

Guidelines for Conformity Assessment Body (CAB) Signatories

1. Conformity Assessment Body (CAB) Personnel

The CABs (both management and technical staff) must have the required qualifications and experience to fulfil the requirements of the position/job.

2 Signatories

2.1 Every CABs should have personnel who meet the *personnel competence established by CABs and applicable criteria that covers the scope of accreditation. Accreditation automatically suspended if a CAB loses all signatories recommended based on the assessment conducted.*

2.2 An “approved signatory”, is a personnel (technical staff, supervisor or manager) who has been granted signatory approval by PAB.

2.3 PAB endorsed test/calibration/inspection documents must be signed by PAB *signatories recommended.* (Note: This would mean phrases such as “certified by”, “analyzed by”, “reviewed by”, “approved by” or any other terms which appear in the documents).

2.4 A staff may be *recommended for* signatory approval for all the *conformity assessment process* included in their scope *by the* accreditation or only for a specific classification of scopes relating to their area of expertise.

2.5 A signatory *qualified by the CAB* is one that meets or satisfies the following requirements:

2.5.1 Relevant qualification and/or experience.

2.5.2 Familiarity with procedures and awareness of any limitations of these procedures. (Approved signatories must have appropriate personal experience in the test/calibration procedures for which approval is held. They must be aware of any limitations or interference with regard to these procedures, and must understand the scientific basis of the procedure).

2.5.3 Ability to make critical evaluation of test/calibration/inspection results and a position in the staff structure that makes them responsible for the adequacy of test/calibration results.

2.5.4 Knowledge of quality assurance procedures in operation of the laboratory or inspection (if applicable) and ability to take appropriate and effective corrective action, when required.

2.5.5 Knowledge of and commitment to the standard requirements for accreditation. (This will include being conversant with the principles of effective laboratory management embodied in standards criteria).

2.5.6 Sufficient time in the operation to address the above points. (it is difficult to specify an exact time, as it is dependent on the staff members’ background knowledge and experience and current role in the organization. It is unlikely that this period would be less than six months, but exceptional circumstances may be applied).

- 2.6 Signatory approval is not transferable to another person in the same organization of the same position nor can it be carried by an approved signatory to another organization as a personal qualification.
- 2.7 The position and function of a signatory are quite distinct from those of an Authorized Representative. The Authorized Representative may only sign a *document* bearing PAB accreditation symbol if it has been formally *recommended as a signatory* by PAB.
- 2.8 All *recommended* signatories *should* be subjected to review during assessment. It is the responsibility of the accredited CAB to ensure that signatories are present when their areas are being assessed.