Issue: 325
Date: 2016/01/08
To: ANAB-Accredited and Applicant CBs and MS Accreditation Assessors
From: Lori Gillespie, Director of Accreditation
Re: ISO/IEC 17021-1:2015 Transition Continues

ANAB has published Accreditation Rule 50 on the ISO/IEC 17021-1 transition. Please review AR 50 in detail to understand the process (as described in Heads Up 314) and deadlines.

Please be aware of the first deadline to provide the completed application in 2016! Each CB should acquire the transition application through EQM as soon as possible and make sure the completed application and all evidence is returned to ANAB, via EQM, at least 120 days prior to your 2016 office assessment. It is crucial that ANAB’s EATLs have ample time to conduct the document review prior to the 2016 office assessment. This process is outlined in Heads Up 314 and AR 50.

As we have already completed some transition reviews, we would like to answer questions that have been raised.

Q. Is there a resource or tool to assist CBs with recognizing the changes from ISO/IEC 17021:2011 to ISO/IEC 17021-1:2015?

Q. Is there any training on the changes to ISO/IEC 17021-1:2015?
A. ANAB offers public training via a four-hour online transition course and a two-day full ISO/IEC 17021-1 training course. Four-hour transition courses are scheduled for February 17 and April 20. Two additional two-day public training courses will be offered in 2016. Visit http://anab.org/training/#17021 for more information! The two-day course also can be presented on-site; contact Caroline Trenner (ctrenner@anab.org) for more information. Please note ANAB’s public training courses (transition and full course) are not required and other providers also may offer training.

Q. Will my CB’s assigned EATL conduct the transition review?
A. Yes, and if your CB is going through its reaccreditation office assessment in 2016, the current EATL and new EATL will work to decide who best should conduct the review. Normally it will be the new EATL.

Q. When and for what amount will the CB be invoiced for the transition review?
A. The transition review is considered an off-site document review and will be invoiced with the 2016 office assessment. The review is not expected to exceed one off-site assessor day. If the EATL is unable to efficiently review the application based on the manner in which the application was submitted, the CB will be asked to reorganize and resubmit it; additional charges will apply based on the review time.

Q. What is the process if my CB wants to change management system options (section 10)?
A. If your CB has decided to move from option 1 (ISO 9001) to option A (general management system requirements) or from option 2 (general management system requirements) to option B (ISO 9001), please make sure the application in section 3 is completed properly and expect time to be dedicated at the 2016 office assessment to accommodate a review of the revisions to the CB’s management system.
Q. How much of the ISO/IEC 17021-1 criteria matrix (CL 5313) must be completed by the CB at transition time? Can the CB just focus on the revised requirements?

A. This is the matrix ANAB will use for future office assessments; therefore, the full matrix (CL 5313) must be completed. Please make sure column 2 is completed for each requirement; it should include a documentation reference and reference to the appropriate sections within the documentation. To assist in the transition, be sure to identify or highlight any references that have changed, as required in the transition application (question 1 in section 4); this will allow the EATL to focus on revisions during the transition review. Each EATL is expected to enter comments directly on the matrix and upload it as part of the document review or office assessment record.

Q. If my CB’s 2016 office assessment is a reaccreditation office assessment, how does this change the ISO/IEC 17021-1 transition application process?

A. If the 2016 annual office assessment is a reaccreditation assessment, the transition document review and reaccreditation document review will be combined for a full system document review. The EATL will conduct the transition review and the reaccreditation document review at the same time. Therefore, all documentation that supports the accreditation should be included in the submittal, and question 2 in section 4 of the transition application should include more than just the revised documentation.

Q. If my CB is applying for a new standard, should I complete CL 5300 or CL 5313 to support the new standard application?

A. This depends on the CB’s status in the ISO/IEC 17021-1 transition process; therefore, which version of the requirement matrix (CL 5300 or CL 5313) is CB-specific. When preparing to submit an application for a new standard, consider your CB’s status in transition and contact ANAB if you need help determining the appropriate requirement matrix to complete. When the CB has applied for the new standard, ANAB will work with the CB through the initial accreditation process to make sure it aligns with the ISO/IEC 17021-1 transition process and timing.