



Procedure of Developing and Expanding SAC's Activities

P-06-04

1443 - 2022

Prepared by:	Reviewed and Approved by:
Quality General Manager Abdulrahman Mohammad AlAskar	CEO Dr. Adel A. AlKeaid

Index

Index 2

2 Scope of Application 3

3 Reference Documents 3

4 Developments and Expansions of SAC’s Activities and Accreditation Programs 3

 4.1 Development and Expansion of SAC’s Activities and Accreditation Programs 3

 4.2 Developing SAC’s Activities and Accreditation Program 4

 4.3 Partially or Completely Discontinuing an Accreditation Program 4

1 Purpose

This document provides general guidelines for determining the adequacy of accreditation programs and developing and expanding SAC's activities.

2 Scope of Application

This procedure is implemented to determine the adequacy of accreditation programs and developing and expanding SAC's activity.

3 Reference Documents

- ISO/IEC 17011:2017 (Conformity assessment - Requirements for accreditation bodies accrediting conformity assessment bodies)

4 Developments and Expansions of SAC's Activities and Accreditation Programs

The decisions of International Laboratory Accreditation Cooperation (ILAC) and International Accreditation Forum (IAF), in addition to the peer evaluation observations on accreditation and developed activities, shall be considered suggestions to be taken into account without being a request filed to the Board of Directors.

SAC follows national regulations on conformity assessment activities.

4.1 Development and Expansion of SAC's Activities and Accreditation Programs

4.1.1 SAC may, based on the latest developments such as issuing a new or updated conformity assessment standard; issuing a new national regulation; or developing a new conformity assessment activity, expand its activity according to this procedure. Each body involved in the accreditation activity, including standardization and standard-issuing bodies or government bodies concerned with monitoring the market, may submit a proposal to expand SAC's activities to cover the conformity assessment sector. Expanding activities means:

- A new and developed conformity assessment activity;
- Expanding the scope of the accreditation program to cover a part or all of the conformity assessment activity.

4.1.2 The CEO, with the help of the relevant department General Managers, prepares a study for a proposal or a request of expansion that takes into account:

- Feasibility of launching or expanding an accreditation program;
- An analysis of SAC's current resources and competence;
- The need for SAC's employee training;
- Access to and hiring the experienced;
- The need for guiding documents and requests;

One of the following decisions shall be made:

- Closing the request or proposal in case there were no national standards or regulations on which to base assessments performance;
- Referring the request or proposal for the board, proposing action plans.

4.1.3 The board shall study the request or proposal, along with the presented companion report prepared by the CEO, and shall make a decision denying or approving the request or proposal.

4.1.4 In case the board approved the request or proposal; the CEO shall direct the relevant departments to complete the procedures included in the plans approved by the boards; drafting the needed procedures and forms for the activity as per Procedure P-02, training SAC's employees on the newly drafted procedures and forms to cover the planned activity, selecting and qualifying assessors for the new activity according to the requirements of Procedure P-03.

4.2 Developing SAC's Activities and Accreditation Program

4.2.1 Accreditation programs shall be reviewed, and the adequacy of the conformity assessment programs and standards shall be verified for accreditation purposes by the CEO. The review results are to be presented and decided upon during management reviews.

4.2.2 Any changes SAC intends to implement on accreditation requirements shall be reported on the website in order to receive stakeholders' views, which are to be well taken into consideration before making the change decision. The actual date of the changes shall also be reported.

4.2.3 After issuing and publishing the decision of the changed requirements, the relevant department General Manager shall be in charge of verifying that each accredited conformity assessment body is applying the changed requirements and of scheduling changes implementation.

4.3 Partially or Completely Discontinuing an Accreditation Program

Before SAC partially or completely discontinues an accreditation program, the following shall be taken into consideration:

- Stakeholders' views;
- Contractual duties;
- Transitional arrangements;
- External communications about discontinuation;
- Information disseminated by the accreditation body.