



KENYA ACCREDITATION SERVICE

Document Title: **PROCEDURE FOR OBJECTION TO ASSESSORS / EXPERTS BY CONFORMITY ASSESSMENT BODIES (CAB'S)**

Document Identifier	Ver	Issue Date	Effective date	Type	Page No
KENAS-TS-OP-020	02	01/08/2015	01/09/2015	OP	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	ASSISTANT DIRECTOR INSPECTION AND VERIFICATION	<i>Approved</i>	01/08/2015
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Periodic Review Approval and Authorization

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KENAS-TS-OP-020	02	01/08/2015	01/09/2015	OP	2 of 4

1.1 Process Overview

The procedure details how KENAS handles objections to assessors and technical experts, who have been appointed to assess them.

1.2 Purpose:

The procedure outlines the process which CABs can utilize to lodge their objection to an appointed assessor (s) or expert(s) for purposes of accreditation.

1.3 Scope:

This procedure defines how a CAB can present its objection and an argument for reversal of a decision by KENAS to appoint assessor(s) and expert (s) to assess it for accreditation. The procedure applies to all organizations applying for or holding accreditation with KENAS.

1.4 Role(s) and Responsibility

Role	Responsibility
CAB	Raise objection(s) in writing and give supporting information
DDTS	Review relevant documents regarding objection raised
AD / CO	Preparation of assessment notification
Investigation team	Thoroughly investigate and document

2.0 Definitions/abbreviations

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

Term	Definition
DDTS	Deputy Director Technical Services
MD	Managing Director
CABs	Conformity Assessment Bodies



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Document Identifier	Ver	Issue Date	Effective date	Type	Page No
KENAS-TS-OP-020	02	01/08/2015	01/09/2015	OP	3 of 4

4.0 PROCESS FOR HANDLING OBJECTIONS

- 4.1 Upon receiving an assessment notification, CABs who have an objection against any appointed assessor(s) or expert(s), shall communicate the objection(s) to KENAS in writing stating the reasons or grounds for the objection.
- 4.2 The DDTS shall review the CAB file, other pertinent information from the CAB and investigate to establish whether there is merit in the reasons given.
- 4.2.1 If there is merit in the reasons advanced, the DDTS shall appoint other assessor(s) and expert(s) as appropriate.
- 4.2.2 If there is no merit, the DDTS shall discuss the matter with CAB with a view of resolving the objection.
- 4.3 If a CAB raises a second objection, clause 4.2.1 and 4.2.2 shall apply.
- 4.4 In the event of a third objection is raised, an investigation team shall be formed to conduct a cause analysis and make a decision on whether to progress, subcontract or terminate the assessment. The outcome of the investigation shall be documented.

5.0 RECORDS

Records shall be kept of all objections, the resolution process, and the final decision(s).

6.0 REFERENCE AND RELATED DOCUMENTS

Ref	Document Identifier	Document Title
1.	KENAS-POL-018	KENAS Policy for Dealing with Objections to Assessors / Experts by Conformity Assessment Bodies
2.	KENAS-QM-MAN-001	KENAS Quality Manual
3.	KENAS-TS-OP-010	Management of Assessments, Surveillance, Re-assessments and Reporting
4.	ISO/IEC 17011	Conformity assessment — General requirements for accreditation bodies accrediting conformity assessment bodies

5.0 TRAINING/AWARENESS

All KENAS staff handling correspondence from CAB's will be informed of the existence of this procedure and its revisions thereof. A period of one month between the issue date and the effective date has been provided for such awareness. .



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KENAS-TS-OP-020	02	01/08/2015	01/09/2015	OP	4 of 4

6.0 REVISION HISTORY

Date	Ver.	Revised By	Reason For Revision
01/08/2012	01	DDTS	<ul style="list-style-type: none">• Initial
01/08/2015	02	ADIV	<ul style="list-style-type: none">• Amend CABs role to provide objective evidence.• Alignment of other roles and to the Policy.• Remove timelines indicated.