



KENYA ACCREDITATION SERVICE

Document Title: PROCEDURE FOR DEVELOPMENT OF KENAS CRITERIA DOCUMENTS

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Approval and Authorisation

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

Name	Job Title / Role	Signature	Date
Authored by	CASE OFFICER (I&V)	<i>Approved</i>	01/06/2013
Checked by	ASSISTANT DIRECTOR (I&V)	<i>Approved</i>	01/06/2013
Approved by	DEPUTY DIRECTOR TECHNICAL SERVICES	<i>Approved</i>	01/06/2013

Periodic Review Approval and Authorisation

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1 OVERVIEW CONTENT

1.1 Process Overview

The process covers the development review and publication of KENAS criteria documents that are meant to facilitate in the accreditation process.

1.2 Purpose

This procedure for KENAS criteria development has been established in order to make the criteria development process more participatory and enhance synergies among different schemes and technical committees. It provides rules and steps for the preparation, and publication of KENAS criteria documents.

1.3 Scope

The procedure covers the steps from the document origination, Technical Committee deliberations, and stakeholder comments until publication. It applies to the preparation of criteria documents in the accreditation schemes offered by KENAS.

1.4 Role(s) and Responsibility

Role	Responsibility
Technical Staff	Research and collation of material and comments
Technical Committee	Discussion and presentation of stakeholder views
DDTS	Assign numbers, approve , officially issue and notify new documents

2 DEFINITIONS/ABBREVIATIONS

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

Term	Definition
Criteria Document	A document used as a standard of judgment or criticism; a rule or principle for evaluating or testing something



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3 PROCESS INSTRUCTIONS

3.1 Proposal, Drafting and Submission

3.1.1 Proposal

3.1.1.1 A proposal to draft a new KENAS criteria document or to revise an existing criteria document may be made by the KENAS Secretariat or any KENAS committee. Such proposals must be made directly to the relevant committee or to the KENAS Secretariat, for matters that fall outside the terms of reference for the KENAS Committees.

3.1.1.2 Proposals submitted to the Secretariat will be referred directly to the relevant scheme for consideration. The Committees will submit a list of proposals for the drafting and/or revision of criteria documents to the secretariat for consideration and preparation of drafts.

3.2 Justification for New Criteria documents and Revisions to Existing Criteria documents

3.2.1 For drafting a new criteria document, the proposal must include:

- a) The purpose and value in preparing the proposed criteria document;
- b) Details on whether the subject matter is being addressed elsewhere within KENAS or by other international organizations, or regional groups;
- c) The envisaged title of the criteria document;
- d) When applicable, the approval by the relevant committee

3.2.2 For revision of an existing criteria document, the proposal must include the rationale and the general scope of the proposed revisions.

3.3 Approval to Draft

The relevant KENAS Technical Committees will decide whether to proceed with drafting or revision of a KENAS criteria document and this decision will be based on policy, technical as well as other considerations. After the KENAS Technical Committee has given the approval, the criteria document is then either written or revised by the relevant committee or the Secretariat.

3.4 Numbering of Drafts



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For the purposes of criteria document control, KENAS criteria documents shall be numbered as guidance documents and if they are in a checklist format shall be numbered as forms under KENAS-TS-OP-001

3.4.3 The numbers of these criteria documents shall be given by the Management Representative.

3.5 Circulation of Draft for Comment

3.5.1 The committee drafting or revising the publication will forward the draft to the Secretariat, for distribution to all KENAS technical services team, for a comment for a period of thirty (30) days. For criteria documents undergoing revision the changes (if not too extensive) should be shown in word track for the convenience of members.

3.5.2 KENAS's liaison partners (specific to the scheme) will also be provided with the opportunity to submit comments. Comments are to be submitted to the KENAS Secretariat, using the document comment form (KENAS-TS-F-002) or via any formal documented format prior to the designated closing date.

3.5.3 The comments received will be collated by the Secretariat and then sent to the committee responsible for drafting or revising the criteria document.

3.6 Adoption by the Technical Committee

3.6.1 The secretariat will review the comments received and document the action taken (and reason) in relation to each comment. This information together with a word-tracked version of the criteria document, reflecting the changes made following the comment period, is then forwarded to the technical committee.

3.6.2 The Secretariat will provide the following information for discussion and adoption by the technical committee:

- a) A clean copy of the final draft criteria document;
- b) A word tracked copy of the final draft criteria document showing the changes made following the comment period;
- c) A table of the comments received and the action taken on each comment, including the rationale, by the committee;

3.6.3 The minutes of the technical committee will provide the results of the deliberations, together with any additional Comments received to the secretariat. The comments shall be considered and any editorial amendments made. If any substantial comments are received during the voting period the responsible committee must determine whether these comments can be considered during the next revision or whether the matter is serious enough to begin the comment process again.



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3.7 Publication

- 3.7.1 Once ratified by the TC, the document shall be signed off by the KENAS Secretariat and the document submitted to the Management representative for publication on the KENAS database and website.
- 3.7.2 The KENAS technical team are notified by e-mail about the publication of new and revised criteria documents.

4 REFERENCE AND RELATED DOCUMENTS

Ref	Document Identifier	Document Title
1.	KENAS-TS-OP-001	CONTROL OF DOCUMENTS AND RECORDS MANAGEMENT
2.		
3.		

5 TRAINING

All scheme owners shall be trained in the application of this procedure. Thereafter, scheme owners shall sensitize the respective TCs on the procedure.

6 REVISION HISTORY

Date	Ver	Revised By	Reason For Revision
01/06/2013	01	COIV	Initial