



# KENYA ACCREDITATION SERVICE

Document Title: ACCREDITATION COMMITTEE TEAM CHARTER

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## Approval and Authorization

Completion of the following signature blocks signifies the review and approval of this Document.

Name	Job Title / Role	Signature	Date
Authored by	DEPUTY DIRECTOR TECHNICAL SERVICES	<i>Approved</i>	21/10/2015
Checked by	DEPUTY DIRECTOR FINANCE AND ADMINISTRATION	<i>Approved</i>	21/10/2015
Approved by	CHIEF EXECUTIVE OFFICER	<i>Approved</i>	<sup>7</sup> 21/10/2015

## Periodic Review Approval and Authorization

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Required by: (10/2018)

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Required by: (10/2021)

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## 1 OVERVIEW CONTENT

### 1.1 Process Overview

The Accreditation Committee is a committee independent of persons working at KENAS who make accreditation decisions. This committee is established by the legal instrument that establishes KENAS and their mandate is described in that legal instrument.

### 1.2 Purpose

This guideline presents the team charter for the accreditation committee.

### 1.3 Scope

This guideline applies to the accreditation committee when undertaking accreditation decision tasks.

### 1.4 Role(s) and Responsibility

Role	Responsibility
MR	<ul style="list-style-type: none"> <li>Administering and maintenance of this guideline.</li> </ul>
CEO	<ul style="list-style-type: none"> <li>Approval.</li> </ul>
Accreditation Committee	<ul style="list-style-type: none"> <li>Make decisions in an objective and Impartial manner.</li> <li>Hold in confidence information related to assessment and decision making in as far as the law applies.</li> </ul>

## 2 DEFINITIONS / ABBREVIATIONS

The table below defines new or changed terms that are included in or associated with this process.

Term	Definition
KENAS	Kenya Accreditation Service
CEO	Chief Executive Officer
MR	Management Representative
KEBS	Kenya Bureau of Standards
NMI	National Metrology Institute
NSB	National Standards Body



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## 3 PROCESS INSTRUCTIONS

### 3.1 Committee Members

Even though the accreditation committee team members are prescribed, the constitution shall be reviewed in a manner that demonstrates competence in the following disciplines taking into consideration the KENAS schemes i.e. Testing, Inspection, Metrology, Certification and Standards. A competence profile of the Accreditation Committee members shall be drawn to inform team composition and need for co-option.

#### 3.1.1 Chairperson

Director of Industries

#### 3.1.2 Committee Members

- a) Director of Standards (KEBS)
- b) Director of Metrology (NMI)
- c) CEO KENAS (Secretary)
- d) Not more than four persons representing conformity assessment bodies appointed by the Minister.
- e) One person representing the manufacturing and production industries appointed by the Minister.

#### 3.1.3 Extended Team

Experts co-opted on a need basis as required by the committee to make informed decisions.

## 3.2 Terms of Reference

### 3.2.1 The committee shall:

- Determine the accreditation marks or symbols and how the marks, symbols and certificates shall be used by accredited bodies.
- Make rules to regulate its procedure and affairs to ensure objectivity, independence, impartiality and confidentiality are maintained through the review and decision process.



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- Provide for exclusion of those whose impartiality declarations can impact objective review and decision making of the case files except for NMI and NSB where it is seen that the nature of engagement is by virtue of Standards setting or Metrology measurements for which the two institutions service the economy. If however the nature of engagement of the Director NMI and Director NSB are through individual engagement or the nature of engagement by virtue of the office held directly has a potential to impact on the objectivity in decision making, the incumbent shall be excluded from review and decision making. The engagement of the NMI and NSB are considered as risks to impartiality and shall be reviewed periodically based on the KENAS risk management process in addition to the case by case declaration reviewed prior to review and decision making.
- Review assessment details presented for accreditation in order to grant, extend, renew, suspend or withdraw accreditation.
- Hear disputes relating to accreditation.
- Deal with any other issues relating to accreditation.
- Co-opt expert(s) to its meetings on a need basis.
- Prepare reports of its activities quarterly and annually and present the same to the board.
- Undergo performance evaluation individually and collectively in line with the circulars issued by the Government of Kenya.

3.2.2 The accreditation committee will exercise its powers to cancel accreditation where:

- Accreditation has been obtained by fraud.
- The accredited CAB does not comply with specified requirements or conditions for accreditation as prescribed or as the accreditation committee may prescribe from time to time.
- The accredited body becomes insolvent or has a receiving order against it.
- The accredited body does not pay fees prescribed by the board when required.



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3.2.3 The inputs to effective decision making:

- Training and awareness on accreditation requirements.
- Meeting schedule.
- Assessment reports summary.
- Standards applicable to the scope of the assessment.
- Criterion for decision making.
- Client case file (Presented at the meeting)
- Signed confidentiality and impartiality declaration forms

3.2.4 The decision making process:

- Individual review prior to the meeting.
- Committee meeting discussions and decision.
- Expert involvement on a need basis

3.2.5 The outputs of the process are:

- The Accreditation decision
- Process improvement.

3.2.6 Committee meeting Schedule:

- The Accreditation Committee shall meet quarterly.
- The Chair may convene an extraordinary meeting to discuss urgent matters.
- The CEO KENAS in case of urgent matters that cannot wait for the accreditation committee convergence can in consultation with the committee members through E mail / telephone take action on behalf of the committee. Such E-Communication shall be under confidential cover.
- Committee meetings shall start at 9.30am and end at 12.30pm unless prior arrangements are made to hold meetings away from the time indicated and or case files to be presented require more time.



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### 3.3 CONFIDENTIALITY, CONFLICT OF INTEREST AND IMPARTIALITY

- All committee members shall exercise high standards of confidentiality, impartiality and objectivity.
- They shall also be required to declare any conflict of interest they may have in relation to the activities of the committee by making a declaration in the confidentiality Form.
- The committee members shall also indemnify KENAS on any liabilities that may result out of their personal actions outside the scope of KENAS assignments.

## 4 REFERENCE AND RELATED DOCUMENTS

Ref	Document Identifier	Document Title
1.	ISO/IEC 17011	<a href="#">Conformity Assessment-General requirements for accreditation bodies accrediting conformity assessment bodies</a>
2.	Legal Notice 55 of 2009	<a href="#">The Kenya Accreditation Service Order, 2009</a>
3.	KENAS-TS-F-004	<a href="#">Confidentiality Form</a>

## 5 TRAINING

None required except for notification and awareness.

## 6 REVISION HISTORY

Date	Ver	Revised By	Reason For Revision
05/01/2012	01	DD TS	<ul style="list-style-type: none"> <li>• Initial copy on the new numbering system</li> </ul>
19/11/2012	02	DD TS	<ul style="list-style-type: none"> <li>• Format aligned to the new template requirements.</li> <li>• Introduced Clause 3.3 on confidentiality, conflict of interest and impartiality.</li> </ul>
03/02/2014	03	DD TS	<ul style="list-style-type: none"> <li>• To Accommodate competence profiling</li> <li>• To accommodate for exclusion in decision making upon conflict of interest declaration.</li> </ul>



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03/08/2015	04	DD TS	<ul style="list-style-type: none"><li>• Proper numbering of entire Clause 3.2</li><li>• Provision of a clear exclusion clause to capture both review of case file and decision making as is the practice under clause 3.2.1</li></ul>
21/10/2015	05	DD TS	<ul style="list-style-type: none"><li>• Amended 3.2.1 bullet 3 to provide more clarity on the exclusion of the NMI and NSB.</li><li>• Addition of defined Acronyms in the definitions section</li><li>• Alignment of Accreditation Committee responsibility table</li></ul>