



KENYA ACCREDITATION SERVICE

Document Title: EXTENSION OF KENAS ACTIVITIES

Document Identifier	Ver	Issue Date	Effective date	Type	Page No
KENAS-POL-020	01	05/11/2012	05/12/2012	POL	1 of 3

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>	05/11/2012
Checked by	DEPUTY DIRECTOR FINANCE AND ADMINISTRATION	<i>Approved</i>	05/11/2012
Approved by	CHIEF EXECUTIVE OFFICER	<i>Approved</i>	05/11/2012

Periodic Review Approval and Authorization

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

Required by: (11/2015)

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Checked by	DEPUTY DIRECTOR TECHNICAL SERVICES	<i>Approved</i>	14/12/2015
Approved by	CHIEF EXECUTIVE OFFICER	<i>Approved</i>	14/12/2015

Required by: (11//2018)

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Document Identifier	Ver	Issue Date	Effective date	Type	Page No
KENAS-POL-020	01	05/11/2012	05/12/2012	POL	2 of 3

1 PURPOSE

This policy outlines how KENAS evaluates its market needs and its route towards extending its services of accreditation to new conformity assessment areas in its territory.

2 SCOPE

This policy applies the Technical Services activities at KENAS.

3 TERMS AND DEFINITIONS

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

Term	Definition
AB	Accreditation Bodies
TC	Technical Committee

4 ROLE(S) AND RESPONSIBILITY

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

5 POLICY

- 5.1 A need for accreditation of new conformity assessment areas may arise during strategic planning or from market surveys.
- 5.2 Once a new area is determined, KENAS shall evaluate the relevance of accreditation and determine the requirements of accreditation with respect to the client needs and the competence required for accreditation.
- 5.3 KENAS shall determine if the new areas are a stand-alone area or if it can be included under the existing schemes. For those that can be included under the respective schemes, the respective pillar at KENAS shall handle as a line extension, develop the technical competence and ride on the existing system for accreditation.
- 5.4 Where the area is totally new, KENAS shall adopt a project type model for development of the new area through:
 - 5.4.1 Stakeholder engagement



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Document Identifier	Ver	Issue Date	Effective date	Type	Page No
KENAS-POL-020	01	05/11/2012	05/12/2012	POL	3 of 3

- 5.4.2 Training of KENAS staff and assessors in order to build competence
- 5.4.3 Development of requisite documents and associated criteria from normative documents and through benchmarking from other AB's.
- 5.5 Requisite documents and associated criteria shall be developed and presented to the appropriate TC for ratification. Once ratified KENAS shall use the documents on a pilot basis and improve on them for final adoption into the main stream accreditation area.
- 5.6 The project team will develop an implementation plan / work program for the new scheme.
- 5.7 Where competence may be obtained from another AB at a reasonable cost, KENAS shall engage the AB identified with request of carrying out a joint assessment in order for KENAS to learn and transition.

6 REFERENCE AND RELATED DOCUMENTS

Ref	Document Identifier	Document Title
1.	ISO/IEC 17011	Conformity Assessment-General requirements for accreditation bodies accrediting conformity assessment bodies

7 TRAINING

Awareness sessions are required prior to implementation of this policy

8 REVISION HISTORY

Date	Ver	Revised By	Reason For Revision
05/11/2012	01	DD TS	•Initial
14/12/2015	01	N/A	•Reviewed and endorsed at the Management Review Meeting