency to grow into significant non-conformities if not addressed appropriately at the time.

2.20 *Observation*

An assessment finding that does not warrant a non-conformity but is identified by the assessment team as an opportunity for improvement.

2.21 *Reducing Accreditation*

Process of cancelling accreditation for part of the scope of accreditation

2.22 *SAC Accredited Certificate*

A certificate includes a statement by the certification body that it is accredited for the scope listed. It bears the accreditation certificate number and the SAC accreditation mark.

2.23 *Schedule of Accreditation*

A schedule issued with the Certificate of Accreditation listing the specific scopes for which accreditation has been granted.

2.24 *Scope of Accreditation*

Specific conformity assessment services for which accreditation is sought or has been granted.

2.25 *Surveillance*

Routine examination of a CAB to evaluate its continued conformance with SAC requirements, normally every twelve-month period.

2.26 *Suspending Accreditation*

Process of temporarily making accreditation invalid, in full or for part of the scope of accreditation.

2.27 *Withdrawing Accreditation*

Process of cancelling accreditation in full.

2.28 *Witnessing*

Witnessing of an audit is an activity performed by an Accreditation Body whereby it observes, without interfering and influencing, an audit performed by a Certification Body audit team or verification conducted by a Verification Body team.

3 Organisation Structure

3.1 Council Committee for Certification

3.1.1 The Council Committee for Certification (CCC) is a specialist committee appointed by the SAC Council. The CCC is responsible for the formulation of policies, provides guidance and oversees the operation of the Accreditation Schemes for Certification Bodies and Validation & Verification Bodies.

3.1.2 The CCC is authorised by the SAC Council to review, evaluate and approve assessment reports for accreditation of certification bodies through the CCC Review Committees. The CCC may also co-opt individuals with relevant technical or management expertise as advisors for the review of assessment reports.

3.1.3 The term of office for CCC members is three years with provision for re-appointment.

3.2 Working Groups

3.2.1 Working Groups are established for the development of new schemes/programmes or for extension of the existing schemes.

3.2.2 The composition of the Working Group is approved by the CCC. The basis of appointment will be the members' knowledge and expertise in respective technical field or area. The Working Groups are to recommend criteria for new schemes/programmes.

3.2.3 The term of office for members of the Working Group is for the duration of the development of the scheme.

3.3 Assessors / Technical Experts

3.3.1 The CCC maintains a panel of assessors/technical experts who are appointed from the ranks of government departments, associations & societies, academic and professional institutions, and industry practitioners. The assessors/technical experts are chosen on the basis of their professional knowledge and expertise in a particular scope of accreditation and their ability to examine and evaluate a CAB's standard of management and practices.

3.3.2 The assessors/technical experts will conduct assessments of applicants and accredited certification bodies based on the criteria established under the CAB Scheme.

3.3.3 The assessment team submits assessment reports to the CCC Review Committee for approval, after each assessment on the granting, extension, reduction, renewal, suspension or withdrawal of accreditation.

4 Accreditation Process

4.1 Introduction

4.1.1 Enquiries regarding the Schemes can be made at the Singapore Accreditation Council.

4.1.2 Conformity assessment bodies (CABs) interested to be accredited may obtain the relevant documents (except for ISO or national Standards) from SAC website.

4.1.3 The CAB is advised to study in detail the SAC terms and conditions to ensure that it can substantially meet the accreditation criteria before it lodges an application for accreditation.

4.1.4 The management system of the CAB shall be operational for at least two months before SAC carries out an assessment of the certification body.

4.2 Application

4.2.1 All applications shall be made through SACiNet (online platform for accreditation process). All applications are to be supported with documents containing sufficient information regarding its staff, management system, equipment (where applicable) or other information necessary or requested by SAC from time to time for the assessment of the CAB.

4.2.2 The applicant shall nominate a management representative to liaise with SAC on all matters relating to accreditation and the applicant shall keep SAC informed of any change in the representative.

4.2.3 Upon receipt of a duly completed application made through SACiNet and satisfactory supporting documents (including completed assessment checklist) relating to its management system and equipment (where applicable), an acknowledgement notification will be sent to the applicant through SACiNet.

4.2.5 A quotation for the document review, preliminary assessment (if requested) and initial assessment, shall be sent to the applicant for agreement either through SACiNet or email.

4.2.6 The composition of the assessment team will also be sent to the applicant for agreement.

4.2.7 Applications are valid for a period of two years.

4.2.8 All applicants shall be required to comply with the pre-conditions stipulated in SAC 01.

4.3 Preliminary Assessment (Optional)

4.3.1 SAC may arrange for a preliminary assessment at the request of the applicant. If a preliminary assessment is conducted, SAC will issue a preliminary assessment report highlighting to the CAB on the gaps identified.

4.4 Initial Assessment

4.4.1 Before the initial assessment, the assessment team shall review all relevant documents and records supplied by the applicant to evaluate its system, as documented for conformity with the relevant standard(s) and other requirements for accreditation.

4.4.2 SAC may decide not to proceed with an on-site assessment based on nonconformities raised during the document and records review. SAC shall report the nonconformities in writing to the CAB.

4.4.3 The on-site Initial assessment comprises two mandatory components to determine if the CAB should be granted accreditation:

a) Assessment of the applicant's implementation of its management system. A plan for the assessment will also be drawn up and given to the applicant before the assessment is scheduled to begin. The assessment plan will cover all requirements, including internal audit and management review, of the accreditation criteria as listed in Clause 1.4 of this document.

b) Assessment of the applicant's auditors/verifiers – witnessed assessment (unless it is not applicable to the certification system)

4.4.4 In selecting audits for witnessed assessments, a balanced selection, based on the scopes applied will be made covering the scopes to be accredited. Please refer to **Annex 3a** on the number of witnessed assessments needed.

<u>Quality, Environmental and Occupational Health & Safety Management System Certification Schemes</u>

4.4.5 For Quality Management System, Environmental and Occupational Health & Safety Management System, the number of witnessed assessments shall follow IAF MD 17 *Witnessing Activities for the Accreditation of Management Systems Certification Bodies*. Please refer to **Annex 3b** on the number of witnessed assessments needed.

a) When deciding how many and which audits are to be witnessed, a balanced selection, based on the scopes applied will be made covering the scopes to be accredited. In general, SAC shall take into account factors such as:

i. the Certification Bodies' overall performance;
ii. factors such as process complexity or legislation etc. which influence the ability of the certified organisation to demonstrate its ability to meet the intended outcomes of the Management System;
iii. feedback from interested parties including complaints about certified organizations;
iv. the results of the Certification Bodies 's internal audits;
v. scheme owner requirements, etc.;
vi. changes in Certification Bodies work patterns – growth of work within a specific region or technical area;
vii. number of clients within the Certification Bodies' scope of accreditation;
viii. confidence in the Certification Bodies' auditor evaluation and approval process; and
ix. previous or other office or witnessing assessment results, etc.

b) The following additional factors may be taken into account to select witnessing activities:

i. number of certificates issued;
ii. number of auditors;
iii. different auditors;
iv. whether auditors are internal staff or external resource;
v. different audits, initial audit (stage 1/stage 2), surveillance and
vi. recertification;
vii. complex clients, combined and/or integrated audits, multi-site audits;
viii. countries where audits in the certification process are performed;
ix. result of previous witnessing activities;
x. complaints, customer surveys;
xi. interested parties and regulators requests;
xii. the technical clusters already assessed;
xiii. experience from other types of accreditation of the Certification Bodies;
xiv. previous history of the Certification Bodies' ability to manage its operations;
xv. level of controls exercised by a Certification Bodies over its critical activities;
xvi. specific scheme requirements; and
xvii. national agreements with clients.

4.4.6 All assessments shall be conducted by qualified assessor(s). Appropriate technical experts may be appointed to give technical advice to the assessors.

4.4.7 The applicant shall make available personnel such as management representative, key technical staff and auditors for interview during the assessment.

4.4.8 The assessment shall take place at the premises of the applicant and on a representative sample of witnessed assessments as recommended by the assessment team. For initial assessments, in addition to visiting the main or head office, visits shall be made to all other premises of the certification bodies from which one or more key activities are performed and which are covered by the scope of accreditation.

4.4.9 The applicant shall be informed on the assessment findings which include comments on competence and conformity. During the assessment, non-conformities (critical, significant or minor) and observations may be raised. Please refer to clause 4.8 for categories of the non-conformities and their effects. The management representative should ensure that the non-conformities and observations raised are fully understood and acknowledged.

4.4.10 The applicant will be given one month to submit corrective actions for the non-conformities from the date of the closing meeting. The management representative should ensure that the non-conformities and observations raised are fully understood and acknowledged. As part of the corrective actions, the applicant shall submit/upload the relevant evidences and root cause

analysis in SACiNet. Once the applicant has taken the necessary corrective actions, the assessment team shall review the corrective actions and if it considers necessary, conduct a verification visit to verify the actions taken, and shall submit an assessment report to the Review Committee within a reasonable time frame. For critical non-conformities, accreditation shall not be granted. The applicant would be re-assessed after it has rectified the critical non-conformities.

4.4.11 The Review Committee comprises appropriate members from the CCC.

4.4.12 Appropriate technical experts may be co-opted by the CCC Review Committee in its evaluation of the assessment reports.

4.5 Award of Accreditation

4.5.1 The CCC grants accreditation to the applicant upon being satisfied that the CAB meets the criteria for accreditation.

4.5.2 All decisions of the CCC on the granting of accreditation, extension, reduction, renewal, or suspension or withdrawal shall, unless expressly provided herein, be final and not called into question by the CAB.

4.5.3 A Certificate of Accreditation shall be issued to the accredited CAB together with a Schedule giving the details of its scope of accreditation. A CAB may request for additional certificates and an administrative fee shall be charged. The Certificate of Accreditation is valid for a period of four years with provision for renewal on expiry. For second and subsequent management system schemes, the expiry date of the accreditation certificate is aligned with the expiry date of the accreditation certificate of the first management system scheme.

4.5.4 The accredited certification body shall pay to SAC an annual fee and a levy based on the number of accredited certificates issued, and other assessment and administrative fees as determined by SAC from time to time. Accredited validation & verification body shall pay SAC an annual fee, assessment and administrative fees as determined by SAC from time to time.

4.5.5 All accredited CABs will be listed in the SAC website.

4.5.6 All accredited management system, personnel and product certification bodies shall issue accredited certificates for all accredited scopes.

4.6 Routine Surveillance and Reassessment

4.6.1 SAC shall conduct surveillance assessments on accredited CAB to ensure that standards of practice complying with the criteria are maintained. The first

surveillance is normally conducted within 6 to 12 months after the award of accreditation and thereafter once annually.

4.6.2 A reassessment which comprises a full assessment shall be conducted prior to the expiry of the Certificate of Accreditation. The Certificate shall be renewed on the condition that the accredited CAB has been found to have maintained the necessary standard of practice during the validity of the Certificate and is capable of maintaining the standard established.

4.6.3 The CAB has to submit corrective actions on the non-conformities within one month from the date of closing meeting and the corrective actions have been verified to be satisfactory. It is optional for the CAB to respond to the observations. However, the CAB is encouraged to do so. If the CAB chooses to address the observations, the response should be submitted within one month from the date of the closing meeting. A verification visit may be conducted to verify the actions taken. For critical non-conformities, the related accreditation scheme or scope(s) may be suspended or withdrawn. A re-assessment may be conducted. Upon approval by the CCC review committee (for reassessment), a revised Certificate will be issued to the certification bodies to reflect the change in the expiry date.

4.6.4 The CAB may request for an extension or reduction in the scope of accreditation for consideration during the surveillance and reassessment. For extension of scope, the CAB shall write formally to SAC preferably one month before the date of assessment. During the assessment, the extension of scope will be assessed, if needed. Upon approval by the review committee, a revised Schedule will be issued to the CAB to reflect any changes in the scope of accreditation.

Please refer to **Annex 5** on the number of witnessed assessments required for extension of scope.

4.6.5 Witnessed assessments shall be conducted as part of the routine surveillance and reassessment unless it is not applicable to the certification system.

Please refer to **Annex 4** on the number of witnessed assessments required within an accreditation cycle.

4.6.6 If the certification body’s certified client does not allow SAC to witness the audit, the certification of the client may be withdrawn. SAC will also inform all its accredited certification bodies of the withdrawal. If the client chooses to seek certification from another certification body, SAC will inform the new certification body that it wishes to witness the audit. This would only be applicable for SAC accredited certification that is mandatory.

4.6.7 As part of the assessment, SAC may contact the certification body's client, in the presence of the certification body, to verify the quality and details of the audit conducted.

4.7 Non-routine Assessment

4.7.1 Non-routine assessments will include visits made to consider requests for extension in the scope of accreditation, or to investigate complaints made against the accredited CAB on areas within the scope of accreditation, if these could not be conducted during the surveillance visits.

Please refer to **Annex 5** on the number of witnessed assessments required for extension of scope.

4.7.2 Unannounced assessments are conducted for special reasons such as to investigate a complaint against a CAB. SAC reserves the right to conduct unannounced visits when the need arises.

4.7.3 SAC may conduct non-routine assessment for reinstatement of accreditation for a CAB whose accreditation has been suspended due to various reasons such as change of premises.

4.8 Categories of Non-Conformities and their Effects

4.8.1 All non-conformities raised by the assessment team during an assessment will be categorised as "*Critical", "Significant" and* "*Minor"*.

a) Critical Non-conformity

A *critical* non-conformity or a series of non-conformities which seriously threatens the credibility of the relevant accreditation scheme. Gross lack of technical competence and persistent violation of SAC Terms & Conditions, regulations, gross lack of commitment of the organisation to qualify or comply to accreditation criteria and existence of serious doubt on the integrity and impartiality of the organisation. A management system breakdown, as indicated by a series of *significant* non-conformities which seriously threaten the quality of all activities under the system, warrants a *critical* non-conformity.

Note: Gross lack of competence may arise from lack of competent staff for critical activities, inappropriate environment for critical activities, lack of critical equipment, lack of critical traceability, totally invalid test, calibration or inspection method, total breakdown of the record or documentation system, lack of or totally ineffective quality assurance procedures or other causes.

Effect: Organisation, related accreditation scheme or activity may be suspended or withdrawn. For applicant CAB, accreditation shall not be granted.

b) Significant Non-conformity

A *significant* non-conformity has serious adverse effect on the validity of an activity, its results or the competence of the organisation or a violation of SAC Terms & Conditions for accreditation.

The existence of a serious doubt on the technical validity of an activity or its results, as indicated by a series of related *minor* non-conformities is a *significant* non-conformity. Furthermore, persistence of a *minor* non-conformity for an extended period of time and without any plausible explanation may be a violation of SAC Terms & Conditions for accreditation, warrants is a *significant* non-conformity.

Effect: Rectification is required within a given timeframe. Related activity may be suspended or withdrawn depending on the outcome of the rectification. For applicant CAB, accreditation may not be granted if the rectification is not satisfactory for the related activity.

c) Minor Non-conformity

A minor non-conformity shall have no serious adverse effect on the validity of the activity, its results or the competence of the organisation.

Note: Minor non-conformities have a tendency to grow into significant non-conformities if not addressed appropriately at the time.

Effect: Rectification is required within a given timeframe. Effectiveness of the corrective actions taken may be monitored in the next assessment.

4.9 Prohibition of Issue of Certificates to Accreditation Standards

4.9.1 A certification body cannot issue certificates based on accreditation standards such as ISO/IEC 17025. If a certification body provides such certification, SAC shall initiate its process of suspension of accreditation. Further decisions shall be based on the actions taken by the certification body.

Note: It is accepted that a certification body may have to assess subcontractors to confirm that they meet the certification body's requirements which may include accreditation standards e.g. ISO/IEC 17025. Documentation issued to subcontractors as a result of a successful assessment should clearly state that this is only for the purpose of the subcontract and is not certification or accreditation in accordance with ISO/IEC 17011.

4.10 Transfer of Accredited Certification of Management System

4.10.1 For transfer of accredited certificates under IAF MLA issued by other IAF MLA members to SAC accredited certificates, the certification bodies will be required to meet the requirements of IAF MD 2 – IAF Mandatory Documentation for the Transfer of Accredited Certification of Management System.

4.10.2 For transfer of non-accredited certificates which are not under IAF MLA to SAC accredited certificates, the certification body has to check on the qualifications of the auditor who conducted the non-accredited audit and the duration of the non-accredited audit. In addition, the scopes must be accredited.

a) If the auditor meets the qualifications for the respective schemes and the duration of the audit is adequate (as indicated in IAF MD 5), the certification body can grant the accredited certificate to the client without further audit.

b) Otherwise the certification bodies shall conduct an additional audit (partial audit of critical processes for Stage 2 only) before granting of the accredited certificate can be considered. Stage 1 audit is not necessary.

5 Branch Offices

5.1 An accredited CAB shall seek approval from SAC if it wishes to set up a branch office to conduct certification/verification covered in the scope of accreditation. The certification body shall not issue SAC accredited certificates/reports unless accreditation has been extended to cover the work performed in the branch office.

5.2 If an accredited CAB wishes to seek accreditation for its branch office, it shall apply formally to SAC to request for an extension of the accreditation to the branch office.

5.3 SAC may consider on a case to case basis the accreditation of overseas branch office with Headquarters (HQ) in Singapore, if it meets the following:

- The HQ oversees and controls the management system and its implementation in the branch office; and
- The branch offices must operate to the same management system and procedures as the HQ.

6 Safety

6.1 Safe working conditions are essential to good certification practice and management. The CAB shall observe all necessary safety precautions to ensure that its certification/verification activities are performed in a safe working environment.

6.2 SAC will not arrange for on-site assessment if it considers the CAB or their clients' premises to be unsafe.

6.3 It is the CAB's responsibility to comply with relevant health and safety requirements.

Annex 1

List of Accreditation and Certification Requirements

ISO/IEC 17021-1	Conformity assessment – Requirements for bodies providing audit and certification of management systems Part 1: Requirements
ISO/IEC 17021-2	Conformity assessment – Requirements for bodies providing audit and certification of management systems Part 2: competence requirements for auditing and certification of environmental management systems
ISO/IEC 17021-3	Conformity assessment – Requirements for bodies providing audit and certification of management systems Part 3: Competence requirements for auditing and certification of quality management systems
ISO/IEC TS 17021-5	Conformity assessment – Requirements for bodies providing audit and certification of management systems Part 5 Competence requirements for auditing and certification of asset management systems
ISO/IEC TS 17021-6	Conformity assessment – Requirements for bodies providing audit and certification of management systems Part 6: Competence requirements for auditing and certification of business continuity management systems
ISO/IEC TS 17021-9	Conformity assessment – Requirements for bodies providing audit and certification of management systems Part 9: Competence requirements for auditing and certification of anti-bribery management systems
ISO/IEC TS 17021-10	Conformity assessment – Requirements for bodies providing audit and certification of management systems Part 10: Competence requirements for auditing and certification of occupational health and safety management systems
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
ISO/IEC 17024	General Requirements for Bodies Operating Certification of Persons
ISO/IEC 17029	Conformity assessment – General principles and requirements for validation and verification bodies
ISO/IEC 17065	Conformity assessment - Requirements for bodies certifying products, processes and services

ISO/IEC 27001	Information technology - Security techniques – Information security management systems – Requirements
ISO/IEC 27701	Security techniques – Extension to ISO/IEC 27001 and ISO/IEC 27002 for privacy information management — Requirements and Guidelines
ISO/IEC 27006	Information technology security techniques – Requirements for bodies providing audit and certification of information security management systems
ISO/IEC TS 27006-2	Requirements for bodies providing audit and certification of information security management systems – Part 2: Privacy information management systems
ISO 9001	Quality Management Systems – Requirements
ISO 13485	Medical devices – Quality management systems – Requirements for regulatory purpose
ISO 14001	Environmental Management Systems – Requirements with guidance for use
ISO 14064-1	Greenhouse gases – Part 1: Specification with guidance at the organization level for quantification and reporting of greenhouse gas emissions and removals
ISO 14064-3	Greenhouse gases – Part 3: Specification with guidance for the validation and verification of greenhouse gas assertions
ISO 14065:2013	Greenhouse gases – Requirements for greenhouse gas validation and verification bodies for use in accreditation or other forms of recognition
ISO 14065:2020	General principles and requirements for bodies validating and verifying environmental information
ISO 14066	Greenhouse gases – Competence requirements for the validation team and verifications teams
ISO 22000	Food Safety Management Systems – Requirements for any organisation in the food chain
ISO/TS 22003	Food Safety Management Systems – Requirements for bodies providing Audit and Certification of Food Safety Management systems
ISO 22003-1	Food Safety – Part 1: Requirements for bodies provides audit and certification of food safety management systems
ISO 22301	Security and resilence -- Business continuity management systems – Requirements
ISO 29993	Learning services outside formal education – Service requirements
ISO 37001	Anti-Bribery Management Systems – Requirements with

	Guidance for Use
ISO 41001	Facility management – Management systems – Requirements with guidance for use
ISO 45001	Occupational health and safety management systems – Requirements with guidance for use
ISO 46001	Water efficiency management systems – Requirements with guidance for use
ISO 50001	Energy Management Systems – Requirements with guidance for use
ISO 50003	Energy management systems -- Requirements for bodies providing audit and certification of energy management systems
ISO 55001	Asset Management – Management Systems – Requirements
PEFC ST 2002	Chain of Custody of Forest and Tree Based Products – Requirements
SAC CT 02	SAC Criteria for Certification Bodies (OSHMS)
SAC CT 04	SAC Criteria for Certification Bodies (Good Distribution Practice for Medical Devices)
SAC CT 05	SAC Criteria for Certification Bodies (Ready-Mixed Concrete)
SAC CT 06	SAC Criteria for Ready-Mixed Concrete Producers
SAC CT 08	SAC Criteria for Certification Bodies (Business Continuity Management)
SAC CT 09	SAC Criteria for Certification Bodies (Quality Management for Bunker Supply Chain)
SAC CT 11	SAC Criteria for Certification Bodies (Water Efficiency Management Systems)
SAC CT 12	SAC Criteria for Product Certification Bodies (Regulated Fire Safety Products)
SAC CT 13	SAC Criteria for Certification Bodies (Learning Service Providers)
SAC CT 14	SAC Criteria for Certification Bodies (Multi-Tiered Cloud Computing Security)
SAC CT 15	SAC Criteria for Certification Bodies (Management of End-of-life ICT Equipment)
SAC CT 16	SAC Criteria for Certification Bodies (Asset Management)
SAC CT 18	SAC Criteria for Certification Bodies (Medical Devices - Quality Management Systems)

SAC CT 19	SAC Criteria for Certification Bodies (Water Efficiency Labelling Scheme)
SAC CT 20	SAC Criteria for Certification Bodies (Structural Steelworks Fabricator)
SAC CT 21	SAC Criteria for Certification Bodies (Anti-Bribery Management System)
SAC CT 22	SAC Criteria for Certification Bodies (In-Situ Post Tensioning Works)
SAC CT 23	SAC Criteria for Certification Bodies (Regulated Shelter Products)
SAC CT 24	SAC Criteria for Certification Bodies (Alternative Structural Steel in BC1)
SAC CT 25	SAC Criteria for Certification Bodies (Cold Chain Management System)
SAC CT 26	SAC Criteria for Certification Bodies (GAP and Clean & Green Urban Farms)
SAC CT 27	SAC Criteria for Certification Bodies (Ground support and stabilisation works for ERSS)
SAC CT 28	SAC Criteria for Specialist Builders (Ground support and stabilisation works for ERSS)
SAC CT 29	SAC Criteria for Certification Bodies (Precast Concrete Products)
SAC CT 30	SAC Criteria for Specialist Builders (Precast Concrete Products)
SAC CT 31	SAC Criteria for Certification Bodies (Piling Works)
SAC CT 32	SAC Criteria for Specialist Builders (Piling Works)
SAC CT 33	SAC Criteria for Certification Bodies (Facility Management System)
SAC HACCP Document No 1	Requirements for HACCP Auditing Methodology and Criteria for Auditors
SS 444	Hazard analysis and critical control points (HACCP) system for food industry – Requirements with guidance for use
SS 524	Specification for Quality Management for Bunker Supply Chain (QMBS)
SS 544-1	Concrete – Complementary Singapore Standard to SS EN 206 – Part 1: Method of specifying and guidance for the specifier
SS 544-2	Concrete – Complementary Singapore Standard to SS EN 206 – Part 2: Specification for constituent materials and

	concrete
SS 560	Specification for steel for the reinforcement of concrete – Weldable reinforcing steel – Bar, coil and decoiled product
SS 584	Specification for Multi-Tiered Cloud Computing Security
SS 587	Management of End-of-life ICT Equipment
SS 590	Singapore Standard on HACCP based food safety management system – requirements for any organisation in the food chain
SS 632	Specification for Organic Primary Produce
SS 651	Safety and Health Management System for the Chemical Industry
SS 661	Specification for clean and green urban farms - Agriculture
SS 668 Part 1	Cold chain management of chilled and frozen foods – Part 1: General requirements
SS 670	Specification for good aquaculture practice
SS 675	Specification for good agriculture practice
SS 676	Specification for good animal husbandry practice for layer farms
SS 680	Specifications for Management Consultants
SS 689	Specification for clean and green urban farms – Aquaculture
SS EN 206	Concrete - Specification, performance, production and conformity
SS EN 1090-1	Execution of steel structures and aluminium structures – Part 1: Requirements for conformity assessment of structural components
SS EN 1090-2	Execution of steel structures and aluminium structures – Part 2: Technical requirements for steel structures
TR 43	Management Consultants

Annex 2

Scope of Accreditation for Management System Certification Bodies (Except for Quality, Environmental and Occupational Health and Safety Management System)

This list of scopes of accreditation is based on the statistical nomenclature for economic activities (NACE Rev 2) 2008 published by the Commission of European Communities, and is applicable to the following SAC Accreditation Programmes:

a) Anti-bribery Management System
b) Asset Management Certification
c) Business Continuity Management Certification
d) Water Efficiency Management Systems Certification

NACE Code (Rev. 2)	Description	[1]Critical Scopes
A01 – *Crop and Animal Production, Hunting and Related Service Activities* A03 – *Fishing and Aquaculture*	Agriculture; Fishing	e.g. non-processed foods, primary products
B05 – *Mining of coal and lignite* B06 – *Extraction of crude petroleum and natural gas* B07 – *Mining of metal ores* B08 – *Other Mining and Quarrying* B09 – Mining support service activities	Mining and Quarrying	e.g. environmental impact, health and safety
C10 – Manufacture of Food Products C11 – Manufacture of Beverages C12 – Manufacture of tobacco products	Food products, beverages and tobacco	e.g. processed foods for human consumption
C13 – Manufacture of textiles C14 – Manufacture of wearing apparel	Textiles and textile products	
C15 – Manufacture of leather and related products	Leather and leather products	
C16 – Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials	Wood and wood products	e.g. building fittings, fire-rated doors, etc
C17 – Manufacture of paper and paper products	Pulp, paper and paper products	

[1] Activities involving manufacturing, production or distribution of product or services which have direct impact on health, safety or the environment (examples in bracket) are defined as critical scopes.

NACE Code (Rev. 2)	Description	[1]Critical Scopes
J58.1 – Publishing of books, periodicals and other publishing activities J59.2 – Software publishing	Publishing companies	
C18 - Printing and reproduction of recorded media	Printing companies	
C19 – Manufacture of coke and refined petroleum products	Manufacture of coke and refined petroleum products	e.g. environmental impact, health and safety
C24.46 – Processing of nuclear fuel	Nuclear fuel	e.g. environmental impact, health and safety
C20 – Manufacture of chemicals and chemical products	Chemicals, chemical products and fibres	e.g. hazardous substances, environmental impact
C21 – Manufacture of basic pharmaceutical products and pharmaceutical preparations	Pharmaceuticals	e.g. drugs, medicines for human consumption
C22 – Manufacture of rubber and plastic products	Rubber and plastic products	e.g. hazardous substances, environmental impact
C23 – Manufacture of other non-metallic mineral products (except C23.5 – Manufacture of cement, lime and plaster C23.6 – manufacture of articles of concrete ,cement and plaster)	Non-metallic mineral products	
C23.5 - Manufacture of cement, lime and plaster C23.6 - Manufacture of articles of concrete ,cement and plaster	Concrete, cement, lime, plaster etc	e.g. ready-mixed concrete
C24 – Manufacture of basic metals (except C24.46 – processing of nuclear fuel) C25 –Manufacture of fabricated metal products, except machinery and equipment (except C25.4 –Manufacture of weapons and ammunition) C33.11 –Striking of coins	Basic metals and fabricated metal products	e.g. structural steel, reservoirs tanks, boilers, etc
C25.4 - Manufacture of weapons and ammunition C28 – Manufacture of machinery and equipment n.e.c	Machinery and equipment	e.g. medical, surgical, weapons, ammunition, etc

NACE Code (Rev. 2)	Description	[1]Critical Scopes
C30.4 – Manufacture of military fighting vehicles C33.12 – Repair of machinery C33.2 – Installation of industrial machinery and equipment		
C26 – Manufacture of computer, electronic and optical products C27 – Manufacture of electrical equipment C33.13 – Repair of electronic and optical equipment C33.14 – Repair of electronic equipment S95.1 – Repair of computers and communication equipment	Electrical and optical equipment	All
C30.1 – Building of ships and boats C33.15 – Repair and maintenance of ships and boats	Shipbuilding	All
C30.3 – Manufacture of air and spacecraft and related machinery C33.16 – Repair and maintenance of aircraft and spacecraft	Aerospace	All
C29 – Manufacture of motor vehicles, trailers and semi-trailers C30.2 – Manufacture of railway locomotives and rolling stock C30.9 – Manufacture of transport equipment n.e.c C33.17 – Repair and maintenance of other transport equipment	Other transport equipment	
C31 – Manufacture of furniture C32 – Other manufacturing C33.19 – Repair of other equipment	Manufacturing not elsewhere classified	
E38.3 – Materials recovery	Recycling	
D35.1 – Electric power generation, transmission and distribution	Electricity supply	All
D35.2 – Manufacture of gas; distribution of gaseous fuels through mains	Gas supply	All
D35.3 – Steam and air conditioning supply E36 – Water collection, treatment and supply	Water supply	All
F41 – Construction of buildings F42 – Civil Engineering	Construction	e.g. site preparation; building of complete construction or parts

NACE Code (Rev. 2)	Description	[1]Critical Scopes
F43 – Specialised construction activities		thereof; civil engineering; installation of lifts and escalators
G45 – Wholesale and retail trade and repair of motor vehicles and motorcycles G46 – Wholesale trade, except of motor vehicles and motorcycles G47 – Retail trade, except of motor vehicles and motorcycles S95.2 – Repair of personal and household goods	Wholesale and retail trade; Repair of motor vehicles, motorcycles and personal and household goods	
I55 - Accommodation I56 – Food and beverage service activities	Hotels and restaurants	e.g. hotels, restaurants, bars, canteens, catering; food safety, etc Accommodation is not a critical scope.
H49 – Land transport and transport via pipelines H50 – Water transport H51 – Air Transport H52 – Warehousing and support activities for transportation H53 – Postal and courier activities J61 –Telecommunications	Transport, storage; Communication	
K64 – Financial service activities, except insurance and pension funding K65 – Insurance, reinsurance and pension funding, except compulsory social security K66 – Activities auxiliary to financial services and insurance activities L68 – Real Estate activities N77 – Rental and leasing activities	Financial intermediation; real estate; renting	* Real estate (e.g. property development; project management, safety of buildings)
J58.2 – Software Publishing J62 – Computer Programming, consultancy and related activities J63.1 – Data processing, hosting and related activities; web portals	Information technology	
M71 – Architectural and engineering activities; technical testing and analysis M72 – Scientific research and development (except 74.2 – photographic activities, M74 – Other professionals, scientific and	Engineering services	*(e.g. research and experimental development on natural sciences and engineering, etc) architectural and engineering activities

NACE Code (Rev. 2)	Description	[1]Critical Scopes
technical activities		relating to technical consultancy, interior design services, quantity and land surveying, etc
M69 – Legal and accounting activities M70 – Activities of head offices; management consultancy activities M73 – Advertising and market research M74.2 - Photographic activities M74.3 - Translation and interpretation activities N78 – Employment activities N80 – Security and investigation activities N81 – Services to buildings and landscape activities N82 – Office administrative, office support and other business support activities	Other services	
O84 – Public Administration and defence; compulsory social security	Public administration	
P85 - Education	Education	
M75 – Veterinary Activities Q86 – Human Health activities Q87 – Residential care activities Q88 – Social work activities without accommodation	Health and social work	Health (e.g. relating to human health and relevant activities)
E37 - Sewerage E38.1 – Waste Collection E38.2 – Waste treatment and disposal E39 – Remediation activities and other waste management services J59.1 – Motion picture, video and television programme activities J60 – Programming and broadcasting activities J63.9 – Other information services activities N79 – Travel agency, tour operator reservation service and related services R90 – Creative, arts and entertainment activities R91 – Libraries, archives, museums and other cultural activities R92 – Gambling and betting activities	Other social services	

NACE Code (Rev. 2)	Description	[1]Critical Scopes
R93 – Sports activities and amusement and recreation activities R94 – Activities of membership organisations R96 – Other personal service activities		

Scope of Accreditation for Quality Management for Bunker Supply Chain (QMBS) [All are critical scopes]

- Supply of bunker (SS524)

Scope of Accreditation for HACCP-based Food Management System [All are critical scopes]

1. Cargo and storage
2. Catering and canteen
3. Hotel
4. Manufacture of beverages
5. Manufacture of condiments and seasonings
6. Manufacture of grain mill products; starches and starch products
7. Manufacture of ready to eat snack food products
8. Manufacture of rusks and biscuits, preserved pastry goods and cakes
9. Manufacture of vegetable and animal oils and fats
10. Manufacture and processing of alcoholic products
11. Manufacture and processing of animal feeds
12. Manufacture and processing of confectionary
13. Manufacture and processing of dairy product
14. Manufacture and processing of fruits and vegetables
15. Manufacture and processing of grain and cereal
16. Manufacture and processing of homogenised food
17. Manufacture and processing of mineral water
18. Manufacture and processing of noodles, macaroni
19. Manufacture and processing of poultry and meat
20. Manufacture and processing of seafood and fish
21. Manufacture and processing of soft drinks
22. Manufacture and processing of soups
23. Manufacture and processing of spices and seasoning
24. Manufacture and processing of tea and coffee
25. Manufacture and processing of tobacco
26. Production, processing and preserving of meat and meat products
27. Production, processing and preserving of other food
28. Restaurant
29. Retail of food and beverages
30. Retail of frozen, ready to eat food
31. Wholesale of food and beverages
32. Wholesale of food and beverages and tobacco

Scope of Accreditation for Food Safety Management System (FSMS)

The scopes are as defined in ISO/TS 22003*:

Cluster	Category		Subcategory	
Farming	A	Farming of Animals	A I	Farming of Animals for Meat/Milk/Eggs/Honey
			A II	Farming of Fish and Seafood
	B	Farming of Plants	B I	Farming of Plants (other than grains and pulses)
			B II	Farming of Grains and Pulses
Food and Feed Processing	C	Food Manufacturing	C I	Processing of Perishable Animal Products
			C II	Processing of Perishable Plant Products
			C III	Processing of Perishable animal and Plant Products (Mixed Products)
			C IV	Processing of ambient stable products
	D	Animal Feed Production	D I	Production of Feed
			D II	Production of Pet Food
Catering	E	Catering		
Retail, transport and storage	F	Distribution	F I	Retail/ Wholesale
			F II	Food Broking/ Trading
	G	Provision of Transport and Storage Services	G I	Provision of Transport and Storage Services for Perishable Food and Feed
			G II	Provision of Transport and Storage Services for Ambient Stable Food and Feed
Auxiliary Services	H	Services		
	I	Production of Food Packaging and Packaging Material		
	J	Equipment Manufacturing		
Biochemical	K	Production of (Bio) Chemicals		

The scopes are as defined in ISO 22003-1:

Cluster	Category		Subcategory	
Primary Production	A	Farming or handling of animals	A I	Farming of animals for meat/milk/eggs/honey
			A II	Farming of fish and seafood
	B	Farming of handling of plants	B I	Farming – Handling of plants (other than grains and pulses)

			B II	Farming – Handling of grains and pulses
			B III	Pre-process handling of plant products
Processing food for humans and animals	C	Food, ingredient and pet food processing	C 0	Animal – Primary conversion
			C I	Processing of perishable animal products
			C II	Processing of perishable plant-based products
			C III	Processing of perishable animal and plant – Products (mixed products)
			C IV	Processing of ambient stable products
	D	Feed and animal food processing		
Catering/food service	E	Catering/food service		
Retail, transport and storage	F	Trading, retail and e-commerce	F I	Retail/ wholesale
			F II	Broking/ trading
	G	Transport and storage services		
Auxiliary services	H	Services		
Packaging material	I	Production of packaging material		
Auxiliary equipment	J	Equipment		
Bio/chemical	K	Chemical and bio-chemical		

Note:

* Standard undergoing migration to the new standard

Scope for Good Distribution Practice for Medical Devices (GDPMDS)

- Other supporting land transport activities
- Other wholesale
- Storage and warehousing

Scope of Accreditation for Energy Management System (EnMS)

Scope (Technical Area)	Description
Industry – light to medium	Manufacturing facilities producing consumer intermediates or end user oriented products
Industry – heavy	Manufacturing facilities requiring high capitalization and consuming large quantities of raw materials and energy
Buildings	Facilities with standard commercial building practices
Building complexes	Facilities with operations requiring specific expertise due to the complexity of energy sources and uses
Transport	System or means for transporting people or goods/cargo
Mining	Open cast, underground and fluid extraction of raw materials and transport
Agriculture	Livestock, seed or crops products
Energy supply	Energy generation (nuclear, CHP, electricity, renewable, etc) and transport (transmission and distribution)

Scope of Accreditation for Learning Service Providers (LSP)

1. Information technology
2. Language and literacy
3. Manufacturing
4. Productivity and innovation
5. Professional and personal development
6. Quality, including management systems
7. Workplace safety and health
8. Security
9. Service excellence
10. Others

Scope of Accreditation for Information Security Management System (ISMS)

- Information Security Management System
- Privacy Information Management System

Scope of Accreditation for Multi-Tiered Cloud Computing Security (MTCS)

- Information technology

Scope of Accreditation for End-of Life ICT Equipment (EIMS)

- Management of End-of-Life ICT Equipment

Scope of Accreditation for Medical Device – Quality Management System (MDQMS)

Main Technical Areas	Critical Technical Areas	Non-Critical Technical Areas
Non-Active Medical Devices	• Non-active implants • Devices for wound care • Non-active dental devices and accessories	• General non-active, non-implantable medical devices • Non-active medical devices other than specified above
Active Medical Devices (Non-Implantable)	• Devices for imaging • Monitoring devices • Devices for radiation therapy and thermo therapy	• General active medical devices • Active (non-implantable) medical devices other than specified above
Active Implantable Medical Devices	• General active implantable medical devices • Implantable medical devices other than specified above	-
In Vitro Diagnostic Medical Devices (IVD)	• Reagents and reagent products, calibrators and control materials for: - Clinical Chemistry - Immunochemistry - (Immunology) - Haematology / Haemostasis / Immunohematology - Microbiology - Infectious Immunology - Histology / Cytology - Genetic Testing	• In Vitro Diagnostic Instruments and software • IVD medical devices other than specified above
Sterilization Method for Medical Devices	-	• Ethylene oxide gas sterilization (EOG) • Moist heat • Aseptic processing • Radiation sterilization (e.g. gamma, x-ray, electron beam) • Low temperature steam and formaldehyde sterilization • Thermic sterilization with dry heat • Sterilization with hydrogen peroxide • Sterilization method other than specified

		above
Devices Incorporating / Utilizing Specific Substances / Technologies	• Medical devices incorporating medicinal substances • Medical devices utilizing tissues of animal origin • Medical devices incorporating derivates of human blood • Medical devices utilizing biological active coatings and / or materials or being wholly or mainly absorbed	• Medical devices utilizing micromechanics • Medical devices utilizing nanomaterials • Medical devices incorporating or utilizing specific substances / technologies / elements, other than specified above.
Parts or Services	-	• Raw materials • Components • Subassemblies • Calibration services* • Distribution services • Maintenance services • Transportation services • Other services

* *Organizations providing calibration services should be accredited to ISO/IEC 17025*

Scope of Accreditation for Cold Chain Management System (CCMS)

- Cold chain management of chilled and frozen foods

Scope of Accreditation for Facility Management System (FMS)

Technical Area	Examples of included activities
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
B – Infrastructure Management	Highways, roads, bridges, dams, canals, levees/tolls, railroads, and transit systems
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,

Technical Area	Examples of included activities
	primary business specific systems
D – Utilities Management	Electricity, gas, oil, district heating, solar energy, geothermal energy, pressurized air, technical gases, water treatment
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.
F - Other Facility Management Services not classified above	

Scope of Accreditation for Validation & Verification Body

For verification activities at the organization level

Sector	Examples of included activities
Power Generation and Electric Power Transactions	• Transmission of electricity • Generation of bulk electric power • Transmissions from generating facilities to distribution centers and/or distribution to end users • Renewable energy systems • Purchased electricity, steam
General Manufacturing (physical or chemical transformation of materials or substances into new products)	• Manufacturing – Electric and electronics equipment, industrial machinery • Manufacturing – Food processing Note: Civil engineering, e.g. construction, will cover under this sector.
Oil and Gas Exploration, Extraction, Production and Refining, and pipeline distribution, including Petrochemicals	• Conventional exploration and production • Oil sands and heavy oil upgrading • Coal bed methane production • Gas processing plants • Gas well completions • Transportation and distribution • Natural gas storage and LNG operations • Crude oil transportation • Refining • Petrochemical manufacturing • Emissions from process vents in oil and gas treatment • Process emissions (e.g. glycol dehydration, acid gas removal/sulphur recovery, hydrogen production, fluid catalytic cracker (FCC) catalyst regeneration)

Sector	Examples of included activities
	• Venting emissions (e.g. vessel loading, tank storage and flashing, and venting of associated gas) • Fugitive emissions (e.g. leaks from equipment and piping components) • Non-routine events (e.g. gas releases during planned pipeline and equipment maintenance, releases from unplanned events)
Metals Production	• Production of processing of ferrous metals • Production of secondary aluminium • Processing of non-ferrous metals, including production of alloys • Production of coke • Metal ore roasting or sintering, including pelletisation • Production of pig iron or steel including continuous casting
Aluminum Production	• Primary aluminium
Mining and Mineral Production	• Production of cement clinker and production of lime or calcinations of dolomite or magnetite • Glass and ceramic, mineral wool
Pulp, Paper and Print	-
Chemical Production	• Production of carbon black • Production of ammonia • Production of bulk organic chemicals by cracking, reforming, partial or full oxidation or by similar processes • Production of hydrogen and synthesis gas by reforming or partial oxidation • Production of soda ash and sodium bicarbonate • Production of nitric acid • Production of adipic acid • Production of glyoxal and glyoxylic acid
Carbon Capture Storage	• Capture and transport of GHG by pipelines for geological storage • Geological storage of GHG in a storage site
Transport	• Aviation • Other transportation
Waste handling and disposal	• Water and waste water treatment • Landfill and Composting Facilities
Agriculture, Forestry and Other Land Use (AFOLU)	-
General	• Building Services/facilities management • Education • Hospital

Sector	Examples of included activities
	• Others

Verification for International Civil Aviation Organisation (ICAO) Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA)

Sector	Included activities
Emissions from international flights eligible for the CORSIA scheme	• Verification of the emission report (including verification of the Supplementary Information to an aeroplane operator's Emission Report)

Annex 3a

Witnessed Assessments for Initial Assessment (Excluding Quality, Environmental and Occupational Health & Safety Management Systems)

Scheme	Number of Witnessed Assessments
Management system (except for QMS, EMS, OH&SMS, FSMS, MDQMS and ISMS)	*1- 2 scopes* 1 initial or recertification audit (per scheme) *(to include Stage 1 for initial audit)* *More than 2 scopes* 2 initial or recertification audits (per scheme) *(to include Stage 1 for initial audit)* *Priority to witness critical scopes, wherever applicable.* *If initial or recertification audits cannot be witnessed, then a minimum of two surveillances or an extended surveillance covering all requirements of the certification standard shall replace every initial or recertification audit to be witnessed. The witnessed surveillance which does not cover all requirements has to cover all the key requirements (critical processes) of the certification standard*
Food Safety Management System (FSMS)	For the FSMS Certification Scheme, the number of witnessed assessments shall be based on IAF MD 16. Clusters as defined in ISO/TS 22003* 1. Farming (A+B) 2. Food and Feed Processing (C+D) 3. Catering (E) 4. Retail, Transport and Storage (F+G) 5. Auxiliary Industries (H+I+J) 6. (Bio) Chemicals (K) Note: * Standard undergoing migration to the new standard Clusters as defined in ISO 22003-1 1. Primary production (A+B) 2. Processing food for human and animals (C+D) 3. Catering/food services (E) 4. Retail, transport and storage (F+G) 5. Auxiliary services (H) 6. Packaging material (I) 7. Auxiliary equipment (J) 8. Bio/chemical (K) At least one witness assessment performed in the cluster for a given food chain cluster.

<table>
<tr><th>Scheme</th><th>Number of Witnessed Assessments</th></tr>
<tr><td></td><td>A witness of an initial certification audit, including stage 1, should be undertaken as part of the initial accreditation.</td></tr>
<tr><td>Medical Device Quality Management Systems (ISO 13485)</td><td>
For Medical Devices - Quality Management System Certification Scheme, please see requirements in IAF MD 8 and SAC CT 18.

For initial accreditation of 1 or more critical technical areas within the same main technical areas, 1 of the critical technical areas shall be witnessed for the accreditation of the full main technical areas.

<table>
<tr><th>Main Technical Areas</th><th>Critical Technical Areas</th><th>Non-Critical Technical Areas</th></tr>
<tr><td>Non-Active Medical Devices</td><td>• Non-active implants
• Devices for wound care
• Non-active dental devices and accessories</td><td>• General non-active, non-implantable medical devices
• Non-active medical devices other than specified above</td></tr>
<tr><td colspan="3">For example, with 1 witnessing activity for Non-Active Medical Devices such as non-active implants, accreditation can be granted for all technical areas within the main technical area of Non-Active Medical Devices.</td></tr>
</table>

For initial accreditation of 1 or more non-critical technical areas within the same main technical areas, 1 of the non-critical technical areas shall be witnessed for all the non-critical areas within the same main technical areas to be accredited.

<table>
<tr><th>Main Technical Areas</th><th>Critical Technical Areas</th><th>Non-Critical Technical Areas</th></tr>
<tr><td>Sterilization Method for Medical Devices</td><td>-</td><td>• Ethylene oxide gas sterilization (EOG)
• Moist heat
• Aseptic processing
• Radiation sterilization (e.g. gamma, x-ray, electron beam)
• Low temperature steam and formaldehyde sterilization
• Thermic sterilization with dry heat</td></tr>
</table>
</td></tr>
</table>

<table>
<tr><th>Scheme</th><th>Number of Witnessed Assessments</th></tr>
<tr><td></td><td>
<table>
<tr><td></td><td></td><td>• Sterilization with hydrogen peroxide
• Sterilization method other than specified above</td></tr>
<tr><td colspan="3">For example, with 1 witnessing activity for any listed sterilization method for medical devices, accreditation can be granted for all technical areas.</td></tr>
</table>
</td></tr>
<tr><td>Information Security Management System (ISMS)</td><td>1 initial or recertification audit per certification standard. i.e. 1 witnessed audit for ISO/IEC 27001, and 1 witnessed audit for ISO/IEC 27701. (to include Stage 1 for initial audit).

If initial or recertification audits cannot be witnessed, then a minimum of two surveillances or an extended surveillance covering all requirements of the certification standard shall replace every initial or recertification audit to be witnessed. The witnessed surveillance which does not cover all requirements has to cover all the key requirements (critical processes) of the certification standard.</td></tr>
<tr><td>Product</td><td>Witnessed assessment is applicable to certification type (as defined in ISO/IEC 17067) with surveillance activities to ensure on-going conformity of the certified product and/or process (e.g. Type 2, 3, 4, 5 and 6).

1 initial or recertification audit for each product category listed in Clause 1.4 (II) of this document. For GAP and Clean & Green, 1 initial or recertification audit for each certification standard.

Note: The witnessed requirements in specific CT documents for the product category will take precedence over the requirements stated in CT 01.

If initial or recertification audits cannot be witnessed, then a minimum of two surveillance audits or an extended surveillance audit covering all requirements of the certification standard shall replace every initial or recertification audit to be witnessed. The witnessed surveillance which does not cover all requirements has to cover all the key requirements (critical processes) of the certification standard

There may not be a need to assess an applicant’s test facilities and the competency of its test personnel if the applicant has been accredited for the same scope under the SAC Singapore Laboratory Accreditation Scheme (SAC-SINGLAS) or ILAC MRA partners.</td></tr>
<tr><td>Personnel</td><td>1 witnessed assessment audit per programme</td></tr>
</table>

Scheme	Number of Witnessed Assessments
Validation & Verification Body	1 witnessed assessment per verification standard (eg. CORSIA, ISO 14064-1)

Annex 3b

Witnessed Assessments for Initial Assessment for Quality, Environmental and Occupational Health & Safety Management Systems Certification Bodies

<table>
<tr><th>Scheme</th><th>Number of Witnessed Assessments</th></tr>
<tr><td>Quality, Environmental and Occupational Health & Safety Management System (QMS, EMS and OH&SMS)</td><td>
Refer to Clause 4.2 of IAF MD 17 Witnessing Activities for the Accreditation of Management Systems Certification Bodies for more details.

The certification body shall demonstrate that it has competency for the applied codes.

i) If a technical cluster has only 1 critical scope, a witnessed assessment in this critical code shall be required for accreditation for all the IAF codes of that cluster. For example, for QMS, cluster Food, with 1 witnessing activity in IAF code 03, accreditation can be granted in the other IAF codes (01 and 30) of that cluster.
<table>
<tr><th>Technical Cluster</th><th>IAF code</th><th>Description</th><th>Critical Code(s)</th></tr>
<tr><td rowspan="3">Food</td><td>1</td><td>Agriculture, forestry and fishing</td><td rowspan="3">3</td></tr>
<tr><td>3</td><td>Food products, beverages and tobacco</td></tr>
<tr><td>30</td><td>Hotels and restaurants</td></tr>
</table>
ii) if a technical cluster has more than 1 critical code, at least a witnessing activity shall be conducted:

a. in all the critical codes that are identified with an “and” in the “critical code” column. For example, for EMS, cluster Goods Production, witnessing is required for IAF code 4 and 5 in order to get all the codes within this technical cluster. If there is only 1 witnessing activity, eg. IAF code 04, accreditation can be granted for IAF code 4 and all the non-critical codes (i.e. 06 and 23) of this cluster.
<table>
<tr><th>Technical Cluster</th><th>IAF code</th><th>Description</th><th>Critical Code(s)</th></tr>
<tr><td rowspan="4">Goods production</td><td>4</td><td>Textiles and textile products</td><td rowspan="4">4 and 5</td></tr>
<tr><td>5</td><td>Leather and leather products</td></tr>
<tr><td>6</td><td>Wood and wood products</td></tr>
<tr><td>23</td><td>Manufacturing not elsewhere classified</td></tr>
</table>
b. in one of the critical codes that are identified with an “or” in the “critical code” column. For example, e.g. for QMS, in cluster Mechanical, with 1 witnessing activity in IAF code 20 or 22, accreditation the other IAF codes (17, 18, 19, 20, or 22) of that technical cluster can be granted.
</td></tr>
</table>

Technical Cluster	IAF code	Description	Critical Code(s)
Mechanical	**17**	Basic metals and fabricated metal products	**22 or 20**
	18	Machinery and equipment	
	19	Electrical and optical equipment	
	20	Shipbuilding	
	22	Other transport equipment	

c. in all critical codes in OH&S that are grouped within a square bracket […] and identified with an "and", or in the critical code identified with an "or" in the "critical code" column. For example, for OH&S, cluster "Chemicals", if witnessing for IAF code 17 is not available, all critical codes within the square bracket need to be witnessed before accreditation can be granted for these critical codes (i.e. 7, 10, 12, 13 and 16). However, if witnessing is conducted for IAF code 17, then accreditation can be granted for all codes (critical and non-critical codes) in this technical cluster. If there is only 1 witnessing activity for IAF code 7, accreditation can only be granted for IAF code 7, all non-critical codes (i.e. 14 and 15) and 17 of this cluster.

Technical Cluster	IAF code	Description	Critical Code(s)
Chemicals	**7**	Limited to "Pulp and paper manufacturing"	**[7 and 10 and 12 and 13 and 16] or 17**
	10	Manufacture of coke and refined petroleum products	
	12	Chemicals, chemical products and fibres	
	13	Pharmaceuticals	
	14	Rubber and plastic products	
	15	Non-metallic mineral products	
	16	Concrete, cement, lime, plaster, etc.	
	17	Limited to "Base metals production"	

iii) If the certification body apply only in one or more non-critical IAF codes, a minimum of one witness audit is required in each cluster with non-critical IAF codes.

For initial accreditation for each management system scheme, both stage 1 and stage 2 audits, for at least one of the certification body's clients shall be witnessed. Prior to witnessing the stage 2 of the same audit, the applicant certification body shall submit the completed report and / or conclusions from the stage 1 audit to the SAC assessment team. If the certification body does not have any new clients, it is possible to witness one recertification or two surveillances which cover the key processes.

Table 1: Quality Management Systems (ISO 9001)

Technical Cluster	IAF code	Description of economic sector/activity, according to IAF ID1	Critical Code(s)
Food	**1**	Agriculture, forestry and fishing	
	3	Food products, beverages and tobacco	**3**
	30	Hotels and restaurants	
Mechanical	**17**	Basic metals and fabricated metal products	**22 or 20**
	18	Machinery and equipment	
	19	Electrical and optical equipment	
	20	Shipbuilding	
	22	Other transport equipment	
Paper	**7**	Limited to “Paper products”	**9**
	8	Publishing companies	
	9	Printing companies	
Minerals	**2**	Mining and quarrying	**2 or 15**
	15	Non-metallic mineral products	
	16	Concrete, cement, lime, plaster, etc.	
Construction	**28**	Construction	**28**
	34	Engineering services	
Goods production	**4**	Textiles and textile products	**5 or 14**
	5	Leather and leather products	
	6	Wood and wood products	
	14	Rubber and plastic products	
	23	Manufacturing not elsewhere classified	
Chemicals	**7**	Limited to “Pulp and paper manufacturing”	**12**
	10	Manufacture of coke and refined petroleum products	
	12	Chemicals, chemical products and fibres	
Supply	**25**	Electricity supply	**26**
	26	Gas supply	
	27	Water supply	
Transport & Waste management	**24**	Recycling	**24**
	31	Transport, storage and communication	
	39	Other social services	
Services	**29**	Wholesale and retail trade; Repair of motor vehicles, motorcycles and personal and household goods	**37 or 33**
	32	Financial intermediation; real estate; renting	
	33	Information technology	
	35	Other services	
	37	Education	
	36	Public administration	
Nuclear	**11**	Nuclear fuel	**11**
Pharmaceutical	**13**	Pharmaceuticals	**13**
Aerospace	**21**	Aerospace	**21**
Health	**38**	Health and social work	**38**

Table 2: Environmental Management Systems (ISO 14001)

Technical Cluster	IAF code	Description of economic sector/activity, according to IAF ID1	Critical Code(s)
Agriculture, forestry and fishing	**1**	Agriculture, forestry and fishing	**1**
Food	**3**	Food products, beverages and tobacco	**3**
	30	Hotels and restaurants	
Mechanical	**17**	Limited to "Fabricated metal products"	**20 or 21**
	18	Machinery and equipment	
	19	Electrical and optical equipment	
	20	Shipbuilding	
	21	Aerospace	
	22	Other transport equipment	
Paper	**7**	Limited to "Paper products"	**9**
	8	Publishing companies	
	9	Printing companies	
Construction	**28**	Construction	**28**
	34	Engineering services	
Goods production	**4**	Textiles and textile products	**4 and 5**
	5	Leather and leather products	
	6	Wood and wood products	
	23	Manufacturing not elsewhere classified	
Chemicals	**7**	Limited to "Pulp and paper manufacturing"	**7 and 10 and 12 and 13**
	10	Manufacture of coke and refined petroleum products	
	12	Chemicals, chemical products and fibres	
	13	Pharmaceuticals	
	14	Rubber and plastic products	
	15	Non-metallic mineral products	
	16	Concrete, cement, lime, plaster, etc.	
	17	Limited to "Base metals production"	
Mining and quarrying	**2**	Mining and quarrying	**2**
Supply	**25**	Electricity supply	**25 or 26**
	26	Gas supply	
	27	Water supply	
Transport & Waste management	**24**	Recycling	**24 and 39 (limited to NACE 37, 38.1, 38.2, 39)**
	31	Transport, storage and communication	
	39	Other social services	
Services	**29**	Wholesale and retail trade; Repair of motor vehicles, motorcycles and personal and household goods	**29 or 35 or 36**
	32	Financial intermediation; real estate; renting	
	33	Information technology	
	35	Other services	
	36	Public administration	
	37	Education	
Nuclear	**11**	Nuclear fuel	**11**
Health	**38**	Health and social work	**38**

Table 3: Occupational Health & Safety Management Systems (ISO 45001)

Technical Cluster	IAF code	Description of economic sector/activity, according to IAF ID1	Critical Code(s)
Agriculture, forestry and fishing	**1**	Agriculture, forestry and fishing	**1**
Food	**3**	Food products, beverages and tobacco	**3**
	30	Hotels and restaurants	
Mechanical	**17**	Limited to “Fabricated metal products”	**20 and 21**
	18	Machinery and equipment	
	19	Electrical and optical equipment	
	20	Shipbuilding	
	21	Aerospace	
	22	Other transport equipment	
Paper	**7**	Limited to “Paper products”	**9**
	8	Publishing companies	
	9	Printing companies	
Construction	**28**	Construction	**28**
	34	Engineering services	
Goods production	**4**	Textiles and textile products	**[4 (with dyeing) and 5 (with tanning)] or 6**
	5	Leather and leather products	
	6	Wood and wood products	
	23	Manufacturing not elsewhere classified	
Chemicals	**7**	Limited to “Pulp and paper manufacturing”	**[7 and 10 and 12 and 13 and 16] or 17**
	10	Manufacture of coke and refined petroleum products	
	12	Chemicals, chemical products and fibres	
	13	Pharmaceuticals	
	14	Rubber and plastic products	
	15	Non-metallic mineral products	
	16	Concrete, cement, lime, plaster, etc.	
	17	Limited to “Base metals production”	
Mining and quarrying	**2**	Mining and quarrying	**2**
Supply	**25**	Electricity supply	**25 or 26**
	26	Gas supply	
	27	Water supply	
Transport & Waste management	**24**	Recycling	**[31 (limited to dangerous goods) and 24] or 39 (limited to NACE 37, 38.1, 38.2 and 39)**
	31	Transport, storage and communication	
	39	Other social services	
Services	**29**	Wholesale and retail trade; Repair of motor vehicles, motorcycles and personal and household goods	**29 or 35 or 36**
	32	Financial intermediation; real estate; renting	
	33	Information technology	
	35	Other services	
	36	Public administration	
	37	Education	
Nuclear	**11**	Nuclear fuel	**11**
Health	**38**	Health and social work	**38**

Annex 4

Witnessed Assessments Within the Accreditation Cycle

Scheme	Number of witnessed assessments
Management system (except for QMS, EMS, OH&SMS, FSMS MDQMS and ISMS)	*The number of witnessed assessments is based on the number of certificates issued per scheme per cycle,* 1 – 100 certificates 1 initial or recertification or surveillance audit per scheme 101 - 200 certificates 2 initial or recertification or surveillance audit per scheme 201 & above certificates 3 initial or recertification per scheme *Priority to witness critical scopes, wherever applicable.* *The witnessed surveillance has to cover all the key requirements (critical processes) of the certification standard*
Quality, Environmental and Occupational Health & Safety Management System (QMS, EMS and OH&SMS)	In the first accreditation cycle after initial accreditation has been granted, at least one witnessing activity in each technical cluster of each management system scheme shall be conducted. After the first accreditation cycle, at least one witnessing activity in each technical cluster of each MS scheme shall be conducted and each technical cluster is assessed in a period not exceeding ten years.
Food Safety Management System (FSMS)	At least one audit in cluster 2 (if covered by the accredited scope of the Certification Body) shall be witnessed by SAC annually and at least one audit in each of the other clusters during the accreditation cycle. A single witness assessment could encompass different categories if the activities of the witnessed client and of the certification body justify it. At least one of the witness audits per accreditation cycle should include an initial certification audit including stage 1 audit or recertification audit.
Medical Device Quality Management Systems (ISO 13485)	For Medical Devices - Quality Management System Certification Scheme, please see requirements in IAF MD 8 and SAC CT 18. At least 1 witnessed assessment shall be conducted every year, where critical technical areas shall be given priority. 1 accredited critical technical area shall be witnessed from each

Scheme	Number of witnessed assessments
	accredited main technical areas within an accreditation cycle prior to the expiry of accreditation. For main technical areas without critical technical areas, 1 of the accredited non-critical technical areas shall be witnessed within an accreditation cycle prior to the expiry of accreditation.
Information Security Management System (ISMS)	<u>1 – 100 certificates</u> 1 initial or recertification or surveillance audit per certification standard <u>101 - 200 certificates</u> 2 initial or recertification or surveillance audit per certification standard <u>201 & above certificates</u> 3 initial or recertification or surveillance audit per certification standard The witnessed surveillance has to cover all the key requirements (critical processes) of the certification standard.
Product	The purpose of witness assessment is to assess the effectiveness of a CAB's audit process and its implementation in practice. Witnessed assessment is applicable to certification type (as defined in ISO/IEC 17067) with surveillance activities to ensure on-going conformity of the certified product and/or process (e.g. Type 2, 3, 4, 5 and 6). The number of witnessed assessments is based on the number of certificates issued per product category [listed in Clause 1.4 (II) of this document] per cycle. Priority to witness accredited scope with higher risks, high number of certificates issued, and different type of product within accredited scope shall be chosen, where applicable, e.g. regulated fire safety product *Note: The witnessed requirements in specific CT documents for the product scope will take precedence over the requirements stated in CT 01.* <u>1 – 100 certificates</u> 1 *full audit per product category (eg RMC, regulated fire safety products) <u>101 - 200 certificates</u> 2 *full audits *per product category* <u>201 & above certificates</u> 3 *full audits *per product category*

Scheme	Number of witnessed assessments
	**If initial or recertification audits cannot be witnessed, then a minimum of two surveillance audits or an extended surveillance audit covering all requirements of the certification standard shall replace every initial or recertification audit to be witnessed. The witnessed surveillance which does not cover all requirements has to cover all the key requirements (critical processes) of the certification standard*
Personnel	The number of witnessed assessments is based on the number of certificates issued per programme per cycle: <u>1 – 100 certificates</u> 1 witnessed assessment <u>101 - 200 certificates</u> 2 witnessed assessments <u>201 & above certificates</u> 3 witnessed assessments
Validation & Verification (V/V) Body	<u>1 – 100 certificates</u> 1 witnessed assessment per verification standard <u>101 - 200 certificates</u> 2 witnessed assessment per verification standard <u>201 & above certificates</u> 3 witnessed assessment per verification standard

Note 1 Witnessing of audits will be conducted on critical scopes, wherever possible.

Note 2 Audits witnessed during the application for extension of scope, if any, will be taken into consideration.

Note 3 Management system: For each scheme, witnessed audits must include at least one of the certification standards during the cycle.

Note 4 Product: Witnessed audits must cover all product categories during the cycle. For example, at least one ready-mixed concrete, E & E, FSP, building & construction and BRC must be witnessed during the cycle.

Note 5 The number of certificates issued is based on the last submission by the certification body for the annual billing of the fees.

Annex 5

Witnessed Assessments for Extension of Scope

Scheme	No of witnessed assessments
Management system (except for QMS, EMS, OH&SMS, FSMS, MDQMS and ISMS)	For CAB with ≤ 2 accredited scopes only 1 initial or recertification or surveillance audit (per scheme) (to include stage 1 for initial audit) *The witnessed surveillance has to cover all the key requirements (critical processes) of the certification standard* For new certification standard 1 initial or recertification or surveillance audit (for each new certification standard to the existing scheme) (to include stage 1 for initial audit) *The witnessed surveillance has to cover all the key requirements (critical processes) of the certification standard*
Quality, Environmental and Occupational Health & Safety Management Systems	See Annex 3b
Food Safety Management System (FSMS)	For extensions inside a cluster, witnessing is not mandatory. Witnessing is mandatory for extensions to categories in a new cluster. At least one witness assessment performed in the cluster for a given food chain cluster.
Medical Device Quality Management Systems (ISO 13485)	For Medical Devices – Quality Management System Certification Scheme, please see requirements in IAF MD 8 and SAC CT 18. For extension of scope of 1 or more technical areas where the critical technical areas within the same main technical area had been accredited, witnessed assessment is not required for the extension. For extension of scope of 1 or more critical technical areas within the same main technical area where the main technical area had not been accredited, 1 of the critical technical areas shall be witnessed for the accreditation of the full main technical area. For extension of scope for 1 or more non-critical technical areas within the same main technical area where the main technical area had not been accredited, 1 of the non-critical technical areas shall be witnessed for all the non-critical areas

Scheme	No of witnessed assessments
	within the same main technical area to be accredited.
Information Security Management System (ISMS)	For extension of scope to PIMS, 1 initial or recertification or surveillance audit covering ISO/IEC 27701 or ISO/IEC 27701 with ISO/IEC 27001. The witnessed surveillance has to cover all the key requirements (critical processes) of the certification standard.
Product	<u>For new product category</u> *Note: This includes any established Certification Scheme, e.g. PEFC or private scheme designed with on-going conformity of the certified product and/or process i.e. according to Type 2,3,4,5 and 6 of ISO/IEC 17067).* At least one witnessed assessment for each new product category performed prior to granting the extension of scope. Number of witnessed assessments can be increased if there are more than one product within each product category and the product(s) conform(s) to different certification standard(s). For GAP and Clean & Green, one witnessed assessment will be required for extension to each certification standard. *Note: The witnessed requirements in specific CT documents for the product scope will take precedence over the requirements stated in CT 01.* *If initial or recertification audit cannot be witnessed, then a minimum of two surveillance audits or an extended surveillance audit covering all requirements of the certification standard shall replace every initial or recertification audit to be witnessed. The witnessed surveillance which does not cover all requirements has to cover all the key requirements (critical processes) of the certification standard*
Personnel	1 witnessed audit per programme
Validation & Verification Body	1 witnessed assessment per new verification standard standard