AC 2.0 Applications for Accreditation

مركز الاعتماد الخليجي

GCC Accreditation Center

1. Purpose

The purpose of this procedure is to outline GAC process for receiving & processing applications for accreditation.

2. Scope

This procedure applies to the accreditation schemes against which GAC provides accreditation.

3. Responsibilities

All applications for accreditation shall be processed by the relevant division manager or ASM.

4.   Procedure

GAC shall accept all applications for accreditation that are within its scope of activity and in the proper form. All applications are to be processed expeditiously, GAC ensures impartiality of its services in line with the provisions issued by the GAC's management in MQ 1.2 impartiality policy.

Any conformity assessment body (CAB) interested in accreditation with GAC is required to submit an application for accreditation using the GAC application form AC 2.1 (this form is publically available), for an application to be accepted and processed the CAB is required to provide all the necessary information requested within the application form,
  - submit the required documents as specified in annex-2 of the application form,
  - make any due payment against the invoice(s) issued by GAC,
  - application is signed (signature) and dated where required within the application form.

It is ensured that prior to the initial assessment CAB has enough scope activity and records (both technical and management) to establish an audit trail to determine compliance, the CAB is required to have at least the followings prior to their initial assessment:
  - At least must have conducted one internal audit and one management review (all types of CABs)
  - Successful participation in proficiency testing when available or ILC (testing & calibration laboratories including medical labs, inspection bodies where applicable) - in whatsoever case the PT results are however be ensured before the grant of accreditation.
  - In case of certification bodies, ideally should have issued two certifications otherwise it has to demonstrates its competence by other means e.g. demonstrating to have competent personnel for all specific certification function.

The Application Form (which covers accreditation agreement) serves as the contract between the applicant and GAC in which the terms & conditions in relation to grant of accreditation are defined.

It is the responsibility of the Accreditation Services Manager or Division manager to ensure that prior to accepting an application for accreditation the customer's requirements are fully understood. The reviewer shall be responsible for checking that GAC has adequate resources prior to accept an application for accreditation. If in doubt reviewer should consult the Director General.

If an application is outside of the GAC's services scope or if GAC doesn't have the adequate resources it is declined and customer is informed (usually via email, workspace). The acceptance of application is reflected thru a formal application invoice when issued. An accepted application is logged by the assigned or relevant GAC staff (login ref. to assigning an AC number). The assigned FM will ensure the accreditation process as illustrated in the flow chart of the AC 1.0 accreditation procedure.

Note: at times GAC may conduct an assessment for an accepted application prior to payment subject to GAC's approval and assurance by customer or in case same customer already accredited – all case by case.

If an application is incomplete, or there appears to be already an application for the same scope of accreditation from the same GAC customer, GAC shall contact the applicant and request further information or clarification. The Accreditation Services Manager shall ensure that delays and lack of response caused by GAC are kept to a minimum and will reassign the dealing with applications if individual assigned FM are unable to process applications promptly.

AC 2.0 Applications for Accreditation
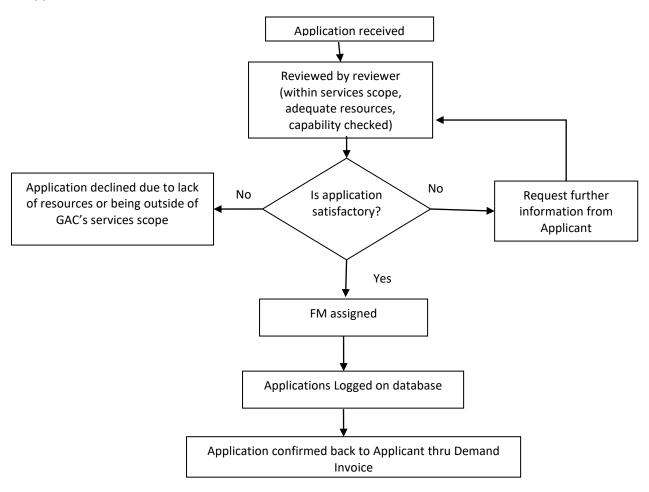
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Application and Fee Validity: The application fee is valid for a period of 2 years from the date of application invoice and all fees are non-refundable. The application lapse if no assessment is undertaken by the applicant within 12 months from the date of invoice (new application will be initiated for fresh start however original fee paid at this stage is still valid as of 2-year fee validity). An accepted application may also lapse in case of no activity or communication for a period of 6 months (new application is initiated by the CAB as stated above), In case the accreditation was not granted following the initial assessment GAC imposes a 3 months cool off period after which only CAB can re-apply for accreditation (lesser duration on discretion of ASM is possible), new application fee will be charged if the duration of 2 years exceeded with ref. to the earlier application that resulted in decline of accreditation.

5. Application Flowchart

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                    ┌──────────────────────────┐
                    │   Application received    │
                    └──────────────────────────┘
                                 │
                                 ▼
                    ┌──────────────────────────┐
                    │   Reviewed by reviewer    │◄──────────────┐
                    │   (within services scope, │               │
                    │    adequate resources,    │               │
                    │    capability checked)    │               │
                    └──────────────────────────┘               │
                                 │                               │
                                 ▼                               │
┌──────────────────────┐    ◇◇◇◇◇◇◇◇◇◇◇◇    No   ┌──────────────────────┐
│ Application declined  │ No │ Is application │──────►│  Request further     │
│ due to lack of        │◄───│  satisfactory? │      │  information from     │
│ resources or being    │    ◇◇◇◇◇◇◇◇◇◇◇◇      │  Applicant           │
│ outside of GAC's      │         │                 └──────────────────────┘
│ services scope        │         │ Yes
└──────────────────────┘         ▼
                    ┌──────────────────────────┐
                    │       FM assigned         │
                    └──────────────────────────┘
                                 │
                                 ▼
                    ┌──────────────────────────┐
                    │ Applications Logged on    │
                    │        database           │
                    └──────────────────────────┘
                                 │
                                 ▼
                    ┌──────────────────────────┐
                    │ Application confirmed back │
                    │ to Applicant thru Demand   │
                    │         Invoice            │
                    └──────────────────────────┘
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At any point in the application or assessment process or in case of an accredited CAB, if there is evidence of fraudulent behaviour, if the conformity assessment body (CAB) intentionally provides false information or if the CAB conceals information, or if it doesn't comply with accreditation requirements which impacts GAC reputation & image, GAC shall reject the application or terminate the assessment process or force withdraw or force suspend its accreditation of the CAB and GAC also reserves the right to take any appropriate measures as deems fit such as legal action, publically disclosing information about such behaviour.

All contractual agreements and subsequent disputes between GAC, assessors/experts, its accredited or applicant CAB or other parties shall only be dealt within the Saudi Arabia laws & regulations.

6.   Associated forms and documents
AC 2.1 Application form and Accreditation Agreement
AC 1.0 Induction and flow chart (accreditation process)

ADM 17.2 Fee Schedule

ADM 17.3 Demand invoice

Other AC series procedure covering the accreditation process.