



KENYA ACCREDITATION SERVICE

Document Title: CROSS FRONTIER ACCREDITATION POLICY

Document Identifier	Ver	Issue Date	Effective date	Type	Page No
KENAS-POL-034	02	10/02/2017	10/03/2017	POL	1 of 4

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>	10/02/2017
Checked by	DEPUTY DIRECTOR FINANCE AND ADMINISTRATION	<i>Approved</i>	10/02/2017
Approved by	CHIEF EXECUTIVE OFFICER	<i>Approved</i>	10/02/2017

Periodic Review Approval and Authorization

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

Required by: (02/2020)

Name	Job Title / Role	Signature	Date
Checked by			
Approved by			

Required by: (02/2023)

Name	Job Title / Role	Signature	Date
Checked by			
Approved by			



KENYA ACCREDITATION SERVICE

Document Title: CROSS FRONTIER ACCREDITATION POLICY

Document Identifier	Ver	Issue Date	Effective date	Type	Page No
KENAS-POL-034	02	10/02/2017	10/03/2017	POL	2 of 4

1 PURPOSE

This policy sets out KENAS rules for accreditation of conformity assessment bodies that perform accredited activities outside Kenya. The purpose of the policy is to support one-stop conformity assessment principles. The policy also aims to ensure that a consistent approach in dealing with accreditations of applications of Conformity assessment bodies in different countries.

2 SCOPE

This policy applies CABs with a head office located outside Kenya and to CABs with a head office in Kenya that also performs conformity assessment activities in other countries. It also applies to foreign AB's operating or intending to operate in Kenya.

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 Body.
CAB	Conformity Assessment Body
ILAC	International Laboratory Cooperation
IAF	International Accreditation Forum
External CAB	A foreign conformity assessment body seeking accreditation from KENAS
External AB	A foreign accreditation body that may wish to provide accreditation services within Kenya.
Local CAB	A conformity assessment body operating in Kenya.

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



KENYA ACCREDITATION SERVICE

Document Title: CROSS FRONTIER ACCREDITATION POLICY

Document Identifier	Ver	Issue Date	Effective date	Type	Page No
KENAS-POL-034	02	10/02/2017	10/03/2017	POL	3 of 4

5 POLICY

- 5.1 On receipt of an application from a local CAB, KENAS shall process the application in line with its established system.
- 5.2 On receipt of an application for accreditation from an external CAB, KENAS shall establish the following:
- 5.2.1 The existence of an accreditation body in the country the client is based.
 - 5.2.2 The awareness of the CAB on the existence of the AB in its country.
 - 5.2.3 That the CAB understands that even if the application is accepted, the local accreditation body will be informed and if possible involved in the accreditation process: The CAB shall be consulted on the involvement of the AB in its country in the assessment either on an observatory role or on joint assessment with KENAS.
 - 5.2.4 In case the Local AB does not have the ability to provide the desired scope of accreditation, KENAS shall formally communicate this aspect in writing to both the AB and the CAB for the purpose of reaching an agreement regarding provision of the accreditation services by KENAS.
 - 5.2.5 Where there is no local AB and KENAS has the capability to cover the desired scope of accreditation KENAS shall initiate the process of accreditation with the CAB
 - 5.2.6 Where there is no local AB and KENAS is unable to cover the desired scope, KENAS shall formally communicate this to the CAB.
- 5.3 Where a foreign AB is providing accreditation services within Kenya, KENAS shall:
- 5.3.1 Require the foreign AB to adhere to the requirements of the cross frontier accreditation- principles of cooperation to which this policy is aligned.
 - 5.3.2 Establish the existence through ILAC/ IAF arrangements or the legal existence of the AB in the country it is based in case it is not an ILAC / IAF signatory.
 - 5.3.3 Require that the AB shall formally inform the CAB of the existence of KENAS and the AB formally checks with KENAS on its ability to provide the desired scope of accreditation. Where KENAS cannot cover the requested scope, KENAS shall formally write to both the CAB and the foreign AB for the purpose of reaching agreement regarding provision of the accreditation services by the external AB.
 - 5.3.4 The foreign AB in consultation with the client shall provide for KENAS participation either for a joint assessment or observation in order for KENAS to gain experience.
- 5.4 Where a potential or accredited CAB based in Kenya has key activities being performed in foreign locations KENAS shall



KENYA ACCREDITATION SERVICE

Document Title: CROSS FRONTIER ACCREDITATION POLICY

Document Identifier	Ver	Issue Date	Effective date	Type	Page No
KENAS-POL-034	02	10/02/2017	10/03/2017	POL	4 of 4

5.4.1 Plan for assessment the key activities as provided for in its assessment procedures and shall notify the AB in the foreign location of its planned assessment and further engagement as may be mutually agreed.

5.4.2 Where the foreign AB has capability of assessing the key activity (ies) in favourable terms to KENAS, a subcontracting engagement may be considered under the KENAS subcontracting policy requirements.

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
2.	ILAC-G21	Cross Frontier Accreditation – Principles of cooperation
3.	IAF-MD 12	Accreditation of Conformity Assessment Bodies with activities in Multiple Countries
4.	KENAS-POL-019	KENAS Sub-Contracting Policy

7 TRAINING

Staff performing one or more of the roles specified shall be informed of its existence. A period not more than one month shall be allocated between the issue date and effective date to facilitate such.

8 REVISION HISTORY

Date	Ver	Revised By	Reason For Revision
15/10/2012	01	DD TS	<ul style="list-style-type: none"> Initial copy on new template, Previously KENAS/POL/05 Alignment to ILAC –G21 requirements.
14/12/2015	01	N/A	<ul style="list-style-type: none"> Reviewed and endorsed at the Management Review meeting
10/02/2017	02	DDTS	<ul style="list-style-type: none"> Addition of Clause 4 to provide for assessment of CAB's key activities which fall in foreign countries Addition of IAF MD 12 and the KENAS Sub-contracting Policy in the references