



Specific Accreditation Process for Certification Bodies

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1 Purpose

The purpose of this document is to provide additional, programme specific, criteria related to the accreditation of Certification Bodies (CBs) and is to be used in conjunction with P07.0 This document is applicable to all applicant CBs providing certification services under *ISO/IEC 17021*, *ISO/IEC 17024* and *ISO/IEC 17065*.

2 Scope

This document provides additional and specific information on how EAS assesses and accredits Certification Bodies (CBs) to EAS accreditation requirements, the requirements of the applicable certification standards/guides, International Accreditation Forum (IAF) mandatory requirements, and relevant National regulatory requirements.

3. References

EAS PM 09: EAS Policy Manual.

EAS P07.0: Accreditation Process.

EAS R04.3: Obligation of Accredited CABs.

EAS PM8.0: Obligation of EAS

IAF MD 5:2019 Determination of Audit Time of Quality, Environmental, and Occupational Health & Safety Management Systems

IAF MD 17: 2019 Witnessing activities for the accreditation of management system certification bodies

IAF PR 04:2015 Structure of the IAF MLA and list of IAF endorsed normative documents

IAF MD 1:2018 IAF Mandatory Document for the Audit and Certification of a Management System Operated by a Multi-Site Organization

IAF MD 2:2017 IAF Mandatory Document for the Transfer of Accredited Certification of Management Systems

4. Scopes of Accreditation

4.1 Certification Bodies (CBs) are accredited to certify organisations according to those IAF codes (Industry scopes) and certification schemes stated in the relevant application forms.

4.2 EAS defines the scope of an organisation's accreditation for certification as precisely as possible. As part of the application process, applicant certification bodies (CB's) seeking to offer accredited certification are required to specify the scope for which accreditation is sought and the locations at which these activities, especially key activities are to be carried out.

4.3 The scope of accreditation will be agreed upon, as far as possible, before an EAS on-site assessment in order to determine the extent of the assessment activities.

4.4 Provision for the accreditation of different certification schemes can be found in the appendices attached to this document.

4.5 Following a successful assessment, an appropriate scope will be identified and inserted on the proposed accreditation schedule.

4.6 It is important to note there are five levels in the IAF MLA structure and this structure is explained below:

4.6.1 **Level 1** - ISO/IEC 17011: This level specifies the criteria for Accreditation Bodies (AB).

4.6.2 **Level 2** - Description of the scope of accreditation. This level specifies accreditation activities in which EAS has demonstrated the competence to perform accreditation as specified in Level 3.

4.6.3 **Level 3** - IAF endorsed generic accreditation normative documents

4.6.4 **Level 4**-These are IAF endorsed sector or scope specific normative documents which specify internationally recognized applications of the generic normative Level 3 documents. These documents are used by EAS, in combination with Level 3 documents to assess the CB competence in the relevant sector EAS shall ensure that, where applicable, level 4 normative documents are assessed and reflected in the schedule of accreditation.

4.6.5 **Level 5** -These are IAF endorsed conformity assessment normative documents used by CBs.

4.7 Table 1 specifies the certification accreditation activities as offered by EAS, and as far as possible, the applicable level 4 and 5 normative documents.

Table 1: EAS accreditation of Certification Activities

Level 2	Level 3: IAF endorsed Generic accreditation normative documents	Level 4: Normative documents used by EAS, in combination with Level 3 documents to assess the CAB competence in the relevant sector	Level 5: Normative Documents to be used by the Certification Body (i.e.: Conformity assessment Standard)
Management System Certification	ISO/IEC 17021-1 and IAF mandatory documents, as applicable	QMS Certifiers: ISO/IEC 17021-3	ISO 9001
		EMS Certifiers: ISO/IEC 17021-2	ISO 14001
		FSMS ISO/TS 22003	ISO 22000
		ISO/IEC 27006	ISO/IEC 27001
		ISO/TS 50003	ISO 50001
Certification of Persons	ISO/IEC 17024 and IAF Mandatory documents	Not applicable	Not applicable
Product Certification	ISO/IEC 17065, and any relevant IAF mandatory documents	requirements established by the scheme owner including methods of measuring and	National/International product/process/service specifications used to establish conformity of the defined commodity to be certified

		identifying conformity (refer to ISO 17067)	
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4.8 Within this document, Annex 4 and 5 have been included as examples of how and where these technical criteria's are referenced within the Schedule of accreditation issued by EAS .

5. General considerations

5.1 The function of EAS is to assess and recognise the competence of CB's to competently perform specified certifications and subsequently to ensure, by assessment that the required accreditation standards, including compliance to the requirements contained in the International Accreditation Forum (IAF) Mandatory documents are maintained.

5.2 Each applicant CB provides information to EAS by completing the relevant application form, for each certification scheme, and submitting it with the pre-requisite documentation and information as required and detailed in the relevant application form.

5.3 Assessment of the competence of CB's is carried out using document reviews, visits to the CB's and other sites (branches) from where key activities are performed. The purpose of the assessment is to determine whether a CB complies with the requirements of the applicable standards or guides as well as the relevant EAS requirements and those contained in the International Accreditation Forum (IAF) mandatory documents.

5.4 EAS uses Technical Assessors (TAs) and/or Experts (TEs) with the relevant specialist knowledge in certification schemes (e.g. ISO 9001, 14001) and/or IAF codes to assess the competence of the CAB to perform the work in the scope for which accreditation is sought.

5.5 The accreditation period for certification bodies is (2 years and 6 months).

6. Application

6.1 On receipt of a completed certification application form and the additional documentation required the accreditation director or his delegated assigned responsible person shall, in addition to those aspects addressed in EAS P 07.0, will also:

- i) Confirm the fixed office location from which certification services would be managed and whether any key activities are carried out at any other location either within or outside of Ethiopia (*See IAF MD12*);
- ii) Confirm that the applicant CB has performed at least one certification.

6.2 EAS Policy Manual (PM) and all other EAS documents applicable to the CB is available on the EAS website www.EAS-eth.org. It is the responsibility of the CB to ensure that they are familiar with, understand and have implemented systems that appropriately comply with the content of all relevant EAS documents including IAF Mandatory documents.

7. Document Review

7.1 The purpose of a document review is to verify that the CB's management system manual and relevant procedures complies with the relevant accreditation standard/guide, EAS accreditation requirements and any applicable IAF Mandatory documents.

7.2 A CB document review in addition to those aspects described in P 07.0 section 6, also requires that the CB conducts their own review and complete the application form and the details as per to the horizontal checklist showing where the requirements are addressed in the documents.

Note: Clause no's, sub-clause no's, procedure numbers must be captured.

8. Initial Assessment

8.1 Preparation for Assessment

8.1.1 The nature of the initial assessment of the certification body (CB) will depend on the scope of accreditation requested and the complexity of the supporting management system that is being operated.

8.1.2 The following elements shall be addressed in the assessment plan:

- l) Assessment of the Head Office; and

- ii) Assessment of multiple-sites (Branch Offices) where applicable
- iii) Witnessing of on-site activities.

8.1.3 The assessment plan follows EAS P07.03 “Sampling for Assessment” which defines EAS 's procedure and specific requirements for sampling of sites within the accreditation cycle.

8.2 On-site Assessment

8.2.1 During on-site assessment, EAS assessors evaluate the effectiveness of quality management system of the certification Body that has been developed for compliance against the requirements of the applicable ISO/IEC Standard or Guide and EAS requirements, including any applicable IAF Mandatory documents (including but not limited to IAF MD1, MD2, MD 5, MD 10, MD 11 and MD 17), using the relevant EAS checklists.

8.2.2 During the initial assessment of a branch office, the implementation of the management system within the branch, the knowledge of the staff of the management system and the interface / communication between the branch office and head office shall also be assessed.

8.3 Witnessing of Scopes for management system certification

8.3.1 Witnessing, which is performed by EAS in accordance with IAF MD 17, also verifies that the CB has implemented the procedures on site (at the CB's client), that the CB covers all the necessary certification requirements and that the auditors used by the CB are appropriately qualified. The team for witness assessment will normally have as many members as the audit team of the applicant body. Technical Expert, if required, could be additional to the number of team members.

8.3.2 At least one audit shall be witnessed during the initial assessment (one client with stage 1 & 2) shall be witnessed for initial accreditation of a CAB. If the CAB does not have new client for stage 1 & 2 one renewal certification or 2 surveillance (2 stages 2) audits which covers the key processes can be witnessed.

8.3.3 EAS follows witnessing rules that applies for the granting and extension of accreditation of each Management System scheme to be complemented with other assessment activities to guarantee the appropriate coverage of the applicant scope:

- i) if a technical cluster has only 1 critical code, EAS shall perform a witnessing activity in this critical code to grant accreditation for all the IAF codes in that cluster -e.g. for QMS, cluster Food, with 1 witnessing activity in IAF code 03, EAS can grant accreditation in the other IAF codes (01 and 30) of that cluster; for EMS, cluster Paper, with 1 witnessing activity in IAF code 09, EAS will grant accreditation in the other IAF codes (7 and 8) of that cluster;
- ii) if a technical cluster has more than 1 critical code, EAS shall perform at least a witnessing activity as follows:
- a. In all the critical codes that are identified with an “and” (on the “Critical code” column);e.g. for EMS, cluster Goods Production, with 1 witnessing activity in IAF code 04 or 05, the AB can grant accreditation in all the non-critical codes (06 and 23) of that cluster, but the other critical code (04 or 05) needs to be witnessed to be granted
 - b. in one of the critical codes that are identified with an “or” (on the “Critical code” column);e.g. for QMS, in cluster Mechanical, with 1 witnessing activity in IAF code 20 or 22, the AB can grant accreditation in the other IAF codes (17, 18, 19, 20,or 22) of that technical cluster;
 - c. in all critical codes that are identified with an “and”, i.e. the critical codes within the square brackets [...] or in the critical code identified with an “or” (on the “Critical code” column);e.g. for OH&S, cluster “Chemicals”, with 1 witnessing activity in IAF code 7 or 10 or 12 or 13 or 16, the AB can grant accreditation in all non-critical codes, i.e. 14 and 15, plus 17 of that cluster, but the other critical codes need to be witnessed, i.e. 7 or 10 or 12 or 13 or 16, to be granted. Instead, for the same cluster mentioned above, with 1 witnessing activity in IAF code 17, EAS shall grant accreditation in the IAF code 17 and in all other IAF codes, i.e. 7, 10, 12, 13, 14, 15 and 16, of that technical cluster;
- iii) if it is not possible to perform a witnessing activity in the IAF code/s identified as critical, EAS shall agree with the CB on one of these two options:
- a. EAS shall grant accreditation only in the non-critical IAF code/s of the technical cluster for one of which a witnessing activity is performed (e.g. for QMS -Food cluster -with 1 witnessing activity in IAF code 30, EAS then, grant accreditation for both IAF code 30 and 01), or

b. EAS shall grant accreditation in all the codes of the cluster, performing an office activity in the critical code/s, but on condition:

- that the CB has demonstrated its competence on a documental basis in all the codes of the cluster; and
- That the witnessing activity in the critical code/s takes place before any certificate in the critical code/s based on accreditation is issued. However, in such cases, if the result of the witnessing activity is negative, EAS shall consider reducing the scope of accreditation. Note: for existing accredited CBs, if they already hold accreditation for a critical code but not the related non-critical code they shall have their accreditation extended to include the non-critical codes, in line with § 8.3.5

If the CB wants to be accredited 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.

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

8.3.5 it is also possible to assess competence for all non-critical codes before EAS grant accreditation. Therefore accreditation shall be granted only:

- i) In IAF codes where the CB has already taken decisions for certification (e.g. for QMS, with 1 witnessing in IAF code 03, EAS shall grant accreditation only for IAF codes 30 and 03 in cases where the CB has taken no decisions for certification in IAF code 01), or
- ii) In IAF codes where the CB has demonstrated its competence by other means (e.g. demonstrating to have competent personnel for all the specific certification functions -see Annex A of ISO/IEC 17021).

8.3.6 In cases of an integrated or combined management system audit, the scope of the witnessing activity shall be agreed with the CB. If a witnessing activity has been recently performed in the same code, for a different purpose (e.g. ISO 13485, ISO 3834,), EAS considers removing the necessity of another witnessing activity.

8.4 Assessment and witnessing process

8.4.1 The following guidelines are used for selecting non-critical scopes for witnessing purposes, and selected according to which option provides the largest number of samples:

- i) Non-critical sectors that have the most certificates or clients,
- ii) Non-critical sectors for which most auditors have been qualified.
- iii) At least one audit of a critical scope shall be witnessed for each of the technical clusters for which accreditation is sought;
- iv) The nature of the audit to be witnessed shall at least be a stage II audit
- v) At least two weeks before the witnessing activity, EAS shall be provided with the following documentation:
 - Brief on client unit
 - Application received from the client
 - Contract review along with audit man days estimation
 - Record of auditor qualification for the scope/technical area of the audit client/organization along with supporting documents like **CVs, knowledge & skills defined** and **evaluation record** etc and information on how team competence is built up for the scope/technical area
 - The stage 1 report of the organisation's QMS, in the event that a stage 2 audit is scheduled for witnessing, of the previous audit report along with NCs raised and their closure (if any) in other cases,
 - A copy of the client's certificate in the event that follow-up audit (however named) or a recertification audit is scheduled for witnessing,
 - Audit program, audit plan and the objectives of audit shall prepared

After the audit - Audit report for the witnessed audit along with audit findings as soon as the same is prepared and released for CB's technical review process.

Note: The audit report shall be completed in its content on the same lines as would be put up to the CBs technical reviewer, after which EAS shall issue witnessing report to the CB within two weeks.

8.4.2 Once a witness audit has been agreed upon between EAS and a CB, the CB shall ensure that:

- i) EAS receives information on the location/s and contact details of the CB auditor, special requirements such as safety, dress code, and security clearance etc. at least 2 weeks prior to the audit date;
- ii) Team leader communicates EAS' role to the facility at the opening meeting and re-affirms confidentiality;
- iii) Its auditor makes allowance for the EAS assessor to review any documentation that the CBs auditor sampled at the client being audited.

8.4.3 The appointed EAS Assessor shall clarify his/her role as an Observer to the CB Auditors and shall not involve themselves directly in the audit proceedings or inconvenience the CB's client in any way.

8.4.4 The assessor must however be allowed to ask questions for clarification purposes during the team's interim meetings so as to ensure a clear understanding of the audit process taking place and find out if there are any adjustments to the audit plan.

8.4.5 It is expected that the EAS Assessor will be provided with access to the client's documentation that the CB reviews as part of its evaluation and any documentation reviewed by the CB during audit/evaluation proceedings should be made available to the EAS Assessor to review.

8.4.6 If the EAS Assessor observes a non-conformance in the CB's client's operations which is not reported by the CB audit team, the EAS Assessor shall record this and inform the team about such findings during the post-witness feedback session rather than in front of the CB's client.

8.4.7 The only exception is when the EAS Assessor observes a practice that presents an immediate risk to health and safety for all involved.

8.4.8 In such cases the EAS Assessor has a duty of care to report the issue without delay.

8.4.9 All activities of the CB's audit/evaluation should be witnessed, including the opening and closing meetings, unless directed otherwise by the EAS Accreditation director.

8.4.10 The CB is to ensure that EAS receives corrective actions for the non-conformances raised within stipulated timeframes.

8.4.11 After the CB has been accredited, EAS disperses the subsequent witnessing activities throughout the subsequent surveillance activities in the 30 month accreditation cycle.

8.4.12 all of the annual witnessing required for maintenance of accreditation shall preferably be conducted before the office assessments.

8.4.13 EAS can reduce the number of witnessing based on the history of the CB, the availability of and information provided by indicators of CB's performance (see IAF MD 15), the number of certifications performed and the confidence as a result of consistent demonstrated competence.

8.4.15 The CB shall, upon request by EAS, provide a schedule of audits planned to take place in a certain period in order to facilitate informed selection of audits for witnessing purposes.

8.5. **Assessment Review**

The following guidelines shall be applied to review the assessment outcome:

- ✓ The reviewers shall ensure at a minimum one complete client file or a complete certification dossier was assessed (i.e. from application to certification)
- ✓ ii) The reviewer shall ensure at a minimum one client files per management system/certification scheme was assessed in totality (i.e. at least from application to certification, if re-certification has not yet been conducted);
- ✓ iii) The reviewer shall ensure that a representative sample of the Auditor's pool is selected and verified their competency by the assessors
- ✓ iv) The reviewer shall ensure whether the required applicable IAF MD documents are considered and implemented by the certification body and assessed by the assessment team.
- ✓ Accreditation decision shall be given by Director General based on the advice of the Accreditation Advisory Committee (F07/11).
- ✓ The accreditation certificate will be handed over to the accreditation certification body and uploaded the certificates on the website.

- ✓ The accredited scope shall be communicated to the public by different medias (newsletter, Social Media, Website, etc.) as available

9. Follow up Assessments

9.1 Following accreditation, EAS will check for continued compliance with accreditation requirements by carrying out regular follow up visits every **12 months** from the time of granting accreditation certificate.

9.2 The responsible EAS Accreditation director/Team Lead or assigned personnel shall review the programme if there is any change from 30 month cycle initial programme

9.3 follow up visits will be planned to cover the majority of the scope of accreditation over the 2 years and 6 month (30 month) accreditation cycle. A representative sample of the scope of accreditation is assessed at each follow up assessment. Certification specific assessment cycle forms are used by the appointed Lead Assessor to track the coverage of scope at each assessment within a cycle.

10. Fixed office location / Multi-location Certification Bodies

10.1 Where CBs have branch offices/fixed office locations either in Ethiopia or neighbouring countries, these branch offices shall be subject to assessment visits provided they are not just a sales office.

10.2 Fixed office location CBs performing key activities in the field of management system, product/processes/services and persons certifications shall all be visited and assessed by EAS or another MLA signatory Accreditation Body, operating under EAS 's direction during an initial assessment.

10.3 In the **product certification** field, key activities include the following: policy formulation and approval; process and/or procedure development and approval; initial assessment of competence, and approval of technical personnel and subcontractors; control of the monitoring process of competence of personnel and subcontractors and its outcomes; contract review including technical review of applications and determining the technical requirements for certification activity in new technical areas or areas of limited sporadic activity; decision on certification including technical review of evaluation tasks.

10.4 In the **management system certification** field, key activities include the following: Policy formulation; Process and/or procedure development; Initial approval of auditing personnel, or control of their training; On-going monitoring of auditing personnel; application review; assignment of auditing personnel; control of follow up or recertification audits; Final report review or certification decision or approval.

10.5 In the field of **certification of persons**, key activities include: Policy formulation and approval; development and approval of processes and procedures necessary for the operation of the certification of persons systems, including requirements for selection and appointment of examiners; review of applications and of contractual arrangements associated with the assessment and certification of persons; development, evaluation and maintenance of the examination(s) and of re-certification; decision on certification of persons, including signing or authorization of certificates; development and approval of policies, processes and procedures for the resolution of appeals and complaints received from applicants, candidates, certified persons and their employers and other parties about the certification process and criteria; final decision on appeals and complaints.

10.6 For follow up and reassessment, the frequency of assessment of fixed office locations is normally once per year and this can be reduced where the certification body has demonstrated via assessments) a history of effective management and control of its fixed office locations.

10.7 Where frequency is reduced, assessment of fixed office locations shall not be less than once every 30 months (i.e. within the certification accreditation cycle).

10.8 EAS may also increase the frequency of assessment of fixed office locations, including more than once per year, where it (or other MLA signatory Accreditation Body) has identified concerns regarding the management and control of the fixed office locations through either onsite or remote assessment.

10.9 Issues identified at one fixed office location may impact upon the frequency of assessment of any other fixed office locations, depending on whether the issues identified are isolated or systemic in nature. EAS shall seek to establish through objective evidence and by using various techniques that all locations are operating under the same management system; and that all locations are included in the internal audit programme and central review process.

10.10 If EAS raises findings of non-conformances that require corrective action at the head office or at any one of the locations, it is the responsibility of the CB to ensure that the corrective action is applied to all relevant locations.

10.11 If EAS establishes that the cause of the non-conformance is lack of central control from the head office, then the entire accreditation will be subject to reviewed by EAS and may lead to sanctions across all locations.

10.12 Where a certification body wishes to remove a fixed office location/branch office from the EAS schedule of accreditation, the certification body will be required to demonstrate how the specific responsibilities for that location have been reassigned to ensure continued service to clients and continued compliance with conformity assessment requirements.

10.13 Locations which are operated outside of Ethiopia will be subject to cross frontier requirements as stipulated in IAF MD 12.

10.14 Where assessments are to be covered in a language other than English, arrangements must be made by the CB for an independent interpreter/s to be available. EAS will conduct and report assessments in English.

11. Obligation to Accredited Certification Bodies

11.1 If an accredited CB cannot provide proof of certification activities for two (2) consecutive assessments, and cannot provide evidence that competence is maintained in any particular scope, that scope is to be suspended.

11.2 If the CB performs any certification activities in the suspended scope during the suspension period, they must inform EAS at their earliest opportunity for arrangements for a re instatement assessment.

11.3 If the CB does not perform any certification activities in the suspended scope within the suspension period, the suspension process will be followed and withdrawal will be recommended to the Director General of EAS as required by EAS P07.0.

11.4 Accredited certification Bodies shall use EAS symbol to the accredited scope.

11.5 Accredited certification Bodies shall not provide non accredited certification service to the scope they accredited.

11.6. When an accredited CAB has several offices (operating units or organizational units in different locations) for similar scope, if the scope is accredited in the main functional office then the CAB shall not provide non accredited service for similar scope at any of the branches. The accreditation symbol shall be used in all of the branches that have been accredited.

12. Extension of Accreditation scopes

12.1 If a CB wishes to extend its scope of accreditation, either into new certification schemes (e.g. Where a CB already holds accreditation for management system certification for *ISO 9001* and wishes to seek accreditation for *ISO 14001*), standards, or IAF codes as defined in *IAF ID1*, then the CB must apply for an extension scope.

12.2 Following receipt of an application for extension to the scope of accreditation, EAS will determine whether or not there is a need for an unscheduled head office and/or fixed office location assessment and/or witnessed assessments to take place or if an assessment of the requested scope can occur during the CABs scheduled assessment.

Factors that will be taken into consideration:

- i) Criticality of scopes applied for;
- ii) Range of existing scope of accreditation;
- iii) The locations at which the extension to scope is sought.

12.3 For extension to critical scopes belonging to a specific technical cluster, EAS shall witness the scope prior to accreditation being granted. For extension to add a non-critical scope, EAS shall conduct off-site review based on the following information in addition to the application form prior to the extension being considered: competence records of personnel involved, auditors and decision makers, Stage 1 report/recent audit reports, Information on the number of certifications in the scope and the number of auditors.

12.4 Where a certification body applies for a new fixed office location which performs key activities to be added to its schedule of accreditation, EAS will review the application to determine the appropriate assessment approach. A new fixed office location must be visited by EAS or other MLA signatory Accreditation Body.

13. CBs Providing Accreditation Services

Accredited CBs shall not provide certification / accreditation services to any standard used as a basis for accrediting CABs (e.g. ISO/IEC 17024), as this behaviour of the accredited CB will place EAS , against its will, in the unacceptable situation of having to provide the same service that an accredited CB performs.

Note: It is accepted that an accredited CB may have to assess subcontractors to confirm that they meet the CBs' requirements, which may include accreditation standards such as 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 purposes of the subcontract and is not certification or accreditation.

Annex 1: QMS Scopes of accreditation

(Adopted from IAF ID 1:2020 and IAF MD 17:2019)

Technical cluster	IAF code	Description of economic sector/activity, according to IAF ID1		Critical code(s)
Food	1	Agriculture, forestry and fishing	01, 02, 03	3
	3	Food products, beverages and tobacco	10, 11, 12	
	30	Hotels and restaurants	55, 56	
Mechanical	17	Basic metals and fabricated metal products	24 except 24.46, 25 except 25.4, 33.11	22 or 20
	18	Machinery and equipment	25.4, 28, 30.4, 33.12, 33.2	
	19	Electrical and optical equipment	26, 27, 33.13, 33.14, 95.1	

	20	Shipbuilding	30.1, 33.15	
	22	Other transport equipment	29, 30.2, 30.9, 33.17	
Paper	7	Pulp, paper and paper products(IAF ID 1)	17	9
	8	Publishing companies	58.1, 59.2	
	9	Printing companies	18	
Minerals	2	Mining and quarrying	05, 06, 07, 08, 09	2 or 15
	15	Non-metallic mineral products	23, except 23.5 and 23.6	
	16	Concrete, cement, lime, plaster, etc.	23.5, 23.6	
Construction	28	Construction	41, 42, 43	28
	34	Engineering services	71, 72, 74 except 74.2 and 74.3	
Goods production	4	Textiles and textile products	13, 14	5 or 14
	5	Leather and leather products	15	
	6	Wood and wood products	16	
	14	Rubber and plastic products	22	
	23	Manufacturing not elsewhere classified	31, 32, 33.19	
Chemicals	7	Pulp, paper and paper products (IAF ID 1)	17	12
	10	Manufacture of coke and refined petroleum products	19	
	12	Chemicals, chemical products and fibers	20	
Supply	25	Electricity supply	35.1	26
	26	Gas supply	35.2	
	27	Water supply	35.3, 36	
Transport &	24	Recycling	38.3	

Waste management	31	Transport, storage and communication	49, 50, 51, 52, 53, 61	24
	39	Other social services	37, 38.1, 38.2, 39, 59.1, 60, 63.9, 79, 90, 91, 92, 93, 94, 96	
Services	29	Wholesale and retail trade; Repair of motor vehicles, motorcycles and personal and household goods	45, 46, 47, 95.2	37 or 33
	32	Financial intermediation; real estate; renting	64, 65, 66, 68, 77	
	33	Information technology	58.2, 62, 63.1	
	35	Other services	69, 70, 73, 74.2, 74.3, 78, 80, 81, 82	
	37	Education	85	
	36	Public administration	84	
Nuclear	11	Nuclear fuel	24.46	11
Pharmaceutical	13	Pharmaceuticals	21	13
Aerospace	21	Aerospace	30.3, 33.16	21
Health	38	Health and social work	75, 86, 87, 88	38

Annex 2: EMS Scopes of accreditation

(Adopted from IAF ID 1:2020 and IAF MD 17:2019)

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	01, 02, 03	1
Food	3	Food products, beverages and tobacco	10, 11, 12	3
	30	Hotels and restaurants	55, 56	
Mechanical	17	Limited to "Fabricated metal products" (IAF MD 17)	24 except 24.46, 25 except 25.4, 33.11	20 21
	18	Machinery and equipment	25.4, 28, 30.4, 33.12, 33.2	
	19	Electrical and optical equipment	26, 27, 33.13, 33.14, 95.1	
	20	Shipbuilding	30.1, 33.15	
	21	Aerospace	30.3, 33.16	
	22	Other transport equipment	29, 30.2, 30.9, 33.17	
Paper	7	Limited to "Paper products" (IAF MD17)	17	9
	8	Publishing companies	58.1, 59.2	
	9	Printing companies	18	
Construction	28	Construction	41, 42, 43	28
	34	Engineering services	71, 72, 74 except	

			74.2 and 74.3	
Goods production	4	Textiles and textile products	13, 14	4 and 5
	5	Leather and leather products	15	
	6	Wood and wood products	16	
	23	Manufacturing not elsewhere classified	31, 32, 33.19	
Chemicals	7	Limited to "Pulp and paper manufacturing" IAF MD 17	17	7 and 10 and 12 and 13
	10	Manufacture of coke and refined petroleum products	19	
	12	Chemicals, chemical products and fibers	20	
	13	Pharmaceuticals	21	
	14	Rubber and plastic products	22	
	15	Non-metallic mineral products	23, except 23.5 and 23.6	
	16	Concrete, cement, lime, plaster, etc.	23.5, 23.6	
	17	Limited to "Base metals production" (IAF MD 17)		
Mining and quarrying	2	Mining and quarrying	05, 06, 07, 08, 09	2
Supply	25	Electricity supply	35.1	25 or 26
	26	Gas supply	35.2	
	27	Water supply	35.3, 36	
Transport & Waste management	31	Transport, storage and communication	49, 50, 51, 52, 53, 61	24 and 39 (limited to NACE 37,
	24	Recycling	38.3	
	39	Other social services	37, 38.1, 38.2, 39, 59.1, 60, 63.9, 79, 90, 91, 92, 93, 94,	

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			96	38.1, 38.2, 39)
Services	29	Wholesale and retail trade; Repair of motor vehicles, motorcycles and personal and household goods	45, 46, 47, 95.2	29 or 35 or 36
	32	Financial intermediation; real estate; renting	64, 65, 66, 68, 77	
	33	Information technology	58.2, 62, 63.1	
	35	Other services	69, 70, 73, 74.2, 74.3, 78, 80, 81, 82	
	36	Public administration	84	
	37	Education	85	
Nuclear	11	Nuclear fuel	24.46	11
Health	38	Health and social work	75, 86, 87, 88	38

Annex 3: FSMS scopes of accreditation

Code:	Category	Description
A	Farming (Animals)	Animals; fish; egg production; milk production; beekeeping; fishing; hunting; Trapping
B	Farming (Plants)	Fruits; vegetables; grain; spices; horticulture products
C	Processing 1	Meat; poultry; eggs; dairy and fish products
D	Processing 2	fresh fruits and fresh juices; preserved fruits; fresh vegetables; preserved vegetables
G	Catering	Hotels and restaurants
E	Processing 3	canned products; biscuits; snacks; oil; drinking water; beverages; pasta; flour; salt; sugar
F	Feed production	Animal feed; Fish feed
H	Distribution	retail outlets; shops and wholesalers
I	Services	water supply; cleaning; sewage; waste disposal; development of product; processes & equipment; veterinary services
J	Transport & storage	Transport and storage
K	Equipment & Manufacturing	Process equipment; vending machines
L	Packaging Material manufacturing	Packaging material
M	(Bio)Chemical Manufacturing	Pesticides; drugs; fertilizers: cleaning agents ; additives; vitamins; bio cultures

Annex 4: FSMS technical clusters (Adapted from IAF MD 16)

A	Farming (Animals)	Animals; fish; egg production; milk production; beekeeping; fishing; hunting; trapping	1	Primary
B	Farming (Plants)	Fruits; vegetables; grain; spices; horticulture products		
C	Processing 1	Meat; poultry; eggs; dairy and fish products	2	Food Processing (sensitive)
D	Processing 2	fresh fruits and fresh juices; preserved fruits; fresh vegetables; preserved vegetables		
G	Catering	Hotels and restaurants		
E	Processing 3	canned products; biscuits; snacks; oil; drinking water; beverages; pasta; flour; salt; sugar	3	Food Processing (not sensitive)
F	Feed production	Animal feed; Fish feed	4	Feed
H	Distribution	retail outlets; shops and wholesalers	5	Services

I	Services	water supply; cleaning; sewage; waste disposal; development of product; processes & equipment; veterinary services		
J	Transport & storage	Transport and storage		
K	Equipment & Manufactur ing	Process equipment; vending machines	6	Equipment & Packaging
M	Packaging Material manufactur ing	Packaging material		
L	(Bio)Chemi cal Manufactur ing	Pesticides; drugs; fertilizers: cleaning agents ; additives; vitamins; bio cultures	7	Chemical Processing

Annex 5: Hazard Analysis of Critical Control Point (HACCP):

Category:	Description
1	Meat and edible meat offal, preparations and products
2	Fish, crustaceans, molluscs and other aquatic invertebrates, preparations and products
3	Sugars, honey and sugar confectionaries
4	Edible oils and fats
5	Vegetables, fruits, nuts or other parts of plants, preparations and products
6	Grains, cereals, cocoa, starch and pastry-cook, preparations and products
7	Beverages, beer, wine and spirits, preparations and products
8	Milk and dairy, preparations and products
9	Food preparations and catering (excluding street-vendors)
10	Street vended foods
11	Coffee, tea, salt, herbs and spices
12	Poultry, preparations and products

Annex 6: Product Certification - GFSI Categories

Code:	Category:
AI	Farming of Animals
All	Farming of Fish
BI	Farming of Plants
BII	Farming of Grains and Pulses
C	Animal Conversion
D	Pre Processing Handling of Plant Products
EI	Processing of Animal Perishable Products
EII	Processing of Plant Perishable Products
EIII	Processing of Animal and Plant Perishable Products (Mixed Products)
EIV	Processing of Ambient Stable Products
F	Production of Feed
J	Provision of Storage and Distribution Services
L	Production of (Bio) Chemicals

Annex 7: Global Gap Certification:

1	All Farms Base - Fruit & Vegetables
2	All Farms Base - Combinable Crops
3	All Farms Base - Flower And Ornamentals
4	All Farms Base - Green Coffee
5	All Farms Base – Tea
6	All Livestock Base – Cattle and sheep
7	All Livestock Base – Dairy
8	All Livestock Base – Pig
9	All Livestock Base – Poultry
10	All Aquaculture Base – Salmon

Annex 8: Green House Gases: ISO14065

SECTOR	SUB SECTOR
Energy	Stationery combustion
	Mobile combustion
	Fugitive Emissions
	CO2 Transport, Injection and Geological Storage
	Reference Approach
Industrial Processes and Product Use Mineral	Industry Emissions
	Chemical Industry Emissions
	Metal Industry Emissions
	Non-Energy Products from Fuels and Solvent Use

	Electronics Industry.
	Emissions of Fluorinated Substitutes for Ozone Depleting Substances Other Product Manufacture and Use
Agriculture, Forestry and Other Land Use	Forest Land
	Copland
	Grassland
	Wetland
	Settlements
	Other Land
	Emissions from Livestock and Manure Management
	N2O Emissions from Managed Soils, and CO2 Emissions from Lime and Urea Application
	Harvested Wood Products
	Forest Land
Waste	Waste Generation, Composition and Management Data
	Solid Waste Disposal
	Biological Treatment of Solid Waste
	Incineration and Open Burning of Waste
	Wastewater Treatment and Discharge

PROJECT GHG SECTOR	PROJECT TYPE EXAMPLES
Reduction of Energy related GHG Emissions	Renewable energy
	Energy efficiency

	Fuel switch
	Liquid fuel
	Transport
Processes GHG emissions (non-combustion chemical reaction and other)	Chemical Reduction
	Chemical fugitive emission
	Flare and venting
GHG emissions and removals from Agriculture, Forestry and Land Use (AFOLU)	Forestry
	Agriculture
	Afforestation and reforestation, re vegetation
	Reduced emission from deforestation and degradation
	Improved forest management
	Agricultural land management
	Animal waste management (CH ₄ and N ₂ O)
Carbon Capture & Storage	Carbon sequestration in geological formation
GHG emissions from decomposition of waste material or from by products	Waste handling and disposal
	Landfill gas capture and use
	Mine Methane Composting

Annex 9 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	
Technical cluster	IAF code	Description of economic sector/activity, according to IAF ID1	Critical code(s)
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	31	Transport, storage and communication	[31 (limited to dangerous goods) and 24] or 39 (limited to
	24	Recycling	
	39	Other social services	

Technical cluster	IAF code	Description of economic sector/activity, according to IAF ID1	Critical code(s)
			NACE 37, 38.1, 38.2, 39)
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

Revision No.	Date Approved	Revision History
1	2018-10-16	Changes based on Revised new ISO/IEC 17011, 2017
1.1	2021-05-13	<p>Clause 7.4 Assessment and witnessing process amended based on IAF MD 05/2019.</p> <p>e Remove old Rerence IAF/ILAC A5 IAF/ILAC Multi-Lateral Mutual Recognition Arrangements (Arrangements): Application of ISO/IEC 17011.</p> <p>8.2.1 added During on-site assessment, EAS assessors evaluate the effectiveness of quality management system of the certefication Body</p> <p>Removed 8.2.2 The assessors shall also evaluate that the management system is implemented as documented in the CB' policies and procedures.</p> <p>Included new reference IAF MD 17: 2019 Witnessing activities for the accreditation of management system certification bodies</p> <p>IAF PR 04:2015 Structure of the IAF MLA and list of IAF endorsed normative documents</p> <p>IAF MD 1:2018 IAF Mandatory Document for the Audit and</p>

		<p>Certification of a Management System Operated by a Multi-Site Organization IAF MD 2:2017 IAF Mandatory Document for the Transfer of Accredited Certification of Management Systems</p> <p>Removed IAF Guidance, Mandatory and Informative Documents, latest updates available on http://www.iaf.nu//articles/Publications/6</p> <p>8.2.1. evaluate the effectiveness of quality management system of the certification Body</p> <p>New included clause 8.3.2 and 8.3.3</p> <p>8.5 remove “client file must be available for review during the initial assessment for each management system/certification scheme”</p> <p>Under clause 8.5 included:-</p> <ul style="list-style-type: none"> ✓ The reviewer shall ensure that a representative sample of the Auditor’s pool is selected and verified their competency by the assessors ✓ iv) The reviewer shall ensure whether the required applicable IAF MD documents are considered and implemented by the certification body and assessed by the assessment team.
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		<ul style="list-style-type: none"> ✓ Accreditation decision shall be given by Director General based on the advice of the Accreditation Advisory Committee (F07/11). ✓ The accreditation certificate will be handed over to the accreditation certification body and uploaded the certificates on the website. ✓ The accredited scope shall be communicated to the public by different medias (newsletter, Social Media, Website, etc.) as available <p>9.2. Cancel “put a programme into place to ensure that the majority of the CB’s scopes, where practical, are sampled over the and a representative sample of the scope of accreditation is assessed at each follow assessment”.</p> <p>Clause 11 remove “No work carried out by the CB” and replaced by Obligation to Accredited Certification Bodies</p> <p>New included</p> <p>11.4 Accredited certification Bodies shall use EAS symbol to the accredited scope.</p> <p>11.5 Accredited certification Bodies shall not provide non accredited certification service to the scope they accredited.</p> <p>11.6. When an accredited CAB has</p>
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		<p>several offices (operating units or organizational units in different locations) for similar scope, if the scope is accredited in the main functional office then the CAB shall not provide non accredited service for similar scope at any of the branches. The accreditation symbol shall be used in all of the branches that have been accredited.</p> <p>Annex 1: QMS Scopes of accreditation (Adopted from IAF ID 1:2020 and IAF MD 17:2019) and remove ID 1:2014 Table row No. 7 remove “Limited to “Paper products” and replaced Pulp, paper and paper products(IAF ID 1)</p> <p>Annex 2: EMS Scopes of accreditation (Adopted from IAF ID 1: IAF MD 17:2019) remove IAF 1:2014 and Replaced by IAF ID 1:2020.</p> <p>New included are :-</p> <p>Annex 3: FSMS scopes of accreditation</p> <p>Annex 4: FSMS technical clusters (Adapted from IAF MD 16)</p> <p>Annex 6: Product Certification - GFSI Categories</p>
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1.2	2022-05-09	<p>Annex 5: Hazard Analysis of Critical Control Point (HACCP):</p> <p>Annex 6: Product Certification - GFSI Categories</p> <p>Annex 7: Global Gap Certification:</p> <p>Annex 8: Green House Gases: ISO14065</p> <p>Annex 9 OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEMS (ISO 45001)</p> <p>The document is revised due to the name Ethiopian National Accreditation Office (ENAO) change to Ethiopian Accreditation Service (EAS) and new logo developed. Removed The lists of scopes of EAS accreditation are based on, IAF ID1: 2020 Annex from item no. 4.1</p>
1.3	2023-02-07	<ul style="list-style-type: none"> • Correction done on page 1 that, this document was prepared by Meseret Tessema replaced by Zewdu Ayele (new quality manager). • Former director general was resigned and replaced by Mrs. Meseret Tessema.



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