

GUIDANCE ON DESCRIPTION OF THE SCOPE OF ACCREDITATION FOR PRODUCT CERTIFICATION

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**AUTHORSHIP**

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1. SCOPE

This document applies to how accreditation bodies define the scope of accreditation (as defined in ISO/IEC 17011) for certification bodies that provide product certification. Other aspects, apart from the scope of accreditation, such as the logo, unique identity, locations, effective date, are not included in this document.

1. REFERENCES

The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document applies.

1. ISO/IEC 17011, *Conformity assessment - Requirements for accreditation bodies accrediting conformity assessment bodies*
2. ISO/IEC 17065, *Conformity assessment - Requirements for bodies certifying products, processes and services*
3. ISO/IEC 17067, *Conformity assessment - Fundamentals of product certification and guidelines for product certification schemes*
4. TERMS AND DEFINITIONS

For the purposes of ISO/IEC 17065, the terms and definitions given in ISO/IEC 17000 and the following apply.

* 1. Product

result of a process

[ISO/IEC 17065:2012, 3.4]

NOTE In this document, the term “product” can be read as “process” or “service”.

* 1. Scope of accreditation

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

(ISO/IEC 17011:2017, 3.6]

1. PRINCIPLES

Accreditation bodies should apply the following principles when preparing the scope of accreditation of a certification body that provides product certification.

* 1. Accuracy

The description of the scope of accreditation for certification bodies that provide product certification should be accurate without causing any misunderstanding or ambiguity.

* 1. Sufficiency

The information should be sufficient to identify the scope of accreditation for certification bodies that provide product certification.

* 1. Clarity

The description of the scope of accreditation for certification bodies that provide product certification should be clear, concise and understandable.

* 1. Consistency

The consistency between accreditation bodies on how accreditation bodies define the scope of certification bodies that provide product certification should be promoted.

1. GUIDANCE
	1. General

The basic elements, which describe the scope of accreditation for certification bodies that provide product certification should include:

1. the normative document;
2. a description of the certified product;
3. the type of the certification scheme; and
4. the reference to the Scheme.
	1. Normative Document

A normative document may refer to a standard, a regulation, or similar type of document to which a product is certified, which should be expressed by titles, numbers and years of the edition. The accreditation body can determine whether or not to present the year of edition on accreditation certificate. If the year of edition of the normative documents is not indicated, the accreditation body should have a mechanism to control the risk arising from any update of the normative documents.

* 1. Description of the Certified Product

The description of the certified product should be accurate and sufficient. For example, it may be too broad to include electrical and electronic products, which will employ multiple standards for certification, in the scope of accreditation. If a flexible scoping system is used, the product category should be stated clearly.

* 1. Type of product certification scheme

The type of product certification scheme should be listed and described with reference to ISO/IEC 17067 where possible. For clarity, the detailed certification process including evaluation, licensing and surveillance should be stated.

* 1. Reference to the Scheme

The certification scheme should be expressed by title, number and year of the edition and the scheme owner should be provided where possible. (The certification scheme shall be stated when describing the accreditation scope, according to ISO/IEC 17011:2017.)

1. AMENDMENT TABLE

This table provides a summary of the changes to the document with this issue.

|  |  |
| --- | --- |
| **Section(s)** | **Amendment(s)** |
| All | New issue on establishment of APAC. Document transposed to new format from PAC-TECH-007 Guidance on the Description of the Scope of Accreditation for Product Certification (Issue 1.0) |
| 1 SCOPE | “Premises” changed to “locations” |
| 5.5 Reference to the Scheme | Identification details of the scheme expanded. Description of accreditation scope to comply with ISO/IEC 17011 |
| End |  |