

NABL 201



National Accreditation Board for Testing and Calibration Laboratories (NABL)

Procedure for dealing with Changes in Accredited Conformity Assessment Body's Operations

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AMENDMENT SHEET

Sl.	Page No.	Clause No.	Date of Amendment	Amendment	Reasons	Signature QM	Signature CEO
1	6/9	IV – 1.1 & 1.2	08.06.16	Reworded	Typo error	Sd/-	Sd/-
2	7/9	VII – 1.4 & 1.5 deleted	09.03.17	Deletion of Cl. 1.4 & 1.5	Once accreditation certificate to one CAB	Sd/-	Sd/-
3	4/9	II	10.07.17	Inclusion of 'De-Merger	Clarity in Merger/ de-Merger	Sd/-	Sd/-
4	4/9 & 5/9	II & III	02.04.18	Procedural change in case of takeover/ merger/ de-merger and city to district in premises etc.	Change in NABL policy	Sd/-	Sd/-
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INTRODUCTION

Accredited CAB may undergo certain changes which may affect its operations / functions. This procedure addresses the procedure to implement the various changes in a CAB and also specifies the process by NABL on such matters. These changes may include change in ownership / legal identity, premises, authorised signatory, key personnel, scope of accreditation, change / addition of major equipment within the valid accreditation period etc.

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I. Dealing with change in Name / Legal Identity

If an accredited CAB desires to change its name under the same ownership; the following procedure shall be followed.

- (a) Inform NABL about the name change in writing along with relevant documents (such as legal identity / resolution etc.) and applicable fee for name change (refer NABL 100 for information on applicable fee). If the documents are found satisfactory; NABL will issue the accreditation certificate with new name but with same accreditation certificate number. The effective date of issue of certificate will be the date of approval from the competent authority and the validity of accreditation shall remain the same as that of the previous certificate. CAB shall return the existing accreditation certificate to NABL.
- (b) CAB will not claim to be NABL accredited and will not use NABL symbol till the new name is approved by NABL.

II. Dealing with Acquisition, Merger, De-Merger, Take over and Purchase / Selling of CAB

In cases of acquisition/ takeover/ merger/ De-merger of any accredited CAB by or with a different firm / company / entity, the following procedure shall be followed.

- (a) During the process of acquisition or merger; the applicant / accredited CAB shall inform NABL in advance about such matter.
- (b) On completion of acquisition or merger, the CAB shall inform NABL within 15 days time and will discontinue all claims related to NABL accreditation till the further approval from NABL.
- (c) The new firm / company / entity acquiring the CAB or merging with the accredited CAB, desires to continue NABL accreditation of the CAB; the new top management shall submit the declaration as specified in **Appendix A** and submit the enclosures as per **Appendix-B**. In this case -

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- (i) If the documents submitted by CAB are found satisfactory; NABL will issue the accreditation certificate as the case may be, if necessary, with same accreditation certificate number. The effective date of issue of certificate will be the date of approval from the competent authority and the validity of accreditation shall remain the same as that of the previous certificate. CAB shall return the existing accreditation certificate to NABL.
- (ii) If the new firm/ company / entity fails to submit the declarations as specified in Appendix A & B; the accreditation status of the CAB will be withdrawn and CAB file will be closed by NABL. If the new firm/ company / entity desires to get their CAB accredited by NABL; they may apply a fresh. In such cases, NABL will process the application as a fresh application.

III. Dealing with change in CAB's premises -

If an accredited CAB wishes to change its premises; the accredited CAB shall inform NABL in advance about its planning to do so. Subsequently the following procedure shall be followed -

- (a) If the CAB shifts its location within the same district, inform NABL in writing within 15 days along with evidence pertaining to the address change / legal identity and applicable fess for name change / address (refer NABL 100 for information on applicable fee). NABL will conduct an onsite visit to verify the adequate infrastructure and implementation of management system at the new premises w.r.t scope. NABL will issue the new accreditation certificate with same accreditation certificate number. The effective date of issue of certificate will be the date of approval from the competent authority and the validity of accreditation shall remain the same as that of the previous certificate. CAB shall return the existing accreditation certificate to NABL.
- (b) If the accredited CAB shifts its location to another district, the existing CAB accreditation status will be withdrawn and CAB file will be closed. If CAB wishes accreditation in new district, they have to apply a fresh with relevant application fees.

The application will be treated as new application and new CAB ID will be given. However Quality manual adequacy checks and pre-assessment may be considered for wavier if CAB is operating the same management system and personnel as

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earlier. NABL will conduct the complete on site assessment to verify the implementation of the management system before grant of accreditation to the new CAB.

A new certificate will be issued to the CAB once assessment process is completed and decision on grant of accreditation is taken. The certificate will be issued valid for a period of two years with new certificate number.

In both the cases, the CAB shall not claim NABL accreditation at the new premises till decision on grant is communicated by NABL to the CAB.

IV. Dealing with change in CAB's authorised signatory

For any change in Authorized Signatory (s) the following procedure shall be followed:

Inform NABL about the proposal to change the authorised signatory(s) in writing along with his / her bio data and applicable fee (refer NABL 100 for information on applicable fee).

- (a) In case of change in only available authorized signatory, the on-site verification visit by TA to be conducted to see the competence of the new proposed authorized signatory.
- (b) In case of change / addition of new signatory to the existing list of approved signatories NABL will conduct a telephonic interview of the proposed signatory by a technical assessor / expert to judge the competence of the proposed signatory in the specified discipline. In case the person is not found competent or a decision could not be arrived at during the telephonic discussion, an on-site visit of technical assessor to be conducted to verify the technical competence of the authorized signatory.

V. Dealing with change in CAB's key personnel other than Authorized Signatories

The following procedure to be followed in case of changes in the key personnel (Head of the CAB / Section, Quality Manager, Technical Manager) which affects the CAB operations.

- (a) Inform NABL in writing about the change along with information in case of key staff other than Authorized signatory.

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- (b) For change the quality manager, CAB shall submit the training records of 4-days training program on management system and internal audit based on applicable standard as mentioned in NABL 131.

VI. Dealing with Change in CAB's Equipment not affecting scope of accreditation

- (a) In case of change in equipment or addition of new equipment not affecting the scope of accreditation, CAB shall inform NABL in writing about the change or addition of equipment.
- (b) NABL may conduct the on-site verification visit only in cases, where there is a new technology involved and an additional expertise is required to operate the equipment.

VII. Dealing with change in CAB's scope of accreditation

The CAB at any time while holding valid accredited status may apply for extension of scope. The extension of scope may add test(s) / calibration(s) / PTP / RMP Scope to existing accredited group(s) or add new group(s) to the existing discipline (s) or add a new discipline(s) and/ or field(s).

- (a) Application: The request for scope extension within the accredited discipline can be made by providing additional information to the already submitted application form NABL 151 / NABL 152 / NABL 153 / NABL 190 / NABL 180. The applicable fees for scope extension need to be submitted along with application. However for addition of new field or discipline; a separate application form NABL 151 / NABL 152 / NABL 153 / NABL 190 / NABL 180 is required to be submitted.
- (b) Assessment Visit: The assessment for the scope extension may be clubbed with the forthcoming scheduled on-site assessment, if the assessment visit is planned within 3 months. If the planned visit is more than 3 months away or CAB wants to add the scope on an urgent basis, NABL consider to organize a special assessment visit in consultation with the CAB to assess the competence of the CAB for the scope extension;
- (c) Issue of Accreditation Certificate: On decision on grant of accreditation; for the scope extension, NABL will issue revised annexures as amendment to the existing accreditation certificate, to include the extension of the scope. The effective date of

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scope extension is the approval date of competent authority of NABL. The date of expiry of the extended scope will be the same as of the existing certificate.

VIII. Dealing with change in CAB's scope extension during re-assessment

The extension of scope can be included in the application form NABL 151 / NABL 152 / NABL 153 / NABL 180 / NABL 190. It should explicitly be marked. However any scope extension requested at the time of on-site assessment will not be considered.

IX. Dealing with change in accreditation Standard

If there is a change in the general accreditation criteria ISO/IEC 17025 or ISO 15189 or ISO/IEC 17043 or ISO Guide 34 / ISO 17034 as applicable. The CAB will be informed about it and an appropriate transition time shall be given for changeover. Once the CAB has implemented its system in accordance with the changes, the same shall be assessed as per NABL policy at that point of time.

X. Dealing with change in NABL requirements

If there is a significant change in any of the NABL policy or Specific requirements, the CAB will be informed about it and an appropriate transition time shall be given for compliance. Once the CAB has implemented the changes, the same shall be assessed as per NABL policy at that point of time.

XI. Dealing with Natural disaster impacting CAB's operations

The CAB will inform NABL about the impact on its operations in view of natural disaster like flood, earth quake, fire, storm etc. The CAB will keep NABL informed and will not issue any report till it is fully functional.

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XII. Request for Voluntary Withdrawal of accreditation

- (a) Where a NABL accredited CAB intends to withdraw its accreditation, the CAB shall apprise NABL in writing about its willingness to withdraw the accreditation. Till such time, the request for withdrawal is processed; the accredited CAB will be bound by NABL rules and regulations.

- (b) Voluntary withdrawal is not permissible if CAB is facing any kind of justified adverse action due to malpractices. Please refer NABL 216.

The CAB once voluntarily withdraws the accreditation and desires to get the accreditation again, they may apply a fresh. In such events NABL will process the application as a fresh application.

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Declaration

Name of the new CAB:	
Address of the CAB:	
Field of Accreditation with Current Accreditation Cycle :	
Name & Address of the Acquiring (or) Merger Firm / Company/ Entity:	

In the matter of '**Acquisition/Takeover**' of accredited CAB (irrespective of the size) by a new *Firm / Company / Entity* OR '**Merger**' of 'accredited CAB' with another '*Firm / Company / Entity*', following declarations shall be submitted by the new top management of the acquiring (or) Merger *Firm / Company / Entity*:

By signing this declaration, I/we confirm the followings:

1. There is no change in the scope of accreditation, staff, responsibilities, authorities, or any other specific changes affecting existing accreditation and functioning of the CAB as a result of the '**Acquisition / Takeover**' or '**Merger**'.
2. (Acquiring Firm / Company / Entity) shall undertake all the responsibilities and liabilities pertaining to existing accredited CAB after '**Acquisition/Takeover**' or '**Merger**'.
3. The new entity/companyagrees to accept responsibility for any complaints that NABL is investigating with respect to the existing accredited CAB.
4. The existing accredited CAB is not under litigation or prosecution threat as a results of legal actions taken against its accredited services.
5. The new CAB accepts all contractual, legal, financial and other obligations which is pertained to the accredited activities of the existing accredited CAB / Entity.
6. We will abide by the Terms and Conditions for maintaining NABL accreditation as specified in '**NABL-131**' document (signed *copy to be enclosed*).

Name & Designation of Top Management.....

Signature & Date.....

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Declaration

Name of the new CAB:	
Address of the CAB:	
Field of Accreditation with Current Accreditation Cycle :	
Name & Address of the Acquiring (or) Merger Firm / Company/ Entity:	

Following documents are attached:

- ✓ Copy of legally valid agreement pertaining to ‘**Acquisition/Takeover**’ (or) ‘**Merger**’ which explicitly states the ‘**Acquisition/Takeover**’ or ‘**Merger**’ of the accredited CAB by the new Firm/ Company / Entity:
- ✓ Document citing the current Legal status of the accredited CAB after ‘**Acquisition/Takeover**’ or ‘**Merger**’.
- ✓ Certificate of Incorporation or articles of association (if applicable)
- ✓ Evidence that new company / entity’ organization shall accept all liabilities arising out of the accredited activities of the existing accredited CAB/entity.
- ✓ Applicable Fee

Name & Designation of Top Management.....

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Signature & Date.....

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