



KENYA ACCREDITATION SERVICE

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Approval and Authorization

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

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1 Purpose

This criterion sets out the Accreditation requirements for Certification Bodies providing certification for the Implementation of the Quality Management Systems ISO 9001 and meeting the requirements of ISO/IEC 17021-1 ISO/IEC TS 17021-3 and related IAF mandatory documents and KENAS procedures and guidance documents.

2 Scope

This document spells out the additional requirements to ISO/IEC 17021-1 and outlines unique Kenyan requirements for third-party certification bodies accredited by KENAS. The criteria in this document will be applied in conjunction with those in the assessor guide KENAS-GUD-003, the procedure on Management of Assessment, Surveillance, Re assessment and Reporting KENAS-TS-OP-010 and the relevant IAF Mandatory Documents. Accreditation shall be on the basis of demonstrated competence of the Certification Body in line with IAF sector codes and the NACE sub codes.

The determination of the scope of accreditation will be defined as per IAF ID 1: IAF Informative Document for QMS and EMS Scopes for Accreditation and the lists of scopes of accreditation are based on the statistical nomenclature for economic activities NACE rev. 2 published by the Commission of European Communities (official Journal L 393/1, 30.12.2006) and a brief description of the activities of the CB.

3 Terms and Definitions

The terms and definitions in ISO/IEC 17021-1&3 and ISO/IEC 17000 shall apply in addition to the following:

Term	Definition
Scope of accreditation	specific conformity assessment services for which accreditation is sought or has been granted
Witnessing	observation of the CAB carrying out conformity assessment services within its scope of accreditation



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Auditor time	the time spent by an Auditor or Audit Team in planning (including off-site document review, if appropriate); interfacing with organization personnel, records, documentation and processes; and report writing
Auditor Day	a full normal working day of 8 hours
Certification	Third-party attestation related to products, processes, systems or persons. Certification of a management system is sometimes also called registration
Accreditation	third-party attestation related to a conformity assessment body conveying formal demonstration of its competence to carry out specific conformity assessment tasks
NACE codes: Nomenclature generale des Activites economiques dans les	Classification of industries established in the European Communities. (NACE) Statistical classification of economic activities in the European Community

4 Role(s) and Responsibility

Role	Responsibility
Certification Team	Periodic review
CBs	Implementation of this guidance document

5 Requirements for Accreditation

The requirements for management system implemented by the certification body including requirements for management system manual; document and record control; preventive actions, nonconformities and corrective actions; internal audits; management reviews; complaints shall be as outlined in ISO/IEC 17021-1:.

5.1 Determination of Scope

5.1.1 KENAS has adopted the 39 Scope Sectors recognized by IAF and would utilize the IAF document on "scoping" for IAF ID1: and the Scope sectors based on the statistical nomenclature for economic activities NACE rev. 2 published by the Commission of European Communities (official Journal L 393/1, 30.12.2006) classification. For the purpose of accreditation more specific description of the technical areas would be required.



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5.2 Human Resource Requirements

- 5.2.1 The certification body shall ensure that the persons involved in the audit process including review of application to making of certification decisions are competent for the specific scopes.
- 5.2.2 The Certification body shall document relevant competence criteria as a basis for selecting auditors and/or technical experts.
- 5.2.3 The certification body shall define the competence requirements for each certification function as referenced in ISO/IEC 17021-1: Annex A. When defining these competence requirements, the certification body shall take into account all the requirements specified in ISO/IEC 17021-1, as well as those specified in Clauses 5 and 6 of ISO/IEC TS 17021-3 that are relevant for the QMS technical areas as defined by the certification body.
- 5.2.4 The certification body shall define the competence requirements for the group or individual involved in other certification functions that includes the generic competence described in ISO/IEC 17021-1 and the QMS knowledge described in 6.2 and 6.3. and ISO/IEC TS 17021-3 2013. The Certification Body shall define the specific knowledge and skill of its personnel in line with the table below and the detailed competence requirement as highlighted in A2. "X" indicates that the certification body shall define the criteria and depth of knowledge and skills.

Table A.1 — Table of knowledge and skills

Knowledge and skills	Certification functions		
	Conducting the application review to determine audit team competence required, to select the audit team members, and to determine the audit time	Reviewing audit reports and making certification decisions	Auditing and leading the audit team
Knowledge of business management practices			X (see A.2.1)
Knowledge of audit principles, practices and techniques		X (see A.3.1)	X (see A.2.2)
Knowledge of specific management system standards/normative documents	X (see A.4.1)	X (see A.3.2)	X (see A.2.3)



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Knowledge of certification body's processes	X (see A.4.2)	X (see A.3.3)	X (see A.2.4)
Knowledge of client's business sector	X (see A.4.3)	X(see A.3.4)	X (see A.2.5)
Knowledge of client products, processes and organization	X (see A.4.4)		X (see A.2.6)
Language skills appropriate to all levels within the client organization			X (see A.2.7)
Note-taking and report-writing skills			X (see A.2.8)
Presentation skills			X (see A.2.9)
Interviewing skills			X (see A.2.10)
Audit-management skills			X (see A.2.11)

NOTE Risk and complexity are other considerations when deciding the level of expertise needed for any of these functions.

5.3 Determination of audit time

5.3.1 The certification body shall ensure that audit time and audit duration are clearly defined to allow audit objectives to be achieved.

5.3.2 Calculation of man days for audits shall following the principles described in IAF-MD5. For each calculation the rationale shall be recorded.

5.3.3 Audit time shall be determined based on but not limited to the following factors:

5.3.3.1 Increase of audit time

- Complicated logistics involving more than one building or location where work is carried out. e.g., a separate Design Centre must be audited;
- Staff speaking in more than one language (requiring interpreter(s) or preventing individual auditors from working independently);
- Very large site for the number of personnel (e.g., a forest);
- High degree of regulation (eg. food, drugs, aerospace, nuclear power etc);
- System covers highly complex processes or relatively high number of unique activities;
- Activities that require visiting temporary sites to confirm the activities of the permanent

5.3.3.2 Decrease of audit time

- Client is not "design responsible" or other standard elements are not covered in the scope
- Low risk products or processes
- Very small site for number of personnel (e.g. office complex only);



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- d. Maturity of management system;
- e. Combined audit of an integrated system of two or more compatible management systems;
- f. Prior knowledge of the client management system (e.g., already certified to another standard by the same CAB);
- g. Client preparedness for certification (e.g., already certified or recognized by another 3rd party scheme);
- h. Low complexity activities, e.g.
- i. Processes involve a single generic activity (e.g., Service only);
- j. Identical activities performed on all shifts with appropriate evidence of equivalent performance on all shifts based on prior audits (internal audits and CAB audits);
- k. Where a significant proportion of staff carry out a similar simple function.
- l. Where staff include a number of people who work “off location” e.g. salespersons, drivers, service personnel, etc. and it is possible to substantially audit compliance of their activities with the system through review of records.

5.4 Initial assessments

During the initial assessment the implementation of policies and procedures is assessed at the office(s) of the Certification body. The content and extent of the assessment shall at least ensure that:

5.4.1 During the office assessment the team samples the files of clients and personnel to cover the scope for which accreditation is sought. At least 1 client and 1 auditor file per IAF sector requested shall be reviewed completely, unless more than 10 IAF sectors have been requested, in which case sectors may be omitted in the sample. This is to be determined by the Team Leader, who should apply the following guidelines:

- Only the less complex sectors should be omitted (so in principle not the so- called “witness obligatory” sectors, ref. appendix 1);
- Dossiers from each of the clusters (see appendix 1) should have been assessed (i.e. the sample should be representative for the scope requested);
- In total, more than 10 certification dossiers shall be assessed.

5.4.2 The number of files to be reviewed for each assessment shall be calculated from the number of valid certificates under accreditation of the applied scope (approximately one fifth of the square root of the number of certificates with a maximum of 15 files) this being the minimum number of files samples



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- 5.4.3 The application of the IAF-MD 5 documents shall be verified as applicable.
- 5.4.4 The lead Assessor shall verify the composition, operations and records-of the Impartiality committee (if in place) to demonstrate how they are handling impartiality
- 5.4.5 The lead assessor shall interview the chair of the impartiality committee (if in place) of the certification body or a committee meeting is witnessed or the minutes of the meeting verified. This will happen in consultation between KENAS Assessment Team leader and the CB.
- 5.4.6 In case the CB has a relation with a consultancy body, KENAS may decide to verify files of this consultancy body to verify the effectiveness of measures taken to prevent linkage between the two activities.
- 5.4.7 The Lead assessor shall check how the Certification Body is Managing the of competence of its staff .

5.5 Witness audit plans for initial / reassessment

- 5.5.1 Critical codes have been identified for each technical cluster. A critical code is a code that from a technical point requires the CB's audit team to have a higher level of;-
- competence (due to the complexity of the processes / environmental aspects involved) or
 - caution (due to the risk of non-conformities and their impact, or to the high degree of regulation) or
 - diligence (due the desired personal behaviors that are important for personnel involved in certification activities as required in a specific context)
- 5.5.2 The Economic sector/activity has been further classified into three critical codes for the purposes of audit planning and witness
- Class "3" Scopes
 - Class "2" Scopes
 - Class "1" Scopes

5.5.3 Class "3" scopes

- 5.5.3.1 These are critical or mandatory scopes and they require witnessing before the scope is included and any other competence criteria other than basic qualification and experience shall have to be justified by the CB on the basis of knowledge and skills expected for the audit of the technical area.
- 5.5.3.2 All technical areas classified as "3" shall need a witnessed audit. Within an IAF scope, a witness of a technical area classified as "3" would be adequate to cover the complete IAF



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scope subject to availability of audit and other resources.

5.5.4 Class “2” Scopes

5.5.4.1 Technical areas classified as “2” shall require reduced witnessing based on a grouping of broad scopes. However this is subject to availability of audits and other resources for each technical area within the broad IAF scope.

IAF Scope/s	No of witnessing required for
1,2,3,4,5 & 6	1
7,8,9,17,18 & 19	1
10,12,14,15 & 16	1
22,24,27 & 28	1
30,31,32,33,34,35,37 & 38	1

Table 2: Grouping of scopes for QMS – Class 2 technical areas

5.5.5 Class “1” Scopes

5.5.5.1 Class “1” scopes do not require witnessing and accreditation can be granted to these technical areas based on a satisfactory demonstration of competencies during the office assessment and subject to the generic requirement of 2 witness audits for grant of accreditation

5.6 Selection of audits to be witnessed

- 5.6.1 In case accreditation is requested for a so called critical or mandatory scope Class “3” these sectors will be witnessed.
- 5.6.2 For each of the clusters indicated in table 1 above, one audit shall at least be witnessed.
- 5.6.3 During an initial accreditation, at least 2 audits shall be witnessed (unless only 1 audit is available), even when only 1 cluster has been requested.
- 5.6.4 In an IAF scope which has technical areas classified as “3” as well as “2”, a witnessing in technical area classified as “3” would be sufficient to cover all the technical areas.
- 5.6.5 If the CB wants to be accredited only in one or more non-critical IAF codes, a minimum of one witness audit is required in each cluster with non-critical IAF codes.
- 5.6.6 The possibility to grant accreditation in a whole IAF code (note: the word ‘whole’ reflects the more detailed scoping inside each IAF code, partitioning it in NACE codes or IAF sub-codes) is



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always subject to the CB demonstrating it has the competence to manage certification in all of the underlying

- 5.6.7 In cases of an integrated or combined management system audit, the scope of the witnessing activity shall be agreed with the CB. If a witnessing activity has been recently performed in the same scheme/code, for a different purpose (e.g.: ISO 13485, ISO 3834,), the AB can consider taking it into consideration to obviate the necessity of another witnessing activity
- 5.6.8 The choice of witness audits are prioritized based on the risk categories found in Appendix B.
- 5.6.9 Typically the witness audit should be by a team of minimum 1 auditor for a minimum of 1 man-days or during opening and closing Audit days. This shall be needed to demonstrate the broad auditing processes outlined in ISO 19011.

5.7 Surveillance and reassessments

- 5.7.1 The implementation of the ISO 9001 certification system shall be verified during each surveillance assessment by KENAS.
- 5.7.2 The files reviewed during the subsequent surveillances and the reassessment in a three years period (accreditation cycle) shall cover all the clusters mentioned in **annex 1** for which the CB is accredited
- 5.7.3 The number of files to be reviewed for each assessment is calculated from the number of valid certificates under accreditation for each scope (approximately one fifth of the square root of the number of certificates with a maximum of 15 files).
- 5.7.4 The application of IAF-MD1 (multisite), IAF-MD3 (ASRP) and IAF-MD4 (CAAT) shall be verified at least once during the accreditation cycle, when applicable.
- 5.7.5 The functioning of the impartiality committee (if in place) of the body is reviewed in-depth at least once during the accreditation cycle.
- 5.7.6 The KENAS Assessment Team Leader may determine the method, which may include an interview (face-to-face, or telephone conversation) with a representative (non-CAB) of the Committee, or the attendance to (part of) one of their meetings.
- 5.7.7 For each accreditation cycle (surveillances and reassessment), the number of witnesses will be determined based on the following factors:
- 1 for each cluster of sectors included in the scope of the CB; or
 - 1 per $\sqrt{\text{(number of auditors qualified for QMS certification)}}$; (whichever gives the higher number, with a maximum of 10).
- 5.7.8 When the second factor gives the higher number of witness assessments, the witness assessments should also be spread over all clusters. This formula ensures that both a higher



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diversity in technical areas as well as a higher number of auditors will increase the number of witness assessments.

5.7.9 In the application of the above guidelines, it shall be considered whether witness assessments may serve for multiple schemes (e.g. by witnessing combined audits) and how many witness assessments are performed in other schemes.

5.8 Scope extension

5.8.1 The assessment by KENAS in case of an application for an additional scope sector consists of one or more of the following assessment methods:

- i. A review of documents and records;
- ii. A visit to the office of the CB, to verify documents and records and to interview relevant staff;
- iii. A witness assessment.

5.8.2 At least the defined requirements for competence in that sector, records of the qualification process of auditors for that sector, and a complete certification dossier in that sector will be verified in a scope extension assessment.

5.8.3 The strategy for the assessment depends on the requested sector and the already accredited scope: normally, the methods 1 or 1 and 3 are selected, but in case of a wide scope of extension or a very new scope, it may be decided to replace method 1 by method 2. In case accreditation is requested for a so called class "3" critical or mandatory scope witnessing sector (indicated bold in annex 1) these sectors will be witnessed. In case the requested sector is for a cluster the CB is not yet accredited for, a witness shall also be conducted.

5.9 General remarks on witnessing

At least two weeks before the witnessing the KENAS Assessment team shall be provided with:

5.9.1 The quality manual of the organization to be audited, and an extended description of the organization, specifying its activities, structure and top level procedures (i.e. it is not necessary to submit the entire documented system, but the procedures on a higher level so that the KENAS assessor can obtain a reasonable picture of the audit client and its system);

5.9.2 A description of the most critical quality aspects of the products of the client (e.g. the output (records/procedures) of the organization to be audited related to their determination of requirements related to the product as required by ISO 9001);

5.9.3 The records of the CB's contract review for this organization (including qualification



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records for the auditors used);

- 5.9.4 In case a surveillance or recertification audit is witnessed, a copy of the ISO 9001 certificate issued by the CB;
- 5.9.5 The report of the CB's pre-assessment or stage 1 assessment of the organization's QMS (or other latest report) and an audit plan.
- 5.9.6 Besides the above mentioned considerations for selection of audits to be witnessed, KENAS will consider the following:
- 5.9.7 KENAS will normally not witness the same auditors that have been witnessed in the same scheme before;
- 5.9.8 KENAS will normally not witness an audit at the same organization;
- 5.9.9 In an accreditation cycle at least one third (with a minimum of 1) of the audits to be witnessed should be initial or recertification audits;
- In an accreditation cycle at least a quarter (with a minimum of 1) of the audits to be witnessed should include design control (ISO 9001).
- 5.9.10 Witnessing of audits shall include the review of the audit report.
- 5.9.11 To be able to select the audits to be witnessed, the CB shall on request of the Accreditation Body provide a planning for the audits to be conducted in a certain period. The information on these audits shall include as a minimum:
- type of audit (initial, recertification or surveillance);
 - name and address of auditee;
 - audit standard(s);
 - scope of certification;
 - name(s) of auditors(s) and expert(s);
 - date(s) of the audit.

5.10 Accreditation Standards

For serving national and international demands, KENAS chooses to have the following Standard to serve as the accreditation standards under the KENAS's QMS Accreditation Program: ISO/IEC 17021-1:2015 Conformity assessment — Requirements for bodies providing audit and certification of management systems and ISO /IEC TS 17021-3 Conformity assessment —Requirements for bodies providing audit and certification of management systems — Part 3: Competence requirements for auditing and certification of quality management systems

6. REFERENCE AND RELATED DOCUMENTS



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Ref	Document Identifier	Document Title
1.	ISO/IEC 17021	Conformity assessment — Requirements for bodies providing audit and certification of management systems —Part 1:Requirements
2.	ISO/IEC TS 17021-3	Conformity assessment —Requirements for bodies providing audit and certification of management systems — Part 3: Competence requirements for auditing and certification of quality management systems
3.	ISO/IEC 17000	Conformity assessment - Vocabulary and general principles
4.	ISO 19011	Guidelines for quality and/or environmental management systems auditing
5.	IAF MD1	IAF Mandatory Document, Certification of Multiple Sites Based on Sampling
6.	IAF MD 2	IAF Mandatory Document ,Transfer of Accredited Certification of Management Systems
7.	IAF MD 3	IAF Mandatory Document ,Advanced Surveillance and Recertification Procedures (ASRP)
8.	IAF MD 4	IAF Mandatory Document ,Use of Computer Assisted Auditing Techniques ("CAAT") for accredited Certification of Management Systems
9.	IAF MD5	IAF Mandatory Document, Duration of QMS and EMS audits (refer to section 4.3)
10.	IAF MD 10	IAF Mandatory Document ,Assessment of Certification Body Management of Competence in Accordance with ISO/IEC 17021: 2011
11.	IAF MD 11	IAF Mandatory Document ,Mandatory Document for the application of ISO/IEC 17021 for audits of integrated management systems (IMS) (2013)
12.	IAF ID 1	IAF Informative Document QMS Scopes of Accreditation

7 TRAINING

Staff performing one or more of the roles specified in this guidance shall be made aware of its existence and application.

8 REVISION HISTORY



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22/06/2013	01	ADC	Initial
22/06/2014	02	ADC	Incorporation of IAF MD1/2/3/4/5/10/11 & IAF ID1 requirements.
07/09/2016	03	CO- Cert.	Incorporation of ISO/IEC 17021 part 1 & 2 and amending in line with IAF MD 17 &18



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ANNEX 1: Accreditation Scope

QMS Accreditation Scope		
No	Description of economic sector / activity	NACE – Division / Group / Class
1	Agriculture, forestry and fishing	01, 02, 03
2	Mining and quarrying	05, 06, 07, 08, 09
3	Food products, beverages and tobacco	10, 11, 12
4	Textiles and textile products	13, 14
5	Leather and leather products	15
6	Wood and wood products	16
7	Pulp, paper and paper products	17
8	Publishing companies	58.1, 59.2
9	Printing companies	18
10	Manufacture of coke and refined petroleum products	19
11	Nuclear fuel	24.46
12	Chemicals, chemical products and fibres	20
13	Pharmaceuticals	21
14	Rubber and plastic products	22
15	Non-metallic mineral products	23, except 23.5 and 23.6
16	Concrete, cement, lime, plaster etc	23.5, 23.6
17	Basic metals and fabricated metal products	24 except 24.46, 25 except 25.4, 33.11
18	Machinery and equipment	25.4, 28, 30.4, 33.12, 33.2
19	Electrical and optical equipment	26, 27, 33.13, 33.14, 95.1



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20	Shipbuilding	30.1, 33.15
21	Aerospace	30.3, 33.16
22	Other transport equipment	29, 30.2, 30.9, 33.17
23	Manufacturing not elsewhere classified	31, 32, 33.19
24	Recycling	38.3
25	Electricity supply	35.1
26	Gas supply	35.2
27	Water supply	35.3, 36
28	Construction	41, 42, 43
29	Wholesale and retail trade; Repair of motor vehicles, motorcycles and personal and household goods	45, 46, 47, 95.2
30	Hotels and restaurants	55, 56
31	Transport, storage and communication	49, 50, 51, 52, 53, 61
32	Financial intermediation; real estate; renting	64, 65, 66, 68, 77
33	Information technology	58.2, 62, 63.1
34	Engineering services	71, 72, 74 except 74.2 and 74.3
35	Other services	69, 70, 73, 74.2, 74.3, 78, 80, 81, 82
36	Public administration	84
37	Education	85
38	Health and social work	75, 86, 87, 88
39	Other social services	37, 38.1, 38.2, 39, 59.1, 60, 63.9, 79, 90, 91, 92, 93, 94, 96



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NACE Codes rev 2.

No. Description	NACE	Class
01 Agriculture, Hunting, Forestry & Fishing	A, B	
Growing of crops; market gardening; horticulture	A 01.1	2
Farming of animals	A 01.2	2
Growing of crops combined with farming of animals (mixed farming)	A 01.3	2
Agricultural and animal husbandry service activities, except veterinary activities	A 01.4	2
Hunting, trapping and game propagation including related service activities	A 01.5	2
Forestry, logging and related service activities	A 02.0	2
Fishing, operation of fish hatcheries and fish farms; service activities incidental to fishing	B 05.0	2
02 Mining and Quarrying	C	
Mining and agglomeration of hard coal	CA 10.1	3
Mining and agglomeration of lignite	CA 10.2	3
Extraction and agglomeration of peat	CA 10.3	3
Extraction of crude petroleum and natural gas	CA 11.1	3
Service activities incidental to oil and gas extraction excluding surveying	CA 11.2	2
Mining of uranium and thorium ores	CA 12.0	3
Mining of iron ores	CB 13.1	2
Mining of non-ferrous metal ores, except uranium and thorium ores	CB 13.2	2
Quarrying of stone	CB 14.1	2
Quarrying of sand and clay	CB 14.2	2
Mining of chemical and fertilizer minerals	CB 14.3	2
Production of salt	CB 14.4	2
Other mining and quarrying n.e.c.	CB 14.5	2
03 Food Products, Beverages and Tobacco	DA	
Production, processing and preserving of meat and meat products	DA 15.1	3
Processing and preserving of fish and fish products	DA 15.2	3
Processing and preserving of fruit and vegetables	DA 15.3	3
Manufacture of vegetable and animal oils and fats	DA 15.4	3
Manufacture of dairy products	DA 15.5	3
Manufacture of grain mill products, starches and starch products	DA 15.6	2
Manufacture of prepared animal feeds	DA 15.7	2
Manufacture of other food products	DA 15.8	3
Manufacture of beverages	DA 15.9	3
Manufacture of tobacco products	DA 16.0	2



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04 Textiles and Textile Products	DB	
Preparation and spinning of textile fibres	DB 17.1	2
Textile weaving	DB 17.2	2
Finishing of textiles	DB 17.3	2
Manufacture of made-up textile articles, except apparel	DB 17.4	2
Manufacture of other textiles	DB 17.5	2
Manufacture of knitted and crocheted fabrics	DB 17.6	2
Manufacture of knitted and crocheted articles	DB 17.7	2
Manufacture of leather clothes	DB 18.1	2
Manufacture of other wearing apparel and accessories	DB 18.2	2
Dressing and dyeing of fur; manufacture of articles of fur	DB 18.3	2
05 Leather and Leather Products	DC	
Tanning and dressing of leather	DC 19.1	2
Manufacture of luggage, handbags and the like, saddlery and harness	DC 19.2	2
Manufacture of footwear	DC 19.3	2
06 Wood and Wood Products	DD	
Sawmilling and planing of wood, impregnation of wood	DD 20.1	2
Manufacture of veneer sheets; manufacture of plywood, laminboard, particle board, fibre board and other panels and boards	DD 20.2	2
Manufacture of builders' carpentry and joinery	DD 20.3	2
Manufacture of wooden containers	DD 20.4	2
Manufacture of other products of wood, manufacture of articles of cork, straw and plaiting materials	DD 20.5	2
07 Pulp, Paper and Paper Products	DE	
Manufacture of pulp, paper and paperboard	DE 21.1	2
Manufacture of articles of paper and paperboard	DE 21.2	2
08 Publishing Companies	DE	
Publishing of books; publishing of newspapers, journals, periodicals, sound recordings and other publishing	DE 22.1	2
09 Printing Companies	DE	
Printing of newspapers; printing n.e.c.; bookbinding and finishing; composition and plate making; other activities related to printing	DE 22.2	2
Reproduction of recorded media	DE 22.3	2
10 Coke and Refined Petroleum Products	DF	
Manufacture of coke oven products	DF 23.1	2
Manufacture of refined petroleum products	DF 23.2	2



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11 Nuclear Fuel	DF	
Processing of nuclear fuel	DF 23.3	3
12 Chemicals, Chemical Products and Fibres	DG	
Manufacture of basic chemicals	DG 24.1	3
Manufacture of pesticides and other agro-chemical products	DG 24.2	3
Manufacture of paints, varnishes and similar coatings, printing ink and mastics	DG 24.3	2
Manufacture of soap and detergents, cleaning and polishing preparations, perfumes and toilet preparations	DG 24.5	2
Manufacture of other chemical products including: explosives, glues and gelatines, essential oils, photographic chemical material, prepared unrecorded media, and other chemical products n.e.c.	DG 24.6	3
Manufacture of man-made fibres	DG 24.7	2
13 Pharmaceuticals	DG	
Manufacture of pharmaceuticals, medicinal chemicals and botanical products	DG 24.4	3
14 Rubber and Plastic Products	DH	
Manufacture of rubber products	DH 25.1	2
Manufacture of plastic products	DH 25.2	2
15 Non-metallic Mineral Products	DI	2
Manufacture of glass and glass products	DI 26.1	2
Manufacture of non-refractory ceramic goods other than for construction purposes;		
Manufacture of refractory ceramic products	DI 26.2	2
Manufacture of ceramic tiles and flags	DI 26.3	2
Manufacture of bricks, tiles and construction products, in baked clay	DI 26.4	2
Cutting, shaping and finishing of stone	DI 26.7	2
Manufacture of other non-metallic mineral products, including production of abrasive products	DI 26.8	2
16 Concrete, Cement, Lime, Plaster, etc.	DI	
Manufacture of cement, lime and plaster	DI 26.5	2
Manufacture of articles of concrete, cement or plaster	DI 26.6	2
17 Basic Metals and Fabricated Metal Products	DJ	
Manufacture of basic iron and steel and ferro-alloys	DJ 27.1	2
Manufacture of tubes (cast iron and steel)	DJ 27.2	2
Other first processing of iron and steel and production of ferro-alloys	DJ 27.3	2



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Manufacture of basic precious and non-ferrous metals	DJ 27.4	2
Casting of metals	DJ 27.5	2
Manufacture of structural metal products	DJ 28.1	2
Manufacture of tanks, reservoirs and containers of metal; manufacture of central heating radiators and boilers	DJ 28.2	2
Manufacture of steam generators, except central heating hot water boilers	DJ 28.3	2
Forging, pressing, stamping and roll forming of metal; powder metallurgy	DJ 28.4	2
Treatment and coating of metals; general mechanical engineering	DJ 28.5	2
Manufacture of cutlery, tools and general hardware	DJ 28.6	2
Manufacture of other fabricated metal products	DJ 28.7	2
18 Machinery and Equipment	DK	
Manufacture of machinery for the production and use of mechanical power, except aircraft, vehicle and cycle engines	DK 29.1	2
Manufacture of other general purpose machinery	DK 29.2	2
Manufacture of agricultural and forestry machinery	DK 29.3	2
Manufacture of machine-tools	DK 29.4	2
Manufacture of other special purpose machinery	DK 29.5	2
Manufacture of weapons and ammunition	DK 29.6	2
Manufacture of domestic appliances n.e.c. (electric and non-electric)	DK 29.7	2
19 Electrical and Optical Equipment	DL	
High-risk NACE codes are labelled based on technically complex processes (manufacturing and design) with-in the specific NACE codes.		
Manufacture of office machinery and computers	DL 30.0	3
Manufacture of electric motors, generators and transformers	DL 31.1	2
Manufacture of electricity distribution and control apparatus	DL 31.2	2
Manufacture of insulated wire and cable	DL 31.3	2
Manufacture of accumulators, primary cells and primary batteries	DL 31.4	2
Manufacture of lighting equipment and electric lamps	DL 31.5	2
Manufacture of other electrical equipment n.e.c. (including for engines and vehicles n.e.c.)	DL 31.6	2
Manufacture of electronic valves and tubes and other electronic components	DL 32.1	3
Manufacture of television and radio transmitters and apparatus for line telephony and line telegraphy	DL 32.2	3
Manufacture of television and radio receivers, sound or video recording or reproducing apparatus and associated goods	DL 32.3	3
Manufacture of instruments and appliances for measuring, checking, testing,	DL 33.2	3
navigating and other purposes, except industrial process control equipment		
Manufacture of industrial process control equipment	DL 33.3	3



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Manufacture of optical instruments and photographic equipment	DL 33.4	2
Manufacture of watches and clocks	DL 33.5	2
Manufacture of medical and surgical equipment and orthopaedic appliances	DL 33.1	3
Manufacture of active medical devices (ISO 13485/13488)		3
Manufacture of active implantable medical devices (ISO 13485/13488)		3
Manufacture of implantable medical devices (ISO 13485/13488)		3
Sterilization of medical devices		3
20 Ship Building	DM	
Building and repairing of ships and boats	DM 35.1	3
21 Aerospace	DM	
Manufacture of aircraft and spacecraft	DM 35.3	3
22 Other Transport Equipment	DM	
Manufacture of motor vehicles	DM 34.1	2
Manufacture of bodies (coachwork) for motor vehicles; manufacture of trailers and semi-trailers	DM 34.2	2
Manufacture of parts and accessories for motor vehicles and their engines	DM 34.3	2
Manufacture of railway and tramway locomotives and rolling stock	DM 35.2	2
Manufacture of motorcycles and bicycles	DM 35.4	2
Manufacture of other transport equipment n.e.c.	DM 35.5	2
23 Manufacturing Not Elsewhere Classified	DN	
Manufacture of furniture	DN 36.1	1
Manufacture of jewellery and related articles	DN 36.2	1
Manufacture of musical instruments	DN 36.3	1
Manufacture of sports goods	DN 36.4	1
Manufacture of games and toys	DN 36.5	1
Miscellaneous manufacturing n.e.c.	DN 36.6	1
24 Recycling	DN	
Recycling of metal waste and scrap	DN 37.1	2
Recycling of non-metal waste and scrap	DN 37.2	2
25 Electricity Supply	E	
Production and distribution of electricity	E 40.1	3
26 Gas Supply	E	
Manufacture of gas; distribution of gaseous fuels through mains	E 40.2	3



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27 Water Supply	E	
Steam and hot water supply	E 40.3	
Collection, purification and distribution of water	E 41.0	2
28 Construction	F	
Site preparation	F 45.1	2
Building of complete constructions or parts thereof; civil engineering	F 45.2	3
Building installation	F 45.3	3
Building completion	F 45.4	3
Renting of construction or demolition equipment with operator	F 45.5	1
29 Wholesale and retail trade; repair of motor vehicles, motorcycles and personal and household goods	G	
Sale of motor vehicles	G 50.1	1
Maintenance and repair of motor vehicles	G 50.2	1
Sale of motor vehicle parts and accessories	G 50.3	1
Sale, maintenance and repair of motorcycles and related parts and accessories	G 50.4	1
Retail sale of automotive fuel	G 50.5	1
Wholesale on a fee or contract basis	G 51.1	1
Wholesale of agricultural raw materials and live animals	G 51.2	1
Wholesale of food, beverages and tobacco	G 51.3	1
Wholesale of household goods	G 51.4	1
Wholesale of non-agricultural intermediate products, waste and scrap	G 51.5	1
Wholesale of machinery, equipment and supplies	G 51.6	1
Other wholesale	G 51.7	1
Retail sale in non-specialized stores	G 52.1	1
Retail sale of food, beverages and tobacco in specialized stores	G 52.2	1
Retail sale of pharmaceutical and medical goods, cosmetics and toilet articles	G 52.3	1
Other retail sale of new goods in specialized stores	G 52.4	1
Retail of second-hand goods in stores	G 52.5	1
Retail sale not in stores	G 52.6	1
Repair of personal and household goods	G 52.7	1
30 Hotels and Restaurants	H	
Hotels	H 55.1	2
Camping sites and other provision of short-stay accommodation	H 55.2	2
Restaurants	H 55.3	2
Bars	H 55.4	2
Canteens and catering	H 55.5	2



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31 Transport, Storage and Communications	I	
Transport via railways	I 60.1	2
Other land transport	I 60.2	2
Transport via pipelines	I 60.3	2
Sea and coastal water transport	I 61.1	2
Inland water transport	I 61.2	2
Scheduled air transport	I 62.1	2
Non-scheduled air transport	I 62.2	2
Space transport	I 62.3	2
Cargo handling and storage	I 63.1	2
Other supporting transport activities	I 63.2	2
Activities of travel agencies and tour operators; tourist assistance activities n.e.c.	I 63.3	2
Activities of other transport agencies	I 63.4	2
Post and courier activities	I 64.1	2
Telecommunications (service providers)	I 64.2	2
32 Financial Intermediation, Real Estate, Renting	J, K	
Monetary intermediation	J 65.1	2
Other financial intermediation	J 65.2	2
Insurance and pension funding, except compulsory social security	J 66.0	2
Activities auxiliary to financial intermediation, except insurance and pension funding	J 67.1	2
Activities auxiliary to insurance and pension funding	J 67.2	1
Real estate activities with own or leased property	K 70.1	1
Letting of own property	K 70.2	1
Real estate activities on a fee or contract basis	K 70.3	1
Renting of automobiles	K 71.1	1
Renting of other transport equipment	K 71.2	1
Renting of other machinery and equipment	K 71.3	1
Renting of personal and household goods n.e.c.	K 71.4	1
33 Information Technology	K	
Hardware consultancy	K 72.1	2
Software consultancy and supply	K 72.2	3
Data processing	K 72.3	1
Data base activities	K 72.4	1
Maintenance and repair of office, accounting and computing machinery	K 72.5	1
Other computer related activities	K 72.6	1
34 Engineering Services	K	
Research and experimental development on natural sciences and engineering	K 73.1	2



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Research and experimental development on social sciences and humanities	K 73.2	2
Architectural and engineering activities and related technical consultancy	K 74.2	3
35 Other Services	K	
Legal, accounting, bookkeeping and auditing activities; tax consultancy; market research and public opinion polling; business and management consultancy; holdings Technical testing and analysis	K 74.3	2
Advertising	K 74.4	2
Labour recruitment and provision of personnel	K 74.5	2
Investigation and security activities	K 74.6	2
Industrial cleaning activities	K 74.7	2
Other business activities n.e.c.	K 74.8	2
36 Public Administration	L	
Administration of the State and the economic and social policy of the community	L 75.11	1
Provision of services to the community as a whole	L 75.21	1
Compulsory social security activities	L 75.31	1
37 Education	M	
Primary education	M 80.1	2
Secondary education	M 80.2	2
Higher education	M 80.3	3
Adult and other education	M 80.4	2
38 Health and Social Work	N	
Human health activities	N 85.11	3
(To qualify for the entire scope the witnessing would have to be in N 85.11)		
Veterinary activities	N 85.2	2
Social work activities	N 85.3	1
39 Other Social Services	O	
Sewage and refuse disposal, sanitation and similar activities	O 90.0	2
Activities of business, employers and professional organizations	O 91.1	1
Activities of trade unions	O 91.2	1
Activities of other membership organizations	O 91.3	1
Motion picture and video activities	O 92.1	1
Radio and television activities	O 92.2	1
Other entertainment activities	O 92.3	1
News agency activities	O 92.4	1
Library, archives, museums and other cultural activities	O 92.5	1



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Sporting activities	O 92.6	1
Other recreational activities	O 92.7	1
Other service activities	O 93.0	1