

AFRAC Accreditation Body (AB) Toolkit

This is a simplified toolkit to aid in the establishing and/or improving of an existing AB

**Consider the column below that applies to your AB*

	LEVEL 1 *If you are considering the establishment of an AB	LEVEL 2 *If you in the process of establishing an AB	LEVEL 3 *If you have an existing AB that you need to improve
Political support			
National policies in support of accreditation	Secure the political support needed for the establishment of an AB. Conduct awareness campaigns for relevant governmental authorities.	Maintain the political support and continue with awareness raising of the relevant governmental authorities.	Maintain the political support and continue with awareness raising of relevant governmental authorities.
Legal status	Investigate the possible options available regarding the legal status for the AB.	Finalise the ABs legal status.	Maintain the ABs legal status.
Independence	Familiarise yourselves with the independence requirements for the AB.	Finalise the ABs independence.	Maintain the ABs independence.
Financial sustainability	Develop the AB's financing proposal.	Finalise your AB's financing proposal.	Ensure continuous financial sustainability.
Determine your AB's services i.e. your scopes	Conduct a market survey of the Conformity Assessment Bodies (CABs) that will use the accreditation services.	Decide on the accreditation services that the AB will offer.	Expand your accreditation services as the needs arise.
Regional coordination and national stakeholders that can support your AB	Identify the relevant regional and national stakeholders.	Participate in the relevant regional bodies and raise awareness amongst national stakeholders.	Continue participation in the relevant regional bodies and raise awareness amongst national stakeholders.
Administration			
Quality management in your AB	Familiarise yourselves with the ISO 17011 standard requirements for your quality management system.	Develop you quality management system.	Improve and maintain the quality management system.

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Accreditation guidance document from AFRAC, ILAC and IAF	Familiarise yourselves with the relevant guidance documents for the scopes that the AB will offer.	Start with the implementation of the relevant guidance documents for the scopes that the AB is offering.	Improve and monitor the implementation of the relevant guidance documents for the scopes that the AB are offering.
Personnel of the AB	Identify the skills and expertise needed to have the specific scopes that the AB will offer.	Advertise and appoint the appropriate technical staff.	Grow you staff compliment as the AB grows.
Skills development of personnel of the AB	Identify training and attachment opportunities.	Train, attach and deem the AB staff competent.	Maintain the staff's competency.
Technical support			
Create a pool of lead assessors and technical experts	Identify the technical expertise that the AB will need.	Source the technical experts from the CABs and train them as AB assessors.	Grow your pool of technical experts as per the scope extensions.
Traceability and measurement uncertainty	Familiarise the AB with the requirements for traceability and measurement uncertainty of ILAC.	Develop the ABs policies for traceability and measurement uncertainty.	Update and maintain the ABs policies for traceability and measurement uncertainty.
Proficiency Testing	Familiarise the AB with the ILAC requirements for proficiency testing.	Develop the ABs policy for proficiency testing.	Update and maintain the ABs policies for proficiency testing.
External relations			
International/AFRAC recognition	Prepare an application to become an AFRAC Full member.	Prepare the AB for a pre-peer evaluation according to AFRACs procedures.	Prepare the AB for Peer Evaluation according to AFRAC procedures.
	Start participating in the work of AFRAC.	Participate in the work of AFRAC.	Participate in the work of AFRAC.
	Familiarise your AB with the Pre-peer Evaluation requirements of AFRAC	Apply for AFRAC Pre-peer Evaluation.	Apply for AFRAC Peer Evaluation.