SUBJECT: Accreditation Program for SN 9001 Quality Management Systems

APPLIES TO: SN 9001 ANAB-Accredited and Applicant Certification Bodies

PREFACE

This Accreditation Rule is to inform certification bodies (CBs) of ANAB requirements for accreditation to certify organizations for quality management systems conforming with SN 9001.

ACCREDITATION RULE

1. Requirement Documents (current versions unless specified)
   1.1. SN 9001, Quality Management System Requirements for Snow and Ice Management Services (available at www.ascaonline.org)
   1.2. ISO 9001, Quality management systems - Requirements
   1.3. ISO/IEC 17021-1, Conformity assessment – Requirements for bodies providing audit and certification of management systems
   1.4. MA 5000, ANAB Accreditation Manual, and applicable ANAB Accreditation Rules
   1.5. IAF Mandatory Documents as applicable (referred to in SN 9001)

2. Prerequisites
   2.1. The CB shall be accredited or attain accreditation concurrently to certify organizations for ISO 9001 quality management systems including IAF Scope Category 35, Other Services.

3. Application Process
   3.1. CBs can obtain applications for informational use at www.anab.org.
   3.2. The application process outlined at www.anab.org must be completed via ANAB’s Enterprise Quality Manager (EQM) database when the CB is ready to apply for accreditation.
   3.3. The application fee includes the cost of one assessor day for the off-site documentation review.

4. Initial Assessments for Accreditation
   4.1. An ANAB accreditation assessor shall conduct a full documentation review.
   4.2. After the documents are found acceptable, ANAB shall conduct an office assessment and required witnessed audits.
      4.2.1. The office assessment shall be conducted on site or remotely (at ANAB’s discretion) and is conducted to ensure the CB’s certification process for SN 9001 conforms with ISO/IEC 17021-1 and sections of SN 9001 applicable to CBs and is effective.
      4.2.2. ANAB shall witness the CB conducting a two-stage initial audit process (stages 1 and 2). Per SN 9001, CBs may conduct SN 9001 upgrade audits for organizations already ISO 9001 certified, but ANAB does not accept witnessing of an upgrade audit for initial accreditation.
4.2.2.1. The ANAB assessment team shall have the same number of members as the CB audit team.

4.2.2.3. Witnessing the CB conducting a post-event audit is not required for initial accreditation.

5. Surveillance Assessments

5.1. ANAB shall conduct an annual office assessment and annually witness the CB conducting an SN 9001 audit.

5.1.1. When possible, the office assessment shall be conducted concurrently with assessments for other ANAB accreditation programs for which the CB is accredited.

5.1.2. During the accreditation cycle, ANAB shall evaluate the CB’s full system audit process during at least one annual witnessed audit (stages 1 and 2 certification audit or recertification). The additional witnessed audits required in the accreditation cycle are based on the CB’s audit activity and management system findings, and include audit types such as surveillance, special, multi-site, scope expansion, transfer, integrated, ASRP, and/or CAAT. ANAB Accreditation Rule 18 outlines the witnessed audit scheduling process and the process for potentially altering the types of audits witnessed.

5.1.3. ANAB shall witness the CB conducting a post-event audit if ANAB deems it necessary based on the results of assessments and/or complaints.

6. Re-accreditation Assessments

6.1. ANAB shall conduct a document review and an on-site full system office assessment at approximately six months prior to the expiration of accreditation.

7. Scope of Accreditation

7.1. IAF Scope Category 35, Other Services, is the main scope for snow removal companies but other IAF scope categories may apply, depending on the services of the organization and scope of certification.

7.2. Because SN 9001 is subordinate to ISO 9001, scope extensions for SN 9001 clients follow the scope extension process for ISO 9001 (see ANAB Accreditation Rule 20).

8. Suspension and Withdrawal

8.1. If the CB’s accreditation for ISO 9001 is suspended or withdrawn, the CB’s accreditation for SN 9001 shall also be suspended or withdrawn.

9. End User Expected Outcomes of Accredited Certification to SN 9001

9.1. End users can expect an organization with a certified SN 9001 management system to provide safer and more effective snow and ice management.

9.2. The CB shall have processes to ensure that its auditors and other personnel for certification are knowledgeable of the expected outcomes and are consistently reinforcing this with the CB’s clients.