



KENYA ACCREDITATION SERVICE

Document Title: QUALITY POLICY

Document Identifier	Ver	Issue Date	Effective date	Type	Page No
KENAS-POL-001	01	15/08/2012	15/09/2012	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>	15/08/2012
Checked by	DEPUTY DIRECTOR FINANCE AND ADMINISTRATION	<i>Approved</i>	15/08/2012
Approved by	MANAGING DIRECTOR	<i>Approved</i>	15/08/2012

Periodic Review Approval and Authorization

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

Required by: (08/2015)

Name	Job Title / Role	Signature	Date
Checked by	DEPUTY DIRECTOR TECHNICAL SERVICES	<i>Approved</i>	14/12/2015
Approved by	MANAGING DIRECTOR/CEO	<i>Approved</i>	14/12/2015

Required by: (08/2018)

Name	Job Title / Role	Signature	Date
Checked by			
Approved by			



KENYA ACCREDITATION SERVICE

Document Title: **QUALITY POLICY**

Document Identifier	Ver	Issue Date	Effective date	Type	Page No
KENAS-POL-001	01	15/08/2012	15/09/2012	POL	2 of 4

1 PURPOSE

The Quality Policy states KENAS stand on providing a Quality Service and commitment to its clients

2 SCOPE

Applies to all KENAS staff and shall be made known to all our stakeholders through posting on the website as having this clearly displayed at the reception and other strategic locations.

3 TERMS AND DEFINITIONS

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

Term	Definition
MS	Management System.

4 ROLE(S) AND RESPONSIBILITY

Role	Responsibility
MR	<ul style="list-style-type: none">Periodic review
MD	<ul style="list-style-type: none">Approval
All Staff	<ul style="list-style-type: none">Adherence

5 QUALITY POLICY (ENGLISH VERSION)

KENAS is committed to providing competent and cost-effective accreditation services that meet and exceed expectations of Conformity assessment bodies (CABs).

KENAS shall achieve this through:-

- Implementation of an effective and efficient management system conforming to the requirements of ISO/IEC 17011(Conformity Assessment – general requirements for



KENYA ACCREDITATION SERVICE

Document Title: **QUALITY POLICY**

Document Identifier	Ver	Issue Date	Effective date	Type	Page No
KENAS-POL-001	01	15/08/2012	15/09/2012	POL	3 of 4

Accreditation Bodies Accrediting Conformity Assessment Bodies) and ensure its continual suitability and relevance.

- Providing resources for implementation of the management system.
- Offering accreditation services to CABS in a fair, objective, impartial, transparent manner and without any conflict of interest.
- Training its staff to build the necessary competence around a satisfying work environment that encourages teamwork and high performance.
- Ensuring that this policy is understood, implemented, maintained and regularly reviewed to ensure its continuing suitability.
- Establishing and maintaining quality objectives at all levels and functions.

In order to attain and maintain international recognition and to have its results accepted globally, KENAS shall involve its customers, stakeholders and society in its accreditation activities.

6 QUALITY POLICY (KISWAHILI VERSION)

KENAS imejitolea kutoa huduma nafuu na bora za uidhinishaji ambazo zinafikia na kuzidi viwango vya juu vya mashirika yanayokagua uzingativu wa viwango (CABS).

KENAS imedhamiria kuafikia haya kupitia:-

- Kutekelezwa kwa mfumo bora wa usimamizi ambao unaambatana na mahitaji ya ISO/IEC 17011 (Masharti ya jumla ya mashirika yanayoidhinisha au kuchunguza shughuli ya uidhinishaji) na kuhakikisha kuwa yanaendelea kuwa muafaka.
- Kutoa rasilmali na vifaa kwa utekelezaji wa mfumo wa usimamizi.
- Kutoa huduma za uidhinishaji kwa mashirika yanayokagua uzingativu wa viwango (CABS) kwa njia ya haki, wazi, isiyokuwa na mapendeleo, na bila ya mgongano wa haja za kibinafsi.



KENYA ACCREDITATION SERVICE

Document Title: **QUALITY POLICY**

Document Identifier	Ver	Issue Date	Effective date	Type	Page No
KENAS-POL-001	01	15/08/2012	15/09/2012	POL	4 of 4

- Kuwapatia wafanyikazi wake mafunzo ili kujenga ujuzi unaofaa katika mazingira ya kuridhisha ya kutenda kazi na kuendeleza utendakazi kwa ushirikiano, pamoja na matokeo ya viwango vya juu.
- Kuhakikisha ya kwamba sera hii inaeleweka, kutekelezwa, kudumishwa na kufanyiwa marekebisho ya mara kwa mara ili iendelee kuwa na umuhimu.
- Kuanzisha na kudumisha malengo ya ubora katika viwango vyote vya kazi.

Ili kuafikia na kudumisha viwango vya kuweza kutambulika kimataifa na kuona matokeo yake yakikubalika kimataifa, KENAS itawahusisha wateja wao, washikadau na jamii katika shughuli zake za uidhinishaji.

7 REFERENCE AND RELATED DOCUMENTS

Ref	Document Identifier	Document Title
1.	ISO /IEC 17011: 2004	Conformity Assessment-General requirements for accreditation bodies accrediting conformity assessment bodies

8 TRAINING

All KENAS Staff shall be informed of this policy either through induction, training or on visible display at strategic points within the organization.

9 REVISION HISTORY

Date	Ver	Revised By	Reason For Revision
15/08/2012	01	DD TS / MR	Initial copy in new format from KENAS/POL/01
14/12/2015	01	N/A	Periodic review done at Management Review Meeting.