



International Association for Assessment Board Inc. (IAAB)

IAAB Procedures for GLA Assessments Program

IAAB GLA 01: 2024 Issue 1

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0. Introduction

This document defines the requirements of GLA Assessment of accreditation bodies various accreditation schemes.

1. Scope

Guidelines for conducting GLA assessment program for the relevant accreditation scheme

2. Normative references

- IAAB 17011-1: Requirements for accreditation bodies for GLA Assessment for Management Systems
- IAAB 17011-2: Requirements for accreditation bodies for GLA Assessment for Personal
- IAAB 17011-3: Requirements for accreditation bodies for GLA Assessment for Inspection
- IAAB 17011-4: Requirements for accreditation bodies for GLA Assessment for Validation and Verification
- IAAB 17011-5: Requirements for accreditation bodies for GLA Assessment for Product Certification
- IAAB 17011-6: Requirements for accreditation bodies for GLA Assessment for Calibration / Testing.

3. Terms and definitions

GLA Assessment	Assessment related to conformity of accreditation body conveying formal demonstration of its competence to carry out specific accreditation scheme for certification bodies.
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4. General Requirements

No.	Process	Activities
01	Initial Query	– Accreditation body may send initial query for the GLA Assessment; – For apply GLA Assessment program, Application form available on IAAB website.
02	Apply for Accreditation	– Prospective accreditation body will send the filled application form along with required documents. – Prospective accreditation body required to submit the GLA Assessment fee along with application.
03	Appointment of Assessment team	– IAAB GLA Assessment committee will appoint the team consists of Assessment team leader and assessor(s) for review the received application form & documents. – IAAB will inform to Prospective accreditation body for appointment of GLA Assessment Team Leader & Assessors, if required technical expert and translators as applicable (if documents are written in other language, except English). – Prospective accreditation body give consent on the appointed assessment team.
04	Application Review	– GLA Assessment Team Leader will review the received Application form & documents if required may ask for further documents.

05	Information of Assessment program	– GLA Assessment Team leader will prepare Assessment program including Man-days calculation, Plan & Schedule of assessment. – GLA Assessment Team leader will decide date of assessment with mutual understanding with applied Accreditation body.
06	Conduct GLA Assessment program	– GLA Assessment program will be conducted on-site, (if required may be online assessment may be considered with a justification) – GLA Assessment program will be headed by Assessment Team leader. – GLA Assessment Team leader will chair the opening meeting. – Accreditation body shall have appropriate & required documentation of applied GLA Assessment and provide access to the document with assessment team. – Accreditation body shall have conducted at least one Internal audit and one management review (minimum one cycle) before apply for GLA Assessment. – Accreditation body shall have documented record of demonstration of applied accreditation scheme before the initial GLA Assessment. – GLA Assessment team will conduct closing meeting and share the finding of assessment, including positive observation, in case found, any minor & major non-conformity. – If GLA Assessment team found major non-conformity or accreditation body management system not in place, GLA assessment team can recommend for a follow-up assessment. – GLA Assessment team will recommendation of accreditation, based on the corrective action and evidence of closure.
07	Correction & Corrective action	– Minor Nonconformity: - Accreditation body will be responsible for taking Correction & Corrective Action within 30 days of raised minor NC. – Major Nonconformity: - Accreditation body will be responsible for taking Correction & Corrective Action within 90 days of raised major NC. – Accreditation body may submit the Correction & Corrective action report to GLA assessment team leader or IAAB.
08	Review the GLA assessment report	– GLA Assessment Committee will review the assessment report, if required may ask further documents for full fill the requirements. – GLA Assessment Committee is responsible for the decision after reviewing the assessment report, – GLA Assessment Committee shall prepare the final draft for accreditation certificate.
09	Issue the GLA assessment certificate	– On the confirmation with applied accreditation body draft GLA assessment certificate, IAAB CEO will approve & sent to the Final GLA assessment

		certificate copy to Accreditation Body. – CEO will ensure the followings for the issue the final accreditation Certificate: ○ No due pending from Accreditation body; ○ All Required Correction & Corrective action received from Accreditation body; ○ Found Compliance the requirements of IAAB Guidance (e.g. Use of Logo). – Validity of GLA assessment certificate will be 6 years.
09	Use of IAAB portal	– IAAB will send activation link for accreditation body for use of IAAB portal. – Accreditation Body use the IAAB portal for 1. Confirmation of GLA assessment requirements 2. Manage the Certification body accreditation activities; 3. Analysis the data of Certification Body.
10	Surveillance GLA Assessment	– On-site or on-line surveillance GLA assessment will be carried out minimum once in a year – Date of Surveillance GLA assessment to be conducted will have to be agreed mutually. (consider 11-month max from the date of previous audit) – During the GLA assessment surveillance, accreditation body may apply the extension or reduction of scope.
11	Re- GLA assessment	– Re-GLA assessment will be completed prior to the expiry date of the existing GLA assessment certificate. – During the Re-GLA assessment, Accreditation body may apply the extension or reduction of GLA assessment scope. – the expiry date of the new GLA assessment Certificate can be based on the expiry date of the existing GLA assessment certificate.
12	Suspension & Withdrawal	– Accreditation body may suspend or withdrawal in below mention condition ○ Non-Payment of IAAB Invoice ○ Critical Non-Compliance with IAAB Guideline ○ Misuse of IAAB logo & IAAB name
13	Voluntary Withdrawal	– Accreditation body may apply for Voluntary Withdrawal its GLA assessment Scheme;

		– IAAB will review the voluntary withdrawal request & update to concern Accreditation body. – IAAB will update the statues of Accreditation Body on IAAB website.
14	Appeal process	– Accreditation Body & Stakeholder may visit the IAAB website for appeal process.
15	Complaint process	– Accreditation Body & Stakeholder may visit the IAAB website for complaints process.



FURTHER INFORMATION

**For further information
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