

## **EGAC TRANSITION POLICY**

### **ON-MANAGEMENT SYSTEM ACCREDITATION to ISO/IEC STANDARD 17021-1:2015, ISO 9001:2015 and ISO 14001:2015 CERTIFICATION BODIES**

EGAC accredited and applicant management system certification bodies (MSCBs) are required to comply with the requirements of this policy commencing January 15, 2016. This policy is based on the International Accreditation Forum (IAF) Resolution– Transition Period for ISO/IEC 17021-1.

#### **Purpose**

This policy is to describe EGAC approach regarding the processes of handling transition to, and effective implementation of ISO/IEC 17021-1:2015 together with ISO 9001:2015 and ISO14001:2015.

The new ISO/IEC 17021-1:2015 standard was published on the 15th June 2015 and will replace ISO 17021:2011. The agreed transition period is 2 years from the date of publication and IAF information document ID11:2015 provides further details in this regard. This means that all Management Systems Certification Bodies will need to have successfully transferred to the new standard within 2 years from the publication date.

#### **EGAC Transitional Assessments**

1. Transitional assessments shall consist of at least an evaluation of the Certification Body's (CB) documented system in line with the new ISO/IEC 17021-1:2015.
2. These transitional assessments will be performed as far as possible with the scheduled annual assessments in order to avoid extra costs for the CB.
3. The following transitional provisions shall apply for the effective implementation of ISO/IEC 17021-1:2015:
  - EGAC shall conduct all initial, extension and re-assessments visits in line with the requirements of ISO/IEC 17021-1:2015 from 15 January 2016;
  - All Surveillance assessments scheduled to take place after 1<sup>st</sup> April 2016 for accredited CBs will also be conducted against ISO/IEC 17021-1:2015;
  - Findings (CARs and comments) raised against the 2011 standard requirements during assessments conducted during the transition period require a response to EGAC within 30 days of the assessment. Findings raised against ISO/IEC Standard 17021-1:2015 must be resolved before June 15, 2017.

4. All accredited and applicant MSCBs should provide EGAC with revised management system documentation addressing all new requirements of ISO/IEC Standard 17021-1:2015 and return a completed ISO/IEC Standard 17021-1:2015 assessment checklist, prior to their next assessment. All accredited and applicant organizations will be provided with this checklist prior to assessment or upon request.
5. All accredited certification bodies shall submit their transition action plan to EGAC by no later than 15 January 2016. The action plan must demonstrate how the CB has analysed the new standard and its implications to their management system and operations. The action plan shall also indicate how the CB will effectively implement all the changes, system and technical, needed to comply before the transition date.
  - As a minimum the plan should include:
    - i) All specific actions to be taken to implement the changes;
    - ii) The timelines and milestones for completion of actions;
    - iii) The persons responsible for the actions;
    - iv) Ways to measure progress, implementation, effectiveness and completion of the actions.
  - All records and documented changes in line with the new standard will be assessed during the scheduled annual visits and records shall demonstrate the following as a minimum:
    - i) The internal audit and management review findings are aimed at ensuring effective implementation of ISO/IEC 17021-1:2015;
    - ii) The actions in the CB's established transition plan are adhered to and monitored to ensure timely transition;
    - iii) The necessary changes made to documentation are implemented; and
    - iv) All changes are implemented in all fixed-office locations/branches, where applicable.
6. After June 15, 2017, all management system documentation must demonstrate compliance with the new 2015 standard in order to maintain EGAC accreditation.
7. MSCBs that have not demonstrated full compliance with ISO/IEC Standard 17021-1:2015 by June 15, 2017, are subject to suspension of their accreditation.
8. All current EGAC accreditation certificates based on ISO/IEC Standard 17021: 2011 will expire on June 15, 2017.
9. MSCBs demonstrating full compliance with the requirements of ISO/IEC Standard 17021-1:2015 will be issued a certificate listing accreditation to the new standard.
10. As for the ISO 9001:2015 and ISO 14001:2015 transitions, EGAC intends to conduct transitional assessments at the same time of the CB's annual surveillance or re-assessment visit. It is therefore important to incorporate transition arrangements for these standards in the transition action plan as required above.

11. Witnessing activities will form part of the transition process and these will take place as per the annual witnessing program. Auditors witnessed will be expected to demonstrate the necessary changes made to the CB's management system and processes. As for the ISO 9001:2015 and ISO 14001:2015 transitions, witnessing activities will confirm whether CB's clients are implementing the requirements of these new standards.
12. Once the CB has demonstrated successful transition and effective implementation of ISO 9001:2015 and ISO 14001:2015 and the decision by the EGAC Accreditation Committee is for the continuation / maintenance / renewal of accreditation, the Schedule of Accreditation will be adapted to reflect authorization to certify to ISO 9001:2015 and ISO 14001:2015.

### **Availability of Accreditation Documents**

EGAC-accredited and applicant MSCBs are required to obtain a copy of the new international standard which may be purchased from the relevant standard development organization.

### **Training and Documentation Notes**

- A. All EGAC MSCB assessors will be trained on the new standard prior to conducting assessments.
- B. EGAC will be scheduling training events on the new standard. Please consult the EGAC website regularly for training dates and venues.

### **Accreditation Procedure**

The current EGAC Accreditation Procedure for Management System Certification Bodies (MSCBs) (P13C) will be revised to meet the requirements of the new standard.

### **EGAC Personnel Training**

To facilitate the transition process, EGAC staff and assessors will receive training on the requirements of ISO/IEC Standard 17021-1:2015. Training will also include guidance on the EGAC Transition Plan and a detailed overview of ISO/IEC Standard 17021-1:2015 so that assessors will be able to answer your questions. Assessor training will also include any new or revised administrative tools (e.g., forms, checklists, procedures, etc.) as required.

### **Stakeholder and Client Engagement**

All on-going communication and updates critical to the successful conclusion of the transition to ISO/IEC Standard 17021-1:2015 by accredited and applicant MSCBs will be posted on the EGAC website: [www.egac.gov.eg](http://www.egac.gov.eg)

### **Contact Information**

Further information can be obtained by contacting CBs Accreditation Manager,

At: [certification@egac.gov.eg](mailto:certification@egac.gov.eg) or [fawzyfahim@egac.gov.eg](mailto:fawzyfahim@egac.gov.eg) .