




VIETNAM INSTITUTE OF ACCREDITATION

PROCEDURE SUSPENDED /CANCEL ACCREDITATION

Code: VACI.P7.14

Version: 02

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DISTRIBUTION TO

<input type="checkbox"/>	Management Board	<input type="checkbox"/>	Administration and Planning Division	<input type="checkbox"/>	Customer Service Division
<input type="checkbox"/>	Accreditation Division 1 (AcD1)	<input type="checkbox"/>	Accreditation Division 2 (AcD2)	<input type="checkbox"/>	

1. *Related persons must study and strictly comply with the contents of this regulation*
2. *The contents of this regulation take effect as directed by the Institute's leaders.*
3. *Each unit is only allowed to distribute 01 copy (with control stamp), the copies have no use value and need to be removed. When the units need to distribute more documents, they must request the secretary to have the control stamp.*

AMENDMENT STATUS

Amend. No	Date	Amendment content and related clause	Approved by
1	18/04/2022	- Issued for the 1 st time	
2	15/12/2022	- Adding to Section 5.1.1 in case CAB voluntarily suspends or cancels accreditation. - Added 5.1.3 Restoration of suspended accreditation scope	

1. Purpose

This document guides the order and procedures for suspending the validity of accreditation specified in the General Regulations on Accreditation of Conformity Assessment Organizations VACI.R7.1.01.

2. Scope of application

This document is applicable to:

Relevant units and departments of the Vietnam Quality Accreditation Institute (abbreviated as VACI); and

Conformity assessment organizations (abbreviated as GSO) have been accredited.

3. References

VACI.R.7.1.01 General Regulations On Accreditation

VACI.P7.1 Assesment Procedure For Accreditation The Lab

VACI.P7.2 Assesment Procedure For Accreditation The CAB

VACI.P7.3 Assesment Procedure For Accreditation The Inspection

4. Các chữ viết tắt

VACI : Vietnam Institue of Accreditation

VP : Office

P.NV : Accreditaion division

DVKH : Customer service

CAB : Conformity assessment body

5. Purpose

5.1 Suspended

5.1.1 Suspension Case:

- a. When CAB fails to meet or violates one of the conditions specified as follows:
- b. Failure to arrange for VACI to carry out the periodic surveillance audits specified in the Accreditation Procedures for the respective Conformity Assessment Body;
- c. Failure to maintain conformity of the accredited scope of activities to accreditation standards and general accreditation requirements is detected during a monitoring or anomalous audit (e.g. failure to take action). timely remedial action, failure to take corrective action, or ineffective corrective action, abnormal value in proficiency test results without proof of completion of remedial action, etc.) ;
- d. Violations against regulations on the use of recognition signs and other announcements on accreditation;
- e. Failure to promptly notify changes as committed in the Accreditation Agreement or such changes are not accepted by VACI.

The suspension period, depending on the severity of the violation, is a maximum of 6 months.

- f. CAB voluntarily suspends or cancels accreditation: CAB notifies VACI to request the suspension to maintain the validity of the granted accreditation (Notice/dispatch sent by CAB to VACI) for some reason eg. such as: Loss of key personnel, damage to necessary

equipment, serious damage to facilities, relocation, etc., temporarily unable to meet the requirements of the standard. The time for requesting a suspension or cancellation is usually up to 6 months. However, if CAB does not have any information that wants to reinstate the accreditation certificate within this time, VACI may decide to withdraw or cancel the accreditation certificate according to the form

VACI.P7.1. F21/ VACI.P7.2.F2/ VACI.P7.3.F20.

However, if the serious situation of CAB requires the suspension of certification to be longer than 6 months, then this decision is made only by the VACI Director and only in justifiable and reasonable cases.

5.1.2 Information processing and suspension of accreditation.

- The Accreditation Department synthesizes information and records related to the case. Aggregated information comes from various sources including:

- + Information from the Operations Department
- + Information from customers of CAB
- + Information from the governing body.
- + Information from Customer Service Department.
- + Information from other sources..v...v...

After synthesizing information, the Accreditation Department is responsible for processing the information, confirming the accuracy and reliability of the information, the staff will coordinate with the customer service and customer to propose the Institute's leaders to consider and issue a notice of effective suspension. force of recognition for CAB violations of regulations in section 5.1.1

Note: For information from regulatory agencies or from other sources...etc..v.. the P.NV department needs to clarify the information with objective evidence with the information provider within 7 days. After collecting enough objective evidence, the P.NV Department requests CAB to provide documents with relevant information and evidence within 7 days, if the information and evidence provided by CAB is not reliable enough, the P.NV Department will proceed to to perform direct verification by the extraordinary audit.

- The Institute's leadership confirmed the issuance of a notice of suspension of accreditation for the violating CAB, the Operations Department made a written notice to CAB about the suspension of accreditation according to the form VACI.P7.14. F01. After receiving the notice, CAB has no more than 7 days to give a satisfactory explanation / feedback / submission of the PPA to VACI.

- The Human Resources Department collects all records of the process of processing the suspension of accreditation and makes a proposal to suspend the validity of accreditation and send it to the technical committee for consideration to have a basis for proposing the Director to issue a decision to suspend the accreditation. Customer service notifies CAB that VACI has issued a decision to suspend according to form

VACI.P7.14.F.03 for laboratories/ VACI.P7.14.F.04 for certification bodies/ VACI.P7.14. F.05 for inspection bodies, if:

- + CAB does not have a written explanation / response; or
- + CAB has written explanation / feedback, providing evidence but not accepted by VACI.

Note: In case of not accepting the above explanation/feedback, VACI will notify CAB in writing.

- VACI suspends CAB, the total period of suspension does not exceed 06 months, specifically:

- + First suspension: 03 months, during which time CAB must take corrective action and send evidence to VACI; if not taken or corrective action is not accepted VACI will,

- + Second suspension: 03 months.

- At the end of the suspension period, CAB did not complete the corresponding corrective actions, the NV Department transferred the documents related to the CAB suspension implementation process to the technical committee for review and proposal to the Leader. VACI on the cancellation of accreditation in accordance with the provisions of section 5.2.

- Decision to suspend the validity of accreditation sent to CAB.

- Notice of suspension of accreditation is published on website: www.vaci.vn.

5.1.3 Recover Suspended Accreditation Scope.

a. In case of suspension of accreditation under 5.1.1, when CAB applies for re-accreditation of the suspended scope, VACI conducts an audit according to the surveillance audit procedure to remove the suspended accreditation under the Procedures. CAB accreditation assessment.

b. In the event of an accreditation suspension under 5.1.2, once CAB has taken and submitted evidence of completion of corrective actions, VACI reviews the remedial record and performs an additional accreditation to remove scope. accreditation is suspended under the CAB Accreditation Review Process.

5.2 Cancel accreditation

- + PNV summarizes information and records related to the case:
 - + CAB violates the provisions of VACI.R7.1.01 Article 8.2; and
 - + CAB fails to remedy within the suspension period specified in Section 5.2.
 - + Accredited CAB ceases to operate.
 - + Accredited CAB does not fulfill its financial commitments to the Institute
 - + CAB requests voluntary cancellation of accreditation certificate
- Accreditaion division is responsible for processing information, confirming the accuracy and reliability of the information and transferring all documents related to the case and proposing to cancel the accreditation to the technical board for consideration for a basis. propose the Institute leadership to consider making a decision to cancel the

accreditation for CAB that violates regulations VACI.R7.1.01, article 8.2 and CAB does not remedy the suspension period specified in Section 5.1.

- Accreditation division coordinates with the Customer Service Department to notify CAB. If:

+ CAB has an explanation/feedback/complaint, within 15 days (from the date of receipt of notice from VACI) must send an official dispatch for VACI to consider and handle (*);

+ CAB has no other explanation/feedback/complaint, VACI will issue a decision to cancel according to form VACI.P7.1.F21/ VACI.P7.2.F20/ VACI.P7.3.F20.

- Deciding on cancellation of accreditation sent to CAB, revocation of certificates and recognition seals.

- Notice of cancellation of accreditation is published on website: www.vaci.vn.

6. Records

Records on suspension of accreditation are kept including:

- Form VACI.P7.14.F.01: Notice of suspension/cancellation of accreditation.
- Form VACI.P7.14.F.02: Application form for suspension/cancellation of accreditation.
- Form VACI.P7.14.F.03: Decision to suspend accreditation for laboratories.
- Form VACI.P7.14.F.04: Decision to suspend accreditation for a certification body.
- Form VACI.P7.14.F.05: Decision to suspend accreditation for inspection organizations.
- Dossiers, documents and documents providing information on the consideration of suspension of accreditation.
- Written explanation or response from CAB about the suspension of accreditation.
- CAB's remedial assessment record to continue to maintain accreditation.