

	<b>Guidelines on NAC Rules for Cross-Border Accreditation</b>	<b>Document No:</b>	<i>EK 014</i>
		<b>Release Date:</b>	<i>22-03-2017</i>
		<b>Rev Date / No:</b>	<i>01-08-2022 / 1</i>
		<b>Page No:</b>	<i>1 / 3</i>

## General

### 1. PURPOSE AND SCOPE

The purpose of this document is to explain the accreditation processes of Conformity Assessment Bodies operating abroad with NAC accreditation or applying to NAC for accreditation from abroad in accordance with the "APAC, IAF and ILAC cross-border accreditation policies". This document, along with all processes related to cross-border accreditation, covers all Conformity Assessment Bodies accredited within the country and serving in other countries or applying for accreditation from abroad.

### 2. DEFINITIONS AND ABBREVIATIONS

Definitions related to this procedure are given in the TL 001 Instructions on Terms and Definitions Used in NAC Documentation.

### 3. IMPLEMENTATION

#### 3.1 General Policy

NAC offers accreditation services primarily to meet the needs of the national economy, without commercial concerns and without profit. NAC offers its accreditation services in accordance with APAC cross-border accreditation policies, and does not compete with other APAC members.

NAC's ability to provide accreditation services outside the USA depends on certain conditions such as the following:

- A country does not establish an Accreditation Body for the accreditation services it needs and formally appoints NAC,
- A country does not have an Accreditation Body and has not officially appointed another accreditation body for accreditation services,
- The accreditation body of the relevant country does not provide services in the field for which accreditation is requested,
- There is a lack of international recognition of the accreditation body of the relevant country in the areas where accreditation is requested,

NAC conducts all of its overseas accreditation activities in cooperation with local accreditation bodies of the countries where the activity takes place, if not rejected. This cooperation may be in the form of appointing members for the assessment committee from the country where the conformity assessment activity is carried out, conducting a joint assessment, or allowing observers from the local accreditation body during the assessment. In this cooperation, NAC aims to increase the acceptance of MLA/MRAs, support local accreditation bodies of other countries, improve cooperation, support accreditation bodies that have not signed an MLA/MRA to sign an MLA/MRA or extend their MLA/MRA scope.

#### 3.2 Cross-Border Accreditation Applications

When NAC receives an Accreditation Application from outside the USA, it reviews the application for compliance with NAC's cross-border accreditation requirements. If there is an accreditation body that has signed an MLA/MRA in the country of application, NAC emphasizes the importance of MLA/MRAs and directs the organization to the local accreditation body. If the application complies with NAC's requirements for providing accreditation services outside the USA, NAC continues the process. NAC repeats this review in surveillance and re-accreditation assessments and, where possible, directs CAB to the local accreditation body.

NAC accepts the application if it provides services in the relevant accreditation area for applications that meet the requirements. Apart from the technical competence required for accepted applications, NAC carries out the process by taking into account special competencies such as language, local legislation and culture. For this purpose, when providing an accreditation service or conducting an assessment, NAC tries to develop the most appropriate approach by taking into account the competencies of the local Accreditation Body personnel or assessors.

However, in overseas accreditation activities, NAC does not delegate the entire initial accreditation assessment and re-accreditation assessment of CAB's head office, wherever it is located, to local accreditation bodies, it certainly participates in these assessments.

If during the accreditation process, the local accreditation body gains international recognition by signing an MLA/MRA, NAC tries to transfer CAB to the local accreditation body. If the transfer is not possible, the accreditation continues until the renewal process. In this process, NAC requests surveillance assessments from the local Accreditation Body that has gained international recognition and is competent in the scope of application. If NAC's request is rejected, it conducts surveillance assessments with NAC Assessment Committees and reports this to the APAC Secretariat (for APAC member states) and the local accreditation body.

If the local accreditation body, which has achieved international recognition and is competent in the scope of application, agrees to conduct surveillance assessments, an agreement is made with the local accreditation body and the process is carried out in accordance with ISO 17011 Clause 6.4. NAC notifies the local accreditation body if there are important points to focus on during the assessment. It provides all kinds of information required for an effective assessment to the Local Accreditation Body. The assessment is carried out using the assessment procedures, system and reporting process of the local accreditation body. The assessment language is determined by

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		<b>Rev Date / No:</b>	<i>01-08-2022 / 1</i>
		<b>Page No:</b>	<i>2 / 3</i>

negotiation between NAC, the local accreditation body and CAB. Reports are prepared both in English and native language.

At the end of the process, the local accreditation body is informed about the accreditation decision.

NAC informs all relevant parties about suspension, withdrawal, expiry of accreditation related to overseas accreditations by announcements on its website. NAC informs the local accreditation body about complaints related to CAB.

NAC always and annually assesses the critical locations of CABs accredited abroad in other countries before including them in the scope of accreditation. The assessment is carried out by NAC or by the local accreditation body, which is internationally recognized and competent in the requested scope. Units that are not placed in critical locations are assessed according to the principles specified in Clause 3.3.

NAC carries out the assessments of laboratories and inspection bodies operating under a single Accreditation in multiple locations where it provides Accreditation services in accordance with the principles specified in Clause 3.3.

### 3.3 Accredited Overseas Activities of Conformity Assessment Bodies Accredited by NAC

In cases where a CAB accredited or to be accredited by NAC and which is located in the U.S or in a foreign country operates in a foreign country or in another country outside its head office, the following procedures are implemented:

- a. CAB shall notify NAC, within 30 days, of its first activity abroad in a country that has not previously been notified to NAC. CAB, which makes an Accreditation Application, notifies NAC about the activities to be carried out abroad during the application, including all the matters specified in FR 084 Form and under the responsibility of CAB.
  - b. CABs accredited by NAC are obliged to fill in the FR 084 form and send it to NAC before December 31 every year. The accreditation assessment of CAB is planned taking into account the matters specified in Annex-1.
  - c. According to this notification, it is determined whether the overseas activity of a CAB is performed in a "critical location". If the conformity assessment activity is performed in a critical location, the location abroad is subject to assessment before it is included in the scope and this assessment is generally performed once a year. However, during the accreditation cycle, the assessment frequency of critical locations can be increased or decreased by taking into account the matters specified in Annex-1. All reasons for the result of this evaluation are recorded by the relevant case officer.
  - d. The head and local offices of CAB operating under NAC accreditation must work under the same management and the same global quality management system.
  - e. The head office of CAB must have all necessary mechanisms to ensure complete control over its local offices abroad.
  - f. Overseas offices of CABs accredited by NAC may not provide accredited conformity assessment services under NAC accreditation on behalf of the head office, using their own names and logos.
  - g. In the accredited reports and certificates created by the overseas offices of CAB, only the name and address of the head office of CAB must be used. In the said reports and certificates, only contact information belonging to the overseas office of CAB can be written.
  - h. All responsibility for conformity assessment services carried out by local offices under NAC accreditation belongs to CAB.
  - i. NAC clearly states in the accreditation certificates and / or scope annexes the addresses of the overseas offices (critical locations) of CAB where important activities are carried out.
  - j. If overseas activities of certification bodies are not performed in a critical location (local offices where other activities are carried out, situations where overseas conformity assessment activities are carried out in foreign countries by head office personnel or where remote personnel is employed), witness assessment is performed at least once a year during the accreditation cycle, considering the number of certifications issued, and local offices in the country in question, if any, are visited.
  - k. It is determined whether the overseas activities of laboratories are important activities. If they are important activities, they are normally assessed once a year. However, during the accreditation cycle, the assessment frequency of critical locations can be increased or decreased by taking into account the matters specified in Annex-1. All reasons for the result of this evaluation are recorded by the relevant technical case officer.
- If the activity of laboratories is not an important activity, accreditation rules for branches (K 030 Guidelines on the Accreditation of Laboratories with Branches ) are implemented. It is subject to an assessment at least once during the accreditation cycle.

NAC requests support from local Accreditation Bodies, which have gained international recognition (MLA/MRA) and are competent in the relevant scope, for the assessment of overseas activities of accredited CABs whose head office is in the U.S or in a foreign country.

If the request is accepted, the assessment process is carried out within the framework specified in Clause 3.2, and CAB is obliged to agree that local accreditation bodies perform the assessment on behalf of NAC, participate in the assessment team or participate as observers within the framework of the APAC mandatory guidelines.

If the local accreditation body does not accept the request for support, the assessment of the local offices is carried out by the NAC Assessment Committee, which notifies the APAC Secretariat (for APAC member states) and the local accreditation body.

#### Annex-1

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		<b>Page No:</b>	<i>3 / 3</i>

**(Information)**

**Assessment Program**

NAC prepares an assessment program that includes the current accreditation cycle in the accreditation assessments that it will perform, taking into account the places where the activities are carried out in order to confirm that CAB conducts its activities in accordance with the relevant conformity assessment standards within the scope of accreditation.

The assessment program is prepared, in accordance with the provisions of this guideline, to define important and other activities, determine where the said activities are carried out and include these locations in the scope of assessment by taking into account the following matters:

Relations between CAB's head office and local offices abroad,

Documents and records on the mechanisms by which CAB's overseas offices are controlled,

Whether CAB's local offices abroad are accredited by local accreditation bodies,

Number of local offices abroad carrying out conformity assessment activities in each country,

Number of remote personnel conducting conformity assessment activities in each country,

Locations where important activities are carried out or managed, documents and records of where remote personnel carrying out important activities are managed,

Scope of conformity assessment activities carried out on the basis of each local office or local office where remote personnel are managed,

Capacity of CAB management to administratively control each location where conformity assessment activities are carried out and its effectiveness,

Availability of CAB records,

Availability of CAB personnel designated for assessment, who carry out the conformity assessment activities,

Number of reports and/or certificates generated by each local office abroad with the NAC mark,

Accreditation schemes carried out by local offices abroad and certifications issued within the framework of these schemes,

Documents and records belonging to the managing office in case a local office abroad manages other local offices or remote personnel outside its national borders,

Documents and records of countries in which remote personnel conduct conformity assessment activities and how these personnel are managed,

Activities carried out (together with minor activities) and risk analysis prepared depending on the offices,

Complaints made to CAB and NAC,

Evidence of non-conforming activities, e.g. inappropriate remarks by salespeople, inappropriate relationships with consultants, and inadequate control of the CAB's head office.

**ANNEX: AMENDMENT TABLE**

Date	Section(s)	Amendments
01.08.2022	3.1, 3.2	Corrected "outside the country" as "outside the USA"