SUBJECT: Accreditation Program for Facility Management Management Systems (FMMS)

APPLIES TO: ISO 41001 FMMS 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 FMMS conforming with ISO 41001.

ACCREDITATION RULE

1. Requirement Documents (current versions unless specified)
   1.1. ISO 41001, Facility management – Management systems – Requirements with guidance for use
   1.2. ISO/IEC TS 17021-11, Competence requirements for auditing and certification of facility management (FM) management systems
   1.3. ISO/IEC 17021-1, Conformity assessment – Requirements for bodies providing audit and certification of management systems
   1.4. MA 5000, ANAB Management Systems Accreditation Manual, and applicable ANAB Accreditation Rules
   1.5. IAF Mandatory Documents as applicable

2. Application Process
   2.1. CBs can obtain applications for informational use at www.anab.org.
   2.2. 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.
   2.3. The application fee includes the cost of one assessor day for the off-site documentation review.

3. Initial Assessments for Accreditation
   3.1. An ANAB accreditation assessor shall conduct a full documentation review.
   3.2. After the documented information is found acceptable, ANAB shall conduct an office assessment and required witnessed audits.
      3.2.1. 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 FMMS conforms with requirements and is effective.
      3.2.2. ANAB shall witness the CB conducting a two-stage audit process (stages 1 and 2).
         3.2.2.1. The ANAB assessment team shall have the same number of members as the CB audit team.

4. Surveillance Assessments
   4.1. ANAB shall conduct an annual office assessment and annually witness a CB team conducting an FMMS audit.
      4.1.1. When possible, the office assessment shall be conducted concurrently with assessments for other ANAB accreditation programs for which the CB is accredited.
      4.1.2. 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
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 ICT. ANAB Accreditation Rule 18 outlines the witnessed audit scheduling process and the process for potentially altering the types of audits witnessed.

5. Reaccreditation Assessments

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

6. End User Expected Outcomes for Accredited Certification to ISO 41001

6.1. End users can expect an organization with a certified ISO 41001 management system to demonstrate effective and efficient delivery of facility management that supports the objectives of the demand organization; consistently meet the needs of interested parties and applicable requirements; and be sustainable in a globally competitive environment.

6.2. The CB shall have processes to ensure that it continually communicates and consistently reinforces expected outcomes with auditors and certification personnel. Knowledge and awareness of expected outcomes shall be demonstrated in the conduct of audits and performance of other certification activities.