



## KENYA ACCREDITATION SERVICE

Document Title: PROCEDURE FOR SUSPENSION, WITHDRAWAL, REDUCTION AND EXTENSION OF SCOPE OF ACCREDITATION

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Name	Job Title / Role	Signature	Date
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## 1.1 Process Overview

This procedure takes into consideration its purpose, scope, roles and responsibilities, suspension, withdrawal, reduction or extension of scope of accreditation.

## 1.2 Purpose

This procedure defines how suspension, withdrawal, reduction of scope or extension of scope of accreditation for CABs is handled by KENAS

## 1.3 Scope

This procedure is applicable to KENAS accreditation schemes.

## 1.4 Role(s) and Responsibility

Role	Responsibility
MR	Principal responsibility of ensuring that this procedure remains valid
Accreditation committee / CEO	To grant, suspend, withdraw, reduce or extend the scope of accreditation

## 2 Definitions and Abbreviations

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

Term	Definition
MR	Management Representative
CAB	Conformity Assessment Body
Suspending accreditation	Process of temporarily making accreditation invalid, in full or part of the scope of accreditation for a defined period of
Withdrawal of accreditation	Process of cancelling accreditation in full
Reducing the accreditation	Process of cancelling accreditation for part of scope of accreditation



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Extension of accreditation	Process of addition of a scope/field of accreditation
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## 3 PROCESS INSTRUCTIONS

### 3.1 Suspension

- 3.1.1 A CAB may request for suspension, withdrawal or reduction of its scope of accreditation. Upon such a request made in writing, KENAS shall effect the request with immediate effect and update the directory as appropriate.
- 3.1.2 KENAS shall suspend the accreditation of a CAB for non-payment of fees, Failure to resolve non-conformities in accordance with KENAS procedures, Negative outcome of a complaint investigation, misuse of accreditation marks and/or symbols. or breach of accreditation agreement.
- 3.1.3 KENAS shall inform the CAB in writing regarding the suspension and detail the reasons. The letter shall also stipulate the period of the suspension as expressed in the signed accreditation agreement and the corrective action(s) required to be undertaken by the CAB.
- 3.1.4 The CAB shall continue to pay the accreditation fees in full during the suspension period.
- 3.1.5 The CAB that is under suspension will be indicated as such on the directory of accredited CABs on the KENAS website. This status shall be removed once suspension is lifted on fulfilment of the requirements.
- 3.1.6 A CAB that is under suspension for non-conformance with the requirements except payment of fees shall:-
- 3.1.6.1 Undergo on-site assessment prior to lifting of the suspension.
  - 3.1.6.2 Be re-instated only when positive recommendation by the assessment team is given and approved by the Accreditation Committee.
  - 3.1.6.3 Meet all the associated costs of the suspension and assessment.



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3.1.7 The following scopes of suspension may be applied:

3.1.7.1 Total suspension of accreditation. The CAB is not permitted to lay claim to any accreditation status.

3.1.7.2 Partial suspension of accreditation:

a) Geographical - The CAB is not permitted to lay claim on accreditation for specific sites.

b) Technical - The CAB is suspended for a particular scope of accreditation.

3.1.8 During the suspension the CAB shall not make reference to accreditation nor use any material that indicates accreditation. All promotional materials with reference to accreditation shall be held until a decision is made otherwise.

3.1.9 The request for suspension can be availed by the Lead Assessor or any other interested party like Finance for non-payment or other stakeholders. The suspension recommendation report shall justify the suspension recommendation with supporting objective evidence and shall specify the scope of suspension.

3.1.10 The secretary to the accreditation committee shall evaluate the suspension recommendation report and, if valid, shall submit the report to the KENAS Accreditation Committee if technical aspects are flawed or to the CEO if administrative aspects such as non payments are sited. The CEO shall inform the CAB in writing of the suspension giving a period of 60 days to which if the status is not regularized, a withdrawal recommendation to the Accreditation Committee shall be progressed.

3.1.11 For technical aspects whether in part or in full, the decision of the Accreditation Committee shall be notified to the CAB by the CEO.

3.1.12 The suspension notification shall specify:

a) The grounds for, and scope of, suspension.

b) The effective date of suspension.

c) The associated limitations and restrictions to be observed by the CAB;



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- d) The suspension period including the date by which the grounds for the suspension shall be addressed by the CAB;
- e) The consequences of failing to fully address the grounds for the suspension within the suspension period.
- f) The measures that KENAS will follow to verify compliance in order to revoke the suspension.
- g) The CAB's right to appeal the suspension decision within thirty (30) days of receiving the suspension notice to the by referencing the KENAS Appeals Procedure. The CAB remains suspended during the appeals process.

## 3.2 Withdrawal

3.2.1 Where a withdrawal decision is under consideration either arising from 3.1 above or other adverse action, a 60 day suspension period shall be evoked immediately. This period starts from the date the adverse action is notified or from the time the suspension intention is taken as in 3.1. The CAB shall be informed in writing. The Accreditation Committee shall withdraw accreditation of CAB's on the grounds of:-

- a) Bankruptcy/Fraud
- b) Voluntary or involuntary liquidation
- c) Failure to make specified payment even after suspension
- d) Failure to adhere to the conditions and terms for accreditation even after suspension
- e) The reasons for suspension having not been addressed within the specified period.

3.2.2 The CAB has the responsibility of removing all the reference materials and advertisement(s) on accreditation.

3.2.3 For the CAB to be reinstated after a withdrawal, it shall make a new application and meet all the associated costs.

3.2.4 The withdrawal status shall be indicated as such on the directory of accredited



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CABs on the KENAS website.

3.2.5 The CAB can appeal the withdrawal decision made by the accreditation committee. Should the CAB decide to appeal, the withdrawal decision holds until the resolution of the appeal.

### 3.3 Reduction of scope of accreditation

3.3.1 In addition to the requirements included in the accreditation agreement, KENAS and CAB may mutually agree in writing at any time to reduce the scope of accreditation. In such a case the agreed upon reduction shall be removed from the scope of accreditation by amending the schedule and notification to the Accreditation Committee done. The CAB shall be required to withdraw the previous schedule and cease making reference to accreditation status of the removed accreditation scopes. All promotional materials referring to the removed scopes shall also be removed from circulation by the CAB and a confirmation sent to KENAS.

3.3.2 A CAB may voluntarily reduce its accredited scope by notifying KENAS in writing. Once the written communication is received, KENA shall amend the schedule the schedule and notification to the Accreditation Committee done. The CAB shall be required to withdraw the previous schedule and cease making reference to accreditation status of the removed accreditation scopes. All promotional materials referring to the removed scopes shall also be removed from circulation by the CAB and a confirmation sent to KENAS.

3.3.4 CABs that voluntarily reduces or terminates their accreditation may re-apply for accreditation at any time by following the KENAS application process.

3.3.5 The Accreditation committee can decide to reduce the scope of accreditation when the results of assessment show that:-

3.3.5.1 There is no evidence to guarantee that the scope shall be covered as per specified requirements.

3.3.5.2 There is no demonstrated competence.



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3.3.5.3 Management system is unstable through multiple repetitive non conformities.

3.3.6 The CAB shall be informed in writing on the reduction of scope of accreditation following the accreditation committee's decision.

3.3.7 The CAB shall ensure that all claims made on accreditation are within the scope that is granted.

3.3.8 Any work done by an accredited CAB falling outside the scope of the accreditation shall include a statement to the effect that the work carried out does not fall within KENAS accreditation.

## 3.4 Extension of scope

3.4.1 To extend the scope of its accreditation, an accredited CAB shall apply in writing to the KENAS.

3.4.2 KENAS shall review the application considering the necessary requirements for application and the KENAS assessment procedure KENAS-TS-OP-010 evoked.

3.4.3 Assessments to extend the scope of accreditation may be made at the same time as planned surveillance or re-accreditation assessments. In these cases, the Surveillance Assessment or reaccreditation assessment plans shall be updated to include the scope extension assessment prior to the assessment commencing.

3.4.5 Following an approval by the accreditation committee of an extension to the scope of a CAB's accreditation, KENAS shall notify CAB, amend the schedule with the extended scope and update the directory of accredited CABs on the website.

## 4 REFERENCE AND RELATED DOCUMENTS

Ref	Document Identifier	Document Title
1.	KENAS-QM-MAN-001	KENAS Quality Manual
2.	LN 55 OF 2009	The KENAS Legal order



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3.	ISO/IEC 17011	Conformity assessment – General requirements for accreditation bodies accrediting conformity assessment
4.	KENAS-TS-OP-010	Management of Assessments, Surveillance, Reassessment and Reporting.
5.	KENAS-TS-F-015	The Accreditation Agreement
6.	IAF MD 7	Harmonization of Sanctions to be applied to CABs
7.	KENAS-TS-OP-009	Management of Disputes and Appeals by CABs

## 5 PROCEDURE TRAINING

Staff and committee performing one or more of the roles specified in this procedure shall be made aware of the existence of this procedure. A period not exceeding one month shall be allocated between the issue date and effective date to facilitate such awareness and training if required.

## 6 REVISION HISTORY

Dat	Ver	Revised By	Reason For Revision
03/02/2012	01	AD H&S	<ul style="list-style-type: none"> <li>Initial on the new numbering system.</li> </ul>
03/02/2014	02	AD I&V	<ul style="list-style-type: none"> <li>Included scope extension</li> <li>Align to the accreditation agreement and provide the same in the references</li> <li>Addition of reference to IAF MD 7</li> </ul>
05/08/2015	03	AD I&V	<ul style="list-style-type: none"> <li>Included extension details in the purpose</li> <li>Include the 60 day suspension period</li> <li>Align text for flow</li> <li>Include procedure for management of disputes and appeals by CABs in the references.</li> </ul>