



**SRI LANKA ACCREDITATION BOARD**  
**for CONFORMITY ASSESSMENT**

**QUESTIONNAIRE**  
*for ACCREDITATION of*  
**CERTIFICATION BODIES**  
**OF PERSONS**

***Instructions to the Applicant:***

1. Please fill the questionnaire on your own judgment of activities and return with the application
2. This questionnaire is prepared based on the requirements specified in the ISO/IEC 17024:2012 Standard. This questionnaire could be used as a tool for carrying out a self assessment to determine the preparedness of the applicant Certification Body for Persons prior to go for Accreditation.
3. Please note that meeting all the requirements specified in the questionnaire should not be construed as applicant Certification Body fulfils all the requirements for Accreditation by SLAB



## ACCREDITATION SCHEME FOR CERTIFICATION BODIES OF PERSONS

### QUESTIONNAIRE

This questionnaire is a self-assessment check list to assess the preparedness of the Certification Body (hereafter it will be referred to as CB) for it to be considered for Accreditation by SLAB.

#### Questionnaire Completed By

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Name of the certification body of persons: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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	Yes	No
<b>01. General</b>		
<ul style="list-style-type: none"> <li>CB has a documented management system covering all requirements of ISO/IEC 17024:2012</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>02. Principles</b>		
<ul style="list-style-type: none"> <li>The CB's operations bring public confidence in its competence, impartiality and integrity</li> <li>The CB's operations comply with applicable regulations and statutory requirements</li> <li>The CB is responsible for all its decisions related to certification.</li> <li>The CB has competent personnel for conducting Certification Activities.</li> <li>The criteria for evaluation of competence of persons is defined</li> <li>Methods for evaluation of candidates, reaffirmation and frequency are defined</li> </ul>	<input type="checkbox"/>          <input type="checkbox"/>	<input type="checkbox"/>          <input type="checkbox"/>
<b>03. Legal and Contractual Matters</b>		
<ul style="list-style-type: none"> <li>CB has acceptable legal status.</li> <li>Documented agreement is made if and when work related to certification activities are subcontracted</li> <li>CB ensures that subcontractor is competent and CB takes full responsibility for subcontracted work.</li> </ul>	<input type="checkbox"/>   <input type="checkbox"/>	<input type="checkbox"/>   <input type="checkbox"/>
<b>04. Management of Impartiality</b>		
<ul style="list-style-type: none"> <li>The CB has a documented structure safeguarding impartiality</li> <li>CB does not provide training unless training is independent of evaluation and certification of persons.</li> <li>Measures taken to avoid any conflict of interest in the examination of candidates</li> <li>Procedures for resolution of appeals and complaints</li> </ul>	<input type="checkbox"/>    <input type="checkbox"/>	<input type="checkbox"/>    <input type="checkbox"/>

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<b>05. Liability and Financing</b>		
<ul style="list-style-type: none"> <li>• CB has made necessary arrangements to cover liabilities.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• CB has adequate financial resources for operation of the certification system</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>06. Organizational Structure</b>		
<ul style="list-style-type: none"> <li>• CB is structured to give confidence to interested parties in its competence, impartiality and integrity</li> </ul> <p>CB has identified management groups or persons who have overall responsibility for the following activities:</p> <ul style="list-style-type: none"> <li>• Evaluation, certification, and surveillance</li> <li>• Decisions on certification</li> <li>• Implementation of policies and procedures</li> <li>• Finances of the CB</li> <li>• Delegation of Authority to any committee for development and maintenance of certification scheme</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
<b>07. Requirements of employed or contracted persons</b>		
<ul style="list-style-type: none"> <li>• CB ensures the competence of persons involved in the certification process</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Documented duties and responsibilities of persons and up to date instructions are available</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Examiners meet the competence standards</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>08. Information requirements</b>		
<ul style="list-style-type: none"> <li>• CB provides a current description of the all the certification schemes</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• CB maintains security and confidentiality of information of its activities</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

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## 09. Process requirements

<ul style="list-style-type: none"> <li>• CB follows the requirements covered in the ISO/IEC 17024: 2012 for certification activities</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• CB has a defined pro-active process for surveillance audits</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Procedures and conditions in accordance with certification scheme for -		
<ul style="list-style-type: none"> <li>• Granting, maintaining and reviewing of certification</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Expanding of certification</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Suspending and withdrawing of certification</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Recertification requirements are defined</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Conditions for the use of certification mark or the logo</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Documented instructions for employed and contracted persons</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

## 10. List of Documents to be submitted along with the Application

(Please tick, if available)

- Completed Application for Accreditation (BP-FM(P)-01).
- Completed Questionnaire (BP-FM(P)-02).
- CB's documented Quality System (Quality Manual & Procedures).
- Scheme owner's requirements, if applicable
- Two signed copies of Terms and Conditions of maintaining SLAB accreditation (BP-RG(P)-03)
- Job descriptions of key personnel involved in Certification Activities.
- Completed Organizational Structure.
- Management review records.
- Documentary evidence, if already accredited for the Field/Scope Applied.
- Cross reference matrix
- Payment Receipt of Application Processing Fee

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