

**Name of CAB :** \_\_\_\_\_  
**Address :** \_\_\_\_\_  
**Scheme :** \_\_\_\_\_  
**Accreditation Program/Field:** \_\_\_\_\_

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All Conformity Assessment Bodies (CABs) shall conform with the following PAB terms and conditions:

**I. Compliance with the accreditation requirements as follows:**

- a. Continually fulfill the requirements for accreditation for the scope of accreditation for which accreditation is sought and/or granted and to commit to provide evidence of fulfilment of the agreement to adapt to changes in the requirements for accreditation;
- b. Full cooperation and close coordination from both parties to fulfil the objective of the assessment and requirements for accreditation;
- c. Comply with PAB issued Advisories relating to accreditation, APAC, IAF, and ILAC requirements transition period and other related requirements during the validity of its accreditation; and to offer to all customers a standard of service consistent with the PAB terms and conditions, and maintain impartiality and integrity in all operations;
- d. Notify PAB through writing within thirty (30) days, on any of the following as applicable:
  1. any change in its legal, commercial, ownership, or organizational status;
  2. any changes in organization, top management, and key personnel (e.g. key managerial staff, management representative and approved signatories who could affect the performance or competence of the accredited CAB);
  3. major changes on the resources such as premises, and those that may have an impact on the performance or competence of the accredited CAB;
  4. any changes to the scope of accreditation;
  5. any changes to main policies;
  6. any other matter that may affect the ability of the accredited CAB to fulfil requirements for accreditation;
  7. *intention of discontinuance of accreditation or voluntary withdrawal of accreditation. Please note that the CAB is responsible to resolve the case to their clients which are affected by the withdrawal of accreditation.*
- e. Assist in the investigation and resolution of any accreditation-related complaints about the conformity assessment body;
- f. Submission of required documents for the conduct of assessment at least one (1) week before the activity and as necessary;
- g. Adherence to security, confidentiality, and accessibility of information that will be presented;
- h. Presentation of official documents/records throughout the assessment, safeguarding the integrity of the result of the assessment;

**II. Arrangement for on-site assessment and witnessing:**

- a. *The date and schedule for the assessment are agreed upon by PAB, the assessment team, and the CAB. However, the responsibility remains to PAB to follow the schedule of assessment based on the surveillance and reassessment plan.*
- b. Provide PAB access to CAB's personnel, locations, equipment, information, technical and supporting documents, and records for the assessors and PAB staff to discharge their duties during assessments and resolution for complaints;
- c. Arrange the witnessing of conformity assessment activities when requested by the accreditation bodies;

- d. Have enforceable arrangements, where applicable, with applicant/s or certified organization/s to provide access to PAB assessment team to witness the CAB's audit team performing an audit at the organization's site;
- e. Have provision for food, transportation, accommodation and any other incidental fees necessary to conduct the assessment, where applicable;
- f. Ensure PAB assessors' safety and security throughout the duration of assessment activity, including logistical arrangement, at all times.

### **III. Arrangement for remote/hybrid assessment:**

The agreement between CAB and PAB shall be in place for the following details:

- a. Schedule and duration of the assessment;
- b. Adherence to the agreed assessment plan;
- c. The online meeting platform to be used and from what source i.e. CAB or PAB;
- d. Back-up plan in case of failure in the network or connection from either/both parties such as:
  - Assistance from the assessment team member;
  - Change in schedule;
- e. Case/grounds for termination of activity:
  - The deliberate presentation of manipulated documents/record;
  - Wilful misrepresentation of the CAB's personnel who participated in the assessment;
- f. Adherence to the agreements made after the conduct of the assessment;
- g. Adherence to netiquette or rules for online meeting/activity i.e. punctuality, recording sharing of recording, use of line tools, proper dress code, etc.;
- h. Composition of the PAB assessment Team and CAB team;
- i. Provision for the presence of Observer from either or both of the CAB;
- j. All or parts of remote assessments will be recorded;

### **IV. Payment of fees:**

- a. Commit to adhere to the existing and current policies relating to the schedule of fees;
- b. Fulfil the obligations of fees for the services rendered regardless of the decision of the accreditation.

### **V. Use of accreditation certificate, PAB Accreditation Symbol, Philippine Halal Logo, and IAF/ILAC Mark (where applicable):**

- a. Claim accreditation only with respect to the scope for which it has been granted;
- b. Adhere to the validity of certificate i.e. five (5) years from the date of issue unless sooner suspended, revoked, or withdrawn for a cause;
- c. Abide by the rules of non-transferability of the accreditation certificate which is valid only for the specific CAB, location, scope and period granted;
- d. Discontinue the claim of accreditation in all advertising matters containing reference to PAB's accreditation and remove certificates of accreditation upon suspension or withdrawal of its accreditation.
- e. Commit to adhere to the rules for the use of PAB accreditation symbol and ILAC/IHAF/IAF Mark;

- f. That the accreditation symbol should not be affixed on its own or used to imply that a product, process, or service (or any part of it) has been certified or approved by PAB;
- g. Does not act in such a manner as to bring accreditation and certification into disrepute;
- h. Does not use the accreditation status in such a manner as to bring PAB into disrepute and not make any statement related to the accreditation which PAB may consider misleading or unauthorized;
- i. Inform PAB in advance of the information it intends to be available in public or to be treated as confidential except those that relate to complaints and appeals or as required by law; and
- j. Observe the rules of PAB in referring to its accreditation status in communication media such as advertising, brochures, websites, or other documents, as well as in published results (e.g. test reports, inspection reports, calibration certificates, calibration stickers, etc.).

*Nonfulfillment of the above will result to the implementation of appropriate sanctions cited in relevant PAB policy and procedure (i.e. LA/GD01 and MSA/P01).*

### **Obligation of the Philippine Accreditation Bureau (PAB)**

- a. Maintains and updates a website presenting the current status of the accreditation that it has granted to CABs. The information includes the following:
  - name and address of the accredited CAB;
  - dates of granting accreditation and expiry dates, as applicable;
  - scopes of accreditation.
- b. Provides the CAB with information about suitable ways to obtain traceability of measurement results in relation to the scope for which accreditation is provided;
- c. Where applicable, provides information about international arrangements in which it is involved;
- d. informs the CABs one (1) month after finalization of any changes to its requirements for accreditation (through e-mails, advisories, forums, meetings and website posting). It takes account of views expressed by interested parties before deciding on the effective date of the changes. PAB verifies that each accredited CAB carries out any necessary adjustments.

The CAB's AUTHORIZED REPRESENTATIVE hereby agrees to the above terms and conditions of PAB accreditation and attest that all statements made on the application are correct to the best of his/her knowledge and belief. The CAB's AUTHORIZED REPRESENTATIVE is responsible for ensuring that all of the relevant terms and conditions for accreditation are met.

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Authorized Representative  
(Signature over Printed Name)/Date

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Deputy Representative  
(Signature over Printed Name)/Date

Noted by:

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PAB Director  
(Signature over Printed Name)/Date