

<b>Prepared By: Quality Manager</b>	<b>Accreditation Extension Policy</b>	<b>Doc. No. : IOAS/AEP/01</b>
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### **Accreditation Extension Policy**

#### **1. Purpose**

This document describes the policy of Accreditation Committee regarding changes in the criteria and the basis of accreditation. It also describes the policy of IOAS for the extension of its activity towards provision of accreditation services to all the interested parties.

#### **2. References**

The requirement determined by the association for accreditation in Grenada. In accordance to requirement, accreditation is based on the legislation, international standards for accreditation and other documents issued from international accreditation organizations. The Accreditation Committee shall make all the necessary efforts to be informed as soon as possible about changes of standards or their specific requirements. It will also be in continuous contacts on every change on guides or other documents issued by ISO organization. IOAS shall implement all the recommendations of the above mentioned organizations.

The Accreditation Committee shall reflect all these changes on its internal documents within the transitory period defined by the international organization. IOAS shall train its own staff and its assessors in relation to changes and different changes' reflections in its documents. Trainings shall be organized within the transitory period. The Accreditation Committee shall inform all the interested parties like: own staff, assessors, members of the Advisory Board, members of technical committees, accredited bodies, applicants, institutions and regulatory bodies, etc, about every change in the legal enactments, standards, guides or other documents. Such information shall be distributed not only in writing, but changes shall also be reflected in the IOAS web site. Yet, board shall organize workshops in order to inform the interested parties and also clarify every unclear detail.

The Accreditation Committee has the objective of its activity the provision of accreditation services and fulfillment of clients' requirements. IOAS shall respond in a correct, competent, independent and impartial manner to every request from clients, which may require extension of IOAS activity or provision of accreditation services in fields not being practiced before. In both such cases the Accreditation Committee shall make all the utmost efforts to ensure the necessary resources to provide the service, in finding external resources of expertise like from technical committees, to prepare the necessary documents and train the assessors in relation to accreditation. IOAS shall also organize within a brief period of time training of its staff to extend its activity. Such trainings shall be organized abroad or, if possible, shall be organized in the IOAS training center with local or foreign lecturers.

Should it be impossible to find assessors within same economy, IOAS shall look for assessors in the foreign accreditation bodies. Competent assessors shall be sought and also the opportunity of using an appropriate language.

The Accreditation Committee shall inform all the interested parties regarding the extension of its own activity and changes shall be reflected in the IOAS web site.

At this moment of time IOAS does not intend to provide accreditation in the flexible fields. This is due to the lack of preparation of CABs and also of IOAS itself regarding the provision of these services.

