BANGLADESH ACCREDITATION BOARD (BAB)

91, Motijheel C/A, Dhaka-1000
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BAB PROCEDURE FOR ACCREDITATION SCHEME

Revision 00

November 2018

AUTHOR	REVIEWER	APPROVER
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TABLE OF CONTENTS

Section   **Page**

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1.0   PURPOSE

1.1   This document details the procedure to be followed by BAB in the development and adoption of accreditation schemes and extension.

  (a)   The aim of this procedure is to ensure consistent operation of accreditation schemes in line with the relevant international standards and /or other normative documents.

  (b)   Meeting the requirements of ISO/IEC 17011 and other APLAC/ILAC documents, as appropriate, and

  (c)   Meeting the requirements of BAB stated policies and objectives.

2.0   SCOPE AND APPLICATION

2.1   This procedure applies to develop, adopt and extension of BAB accreditation schemes.

3.0   REFERENCE

  •   ISO/IEC 17011

  •   BAB Quality Manual (QP01)

  •   APLAC/ILAC requirements as appropriate

4.0   DEFINITION

4.1

  Accreditation: Third party attestation related to a conformity assessment body conveying formal demonstration of its competence to carry out specific conformity assessment tasks

  Accreditation Scheme: Rules and processes relating to the accreditation of conformity assessment bodies to which the same requirements apply

5.0   DETAILED PROCEDURE

BAB makes a development plan taking the followings into considerations   to develop and extension of accreditation schemes.

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5.0	**Establishing accreditation scheme**	
5.1	**Accreditation policy and approval** Before launching or extension of an accreditation scheme BAB conducts the feasibility staking the following points into consideration: • a demonstrated need for the accreditation scheme from industry, government regulators and/or interested parties; • national regulatory body's requirements • criteria meeting suitable standards; and • the national and public interest • capacity permitting designing a new scheme and extension within existing scheme If it deems to be feasible, BAB formulates draft proposal for board approval.	**Quality Manager** **All BAB Staffs** **Director General** **BAB Board**
5.2	**Development Input** BAB arranges meeting with stakeholders to discuss on the development issues of the accreditation schemes. This may require consultation with regulatory authorities, educational institutions, and professional associations and others. BAB summarizes significant views, opinions and comments from the stakeholder and includes these as inputs to development tasks.	**Director General** **Quality Manager** **All BAB officers**

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5.0	**Establishing accreditation scheme**	
5.3	**Development tasks** BAB makes a development plan for accreditation schemes taking a series of development tasks but not limited to the followings: a) Accreditation processes – establishment of process referring to the international standards and normative documents as appropriate. b) criteria, forms, procedures and guidance for applicant CABs – Establishment of necessary documents , BAB may adopt relevant international standards , if available c) local regulations – shall comply local regulatory requirements, if any d) record keeping or database- Developing a system for storage, confidentiality and security of records/data base e) competence criteria of personnel needed for assessment activities- Development of competence criteria, evaluation, selection and monitoring of the personnel involved in assessment activities f) scheme manual and informative documents necessary for CABs, assessors and experts- Development of assessor kit , posts all informative scheme documents in the BAB website and update within defined interval or as and when required g) organization technical committees as appropriate- Organizing Accreditation Committee or as appropriate for quality assurance of assessment reports and accreditation decision, organizing sensitization or need based training , in the event when need is demonstrated h) Other development items necessary for the accreditation scheme concerned (see ISO/IEC17011)- Addressing all requirements of the international standards in the respective manual or associated procedures , implementing and monitoring for the effectiveness of BAB Quality system i) Other relevant issues, if any- ongoing and periodical evaluation of the schemes for the improvement of the scheme.	**Deputy Quality Manager** **All BAB Staffs** **Quality Manager**

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5.0	**Establishing accreditation scheme**	
5.4	BAB uses existing procedures for establishment, implementation, monitoring of the development tasks as describes in 5.0.3 **Development schedule** Once development plan on the basis of all development task is finalize, BAB prepares a six phase development schedule taking the following into considerations • Capacity building of BAB • Establishment of scheme criteria, guidelines, and documentation • Providing trainings to accreditation committee members, BAB staffs, CABs, stakeholders and appropriate • Implantation of the program • Evaluation of the program • Improvement BAB keeps all records as per procedure for evidence and reference for further improvements.	**DG** **All BAB Staff** **Quality Manager** **QF14**
5.5	**Allocation of roles** DG in consultation with Quality Manager allocates roles on the basis of competency, education, training and evaluation of performance of respective BAB staffs.	**DG** **Quality Manager**

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5.0	**Establishing accreditation scheme**	
5.6	**Discontinuation of schemes** In the event of discontinuation of an accreditation scheme in part or in full BAB considers , at least the following a) views of interested parties- BAB collects the views of interested parties on discontinuation of schemes using feedback form b) Contractual duties- According to clause 10 (i) of the Bangladesh Act, 2006 BAB shall appoint assessor on contract basis. These appoint is solely temporary in nature and done on case to case basis. c) transition arrangements- BAB sets transition arrangement considering the views and decisions of the board d) external communication regarding the discontinuation- After having final decisions and approval of discontinuation for accreditation schemes of board , BAB communicate all stakeholders and accredited CABs through official notification in the BAB website and email . e) Information published by BAB-as above.	**The Board** **DG** **Quality Manager** **All BAB Officers**
6.0	**Minutes and Records**	
6.1	BAB records on accreditation schemes using respective BAB procedure	**Quality Manager** **All BAB Staff**