ACCREDITATION CRITERIA FOR VALIDATION AND VERIFICATION BODIES (VVBs)

AC800

October 4, 2023
Effective December 1, 2023

PREFACE

The attached accreditation criteria have been issued to provide all interested parties with guidelines on implementing performance features of the applicable standards referenced herein. The criteria were developed and adopted following public hearings conducted by the International Accreditation Service, Inc. (IAS), Accreditation Committee and are effective on the date shown above. All accreditations issued or reissued on or after the effective date must comply with these criteria. If the criteria are an updated version from a previous edition, solid vertical lines (|) in the outer margin within the criteria indicate a technical change or addition from the previous edition. Deletion indicators ($\rightarrow$) are provided in the outer margins where a paragraph or item has been deleted if the deletion resulted from a technical change. These criteria may be further revised as the need dictates.

ACCREDITATION CRITERIA FOR VALIDATION AND VERIFICATION BODIES (VVBs)

1 INTRODUCTION

1.1 **Scope**: These criteria set forth the requirements for obtaining and maintaining International Accreditation Service, Inc. (IAS), Validation and Verification Bodies (VVBs) accreditation. The criteria supplement the IAS Rules of Procedure for Validation and Verification Accreditation.

1.2 **Normative and Reference Documents**: Publications listed below refer to current editions (unless otherwise stated).

1.2.1 ISO/IEC 17029, Conformity assessment – General principles and requirements for validation and verification bodies.

1.2.2 ISO 14065, General principles and requirements for bodies validating and verifying environmental information.

1.2.3 ISO 14066, Environmental information – Competence requirements for teams validating and verifying environmental information.

1.2.4 ISO 14064-1, Greenhouse gases – Part 1: Specification with guidance at the organization level for quantification and reporting of greenhouse gas emissions and removals.

1.2.5 ISO 14064-2, Greenhouse gases – Part 2: Specification with guidance at the project level for quantification, monitoring and reporting of greenhouse gas emission reductions or removal enhancements.

1.2.6 ISO 14064-3, Greenhouse gases – Part 3: Specification with guidance for the verification and validation of greenhouse gas statements.

1.2.7 IAF MD 4:2023 IAF Mandatory Document for the Use of Information and Communication Technology (ICT) for Auditing/Assessment Purposes

1.2.8 IAF MD 6:2023 IAF Mandatory Document for the Application of ISO 14065:2020

1.2.9 IAF MD 12:2023 Accreditation Assessment of Conformity Assessment Bodies with Activities in Multiple Countries

1.2.10 IAF MD14:2023 Application of ISO/IEC 17011 in Greenhouse Gas Validation and Verification (ISO 14065:2013)

1.2.11 IAF MD 20:2023 Generic Competence for AB Assessors: Application to ISO/IEC 17011

1.2.12 IAF MD25:2023 Criteria for Evaluation of Conformity Assessment Schemes

1.2.13 IAF Resolutions related to accreditation bodies and transitions as available on the IAF website.

1.2.14 IAF ID 3:2011 Informative Document for Management of Extraordinary Events or Circumstances Affecting ABs, CABs and Certified Organizations.

1.2.15   ISO/IEC 17000   Conformity assessment – Vocabulary and general principles.

2   DEFINITIONS

2.1   Applicable definitions found in ISO/IEC 17000 series apply.

2.2   **APAC**: Asia Pacific Accreditation Cooperation

2.3   **CAB**: Conformity Assessment Body

2.4   **GHG**: Greenhouse Gases

2.5   **IAF**: International Accreditation Forum

2.6   **Remote Assessments**: Accreditation Body's assessment of the physical location or virtual site of a CAB office or CAB's client, using electronic means.

2.7   **VVB**: Validation and Verification Body applicant or accredited by IAS.

2.8   **Validation**: Confirmation of a claim, through the provision of objective evidence, that the requirements for a specific intended future use or application have been fulfilled.

2.9   **Verification**: Confirmation of a claim, through the provision of objective evidence, that specified requirements have been fulfilled.

2.10   **Virtual site**: An online environment allowing persons to execute processes, e.g., in a cloud environment.

2.11   **Witness Assessments**: Validation/Verification activities/audits that are observed by an IAS assessor.

3   ELIGIBILITY

3.1   Accreditation services are available to all validation and verification bodies that meet the following requirements:

3.1.1   Have at least a minimum of one completed validation/verification engagement for each type of validation/verification program and sector group in the requested scope of accreditation.

3.1.2   Have completed at least one Internal Audit and one Management Review.

3.1.3   Have a complete and demonstrable management system based on the requirements of ISO/IEC 17029 and other relevant additional requirements. (e.g., for GHG validation/verification ISO 14065, and applicable program/scheme requirements).

3.1.4   Demonstrate compliance with all applicable IAF Mandatory Documents (MD).

3.1.5   Have competent validation/verification teams in the requested scope of accreditation.

3.1.6   All office and witness assessments are conducted onsite unless agreed by IAS for remote or virtual assessments or mandated by IAF under special circumstances.

3.2   All documents submitted to IAS must be in English.

3.3   The VVB or any part of the same legal entity or any entity under the organizational control of the VVB cannot offer or provide consultancy.

3.4   The IAS Accreditation cycle for VVBs is four (4) years (see Annex A).

3.5   The VVB shall identify relevant regulatory and/or voluntary program requirements applicable to its validation/verification operations, and comply with such regulatory and/or voluntary program requirements as applicable.

3.6   If VVB is seeking accreditation based on a voluntary scheme(s), then such scheme(s) should be validated in accordance with IAF MD25, as applicable.

4   REQUIRED BASIC INFORMATION

Applicant VVBs must demonstrate compliance with the following requirements:

4.1   ISO/IEC 17029 and level 4 standards, and other relevant additional requirements. (e.g., for GHG validation/verification ISO 14065, and applicable program/scheme requirements), as applicable.

4.2   All relevant IAF Mandatory Documents (MD). *(https://iaf.nu/en/iaf-documents/?cat_id=7)*

4.3   IAF relevant Resolutions related to accreditation bodies and transitions as available on the IAF website.

4.4   All relevant IAF Informative Documents (ID). *(https://iaf.nu/en/iaf-documents/?cat_id=10)*

4.5   ISO/IEC Standard 17000, Conformity assessment – Vocabulary and general principles.

4.6   Relevant IAS policy documents.

4.7   IAS Policy on the Use of IAS Endorsement by Accredited Organizations in Restricted Zones.

4.8   IAS Policy on the use of the ILAC/IAF/IAS Combined Marks.

4.9   All relevant regulatory and/or voluntary program requirements, as applicable.

5   ADDITIONAL INFORMATION (AS APPLICABLE)

5.1   All requested scopes shall be in the format used in the IAS VVB application form.

5.1.1   Applicant VVBs shall undergo onsite office and witness assessments, as described in IAS Rules of Procedure for Validation and Verification Accreditation and Section 3.4 of this criteria.

5.1.2   Identification of the program for the particular validation/verification that needs to be operated.

5.1.3   Program description shall specify definitions, principles, rules, processes and requirements for validation/verification process steps, as well as for the competence of validators/verifiers for a specific sector.

5.1.4   Programs can be legal frameworks, international, regional or national standards, global initiatives, sector applications as well as individual agreements with clients of the validation/verification body.

5.1.5   Information and disclosure regarding current or past accreditation status or sanctions brought against the VVB shall be requested during the application.
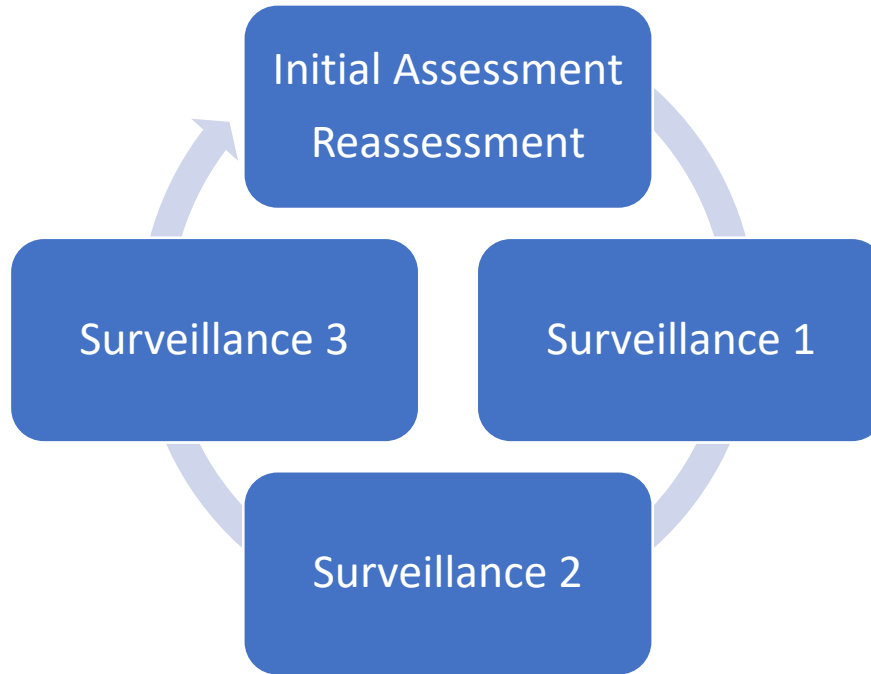
5.1.6   Formal application is through iasinfo@iasonline.org

5.1.7   IAS will only accept Validated/Verified client's project reports provided directly by the VVBs.

5.2   Accredited VVBs – Transitions to IAS requirements, international standards or IAF MDs: The following are required when transitioning:

5.2.1   A transition plan to be provided by the VVB to IAS,

5.2.2   Competent personnel of VVB,

5.2.3   Audit records, if any, relating to the transition or a witness assessment as needed.

6   LINKS TO ADDITIONAL REFERENCES

6.1   International Accreditation Forum (IAF) – www.iaf.nu

6.2   International Organization for Standardization (ISO) – www.iso.org

6.3   Asia Pacific Accreditation Cooperation (APAC) - https://www.apac-accreditation.org/

Annex A

IAS ACCREDITATION CYCLE

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         ┌─────────────────────┐
         │ Initial Assessment  │
         │   Reassessment      │
         └─────────────────────┘
┌──────────────────┐    ┌──────────────────┐
│  Surveillance 3  │    │  Surveillance 1  │
└──────────────────┘    └──────────────────┘
         ┌─────────────────────┐
         │   Surveillance 2    │
         └─────────────────────┘
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1ˢᵗ Cycle

Example of VVB Assessment Schedule	Initial Accreditation Decision date to Surveillance 1 Assessment date (12 months apart) June 1, 2021 to June 1, 2022	Surveillance 1 Assessment date to Surveillance 2 Assessment date (12 months apart) June 1, 2022 to June 1, 2023	Surveillance 2 Assessment date to Surveillance 3 Assessment date (12 months apart) June 1, 2023 to June 1, 2024	Surveillance 3 Assessment date to Reassessment 1 date (12 months apart) June 1, 2024 to June 1, 2025

2ⁿᵈ Cycle

Example of VVB Assessment Schedule	Reassessment 1 date to next Surveillance 1 Assessment date (12 months apart) June 1, 2025 to June 1, 2026	Surveillance 1 Assessment date to Surveillance 2 Assessment date (12 months apart) June 1, 2026 to June 1, 2027	Surveillance 2 Assessment date to Surveillance 3 Assessment date (12 months apart) June 1, 2027 to June 1, 2028	Surveillance 3 Assessment date to Reassessment 2 date (12 months apart) June 1, 2028 to June 1, 2029