



Guidance for the implementation of IAF MD15

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1. Scope

This guideline document is applicable for EAS staff and its assessors as well as for certification bodies of management systems that are accredited by EAS.

2. Purpose

This document describes guidelines for implementing the IAF MD 15: 2014.

3. References

- SO/IEC 17011 Conformity assessment – General requirements for accreditation bodies accrediting conformity assessment bodies
- ISO/IEC 17021-1, *Conformity assessment – Requirements for bodies providing audit and certification of management systems*;
- EAS P07/02
- IAF MD 15
- IAF MD 5
- IAF MD 2
- IAF MD 12

4. Responsibilities

This guide is part of the quality management system and is under the responsibility of the EAS quality manager, a continual review depending on the appropriate changes and on-going improvements to the EAS quality system. It is the responsibility of the Director of the Certification Accreditation Director and team leader to control the implementation of this guidance

5. General

5.1 On 14 July 2012, the International Accreditation Forum (IAF) published IAF MD 15 for the collection of data to provide indicators of the management system certification bodies' performance. Implementation of this document has started after 14 July 2016. It is required that all IAF member accreditation bodies prepare a guide on how to collect data from certification bodies of management systems.

5.2 The data collection on the performance of certification systems of management systems will be done on an annual basis (within June of each calendar year).

5.3 The information that will be provided by management system certification bodies will be processed by EAS staff and will serve for better planning of follow up visits.

6. Activities to be reported

6.1 The number of accredited certificates issued by the end of June. The number of valid certificates will be reported as follows:

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- 6.1.1 If a customer holds a valid certificate covering only one location, this will be consider as a certificate.
- 6.1.2 If a customer holds a certificate - which covers more than one location, this will be consider as a certificate. If different locations are individually certified then the certificates will be counted separately.
- 6.1.3 When a customer holds some certificates (for each location) or a certificate for several locations, the certification body will report the total number of certificates.
- 6.1.4 When a customer is certified to more than one management system standard and the certification body has issued only one certificate covering all standards, then the certification body will report as many certifications as management systems are certified.

Note1: Valid Certificates means those certifications that have active or suspended status.

Note2: Withdrawn certificates, as well as applications, are not to be counted for this purpose.

6.2 Number of auditors used for each certification scheme.

6.3 Number of transferred certificates (or certifications) received by the certification body. Please refer to the IAF MD 2 document.

6.4 Number of audits carried out with delay.

6.5 Number of days of completed audits (in normal and delayed time). Please refer to the IAF MD 5 document.

6.6 Annual audit plan

Note: CB shall submit the above 6.1 to 6.5 data annually using F07/32 form

7. Data collection

EAS requires all accredited certification bodies of management systems to provide information within June of each year about:

- 7.1 Countries into which accredited certificates are issued and the number of certificates issued in each country;
- 7.2 Countries in which the CAB operates from a fixed office location that performs any certification activities;
- 7.3 Countries in which the CAB has remote personnel that perform any certification activities;
- 7.4 Which fixed office locations are responsible for performing and/or managing key activities as defined in IAF/ILAC A5, or from where remote personnel performing key activities are managed; and
- 7.5 The CAB's arrangements for managing all activities that are performed from a foreign fixed office location or by remote personnel.

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The information received from accredited CBs will be used by EAS for drafting the assessment plan in the cases of follow up and re-assessment as well as for the entire accreditation cycle plan. In the case of extending the scope of accreditation, the certification body shall provide the information required in point 6.3 of this Guide since the application stage.

EAS applies its process-P07/02 and the IAF MD 12 document for drafting the assessment/surveillance plan.

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Revision No.	Date approved	Revision History
1	2022-05-10	The document is revised due to the name Ethiopian National Accreditation Office (ENAO) change to Ethiopian Accreditation Service (EAS) and new logo developed.
1.1	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.

