



KENYA ACCREDITATION SERVICE

Document Title: SUB-CONTRACTING POLICY

Document Identifier	Ver	Issue Date	Effective date	Type	Page No
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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>	15/03/2012
Checked by	DEPUTY DIRECTOR FINANCE AND ADMINISTRATION	<i>Approved</i>	15/03/2012
Approved by	MANAGING DIRECTOR	<i>Approved</i>	15/03/2012

Periodic Review Approval and Authorization

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

Required by: (03/2015)

Name	Job Title / Role	Signature	Date
Checked by	DEPUTY DIRECTOR TECHNICAL SERVICES	<i>Approved</i>	14/12/2015
Approved by	MANAGING DIRECTOR / CEO	<i>Approved</i>	14/12/2015

Required by: (03/2018)

Name	Job Title / Role	Signature	Date
Checked by			
Approved by			



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1 PURPOSE

Kenya Accreditation service (KENAS) normally undertakes the assessment of CABs for the purpose of accreditation. In the event that KENAS is unable to carry out the assessment, it shall sub-contract the assessment to any other competent body. However, KENAS shall take full responsibility over all sub-contracted assessments, the contracted assessors and or experts including the decision on accreditation. The terms and conditions under which sub-contracting of the KENAS assessments are outlined in this policy.

2 SCOPE

This policy applies to the sub-contracting of assessments by KENAS

3 TERMS AND DEFINITIONS

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

Term	Definition
Assessor	A person assigned KENAS to perform, alone or as part of an assessment team, an assessment of a conformity assessment body/laboratory.
Expert	A person assigned by KENAS to provide specific knowledge or expertise with respect to the scope of accreditation to be assessed; is a team member who provides technical advice but is not considered as an assessor unless he/she has the relevant assessor qualifications and training.
Assessment	The process undertaken by KENAS to assess the competence of a CAB, based on particular standard(s) and or other normative documents and for a defined scope of accreditation
Sub-contracting	The process by which KENAS assigns the work of assessment to be done on its own behalf to a competent body under specified conditions.
CAB	Conformity Assessment Body



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4 ROLE(S) AND RESPONSIBILITY

Role	Responsibility
DDTS	<ul style="list-style-type: none">• Author
MD	<ul style="list-style-type: none">• Approval
Technical Staff	<ul style="list-style-type: none">• Compliance

5 POLICY

5.1 Subcontracting assessment of a CAB

- 5.1.1 KENAS shall sub-contract an assessment of a CAB to a competent body under the following circumstances:-
- 5.1.1.1 KENAS does not have the necessary competence to assess a particular CAB under the requested scope of accreditation.
- 5.1.1.2 KENAS has a lot of work such that it cannot execute the assessment itself.
- 5.1.1.3 Where for economic reasons and logistics taking into account the site/location, it is not feasible for KENAS to carry out the assessment
- 5.1.2 Whenever a situation under 5.1.1 arises, the Managing Director shall identify a suitable sub-contractor from the register of approved sub-contractors.
- 5.1.3 Once KENAS decides to subcontract the assessment of the CAB, it shall formally communicate in writing such a decision to the CAB..
- 5.1.4 KENAS shall only sanction the assessment upon receipt of a written consent from the CAB regarding the identified sub-contractor
- 5.1.5 KENAS shall then enter into a formal agreement with the sub-contractor by signing the subcontracting agreement.
- 5.1.6 KENAS shall remain responsible for all the sub-contracted assessments including decision making with respect to grant, maintenance, extension of scope, reduction of scope, suspension or withdrawal of accreditation.



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6 REFERENCE AND RELATED DOCUMENTS

Ref	Document Identifier	Document Title
1.	ISO /IEC 17011: 2004	Conformity Assessment-General requirements for accreditation bodies accrediting conformity assessment bodies
2.	KENAS-TS-F-024	Approved Sub-contractors Register
3.	KENAS-TS-F-023	Subcontracting Agreement

7 TRAINING

Staff performing one or more of the roles specified in this policy shall demonstrate that they have the capability required to successfully perform the activities described. A period not more than one month shall be allocated between the issue date and effective date to facilitate communication, training or coaching.

8 REVISION HISTORY

Date	Ver	Revised By	Reason For Revision
15/03/2012	01	DD TS	Initial copy on new template, Previously KENAS/POL/02
14/12/2015	01	N/A	Reviewed and endorsed at the Management Review Meeting