



**SRI LANKA ACCREDITATION BOARD
for CONFORMITY ASSESSMENT**

TERMS & CONDITIONS
for **MAINTAINING**
GHG VALIDATION/VERIFICATION BODY
ACCREDITATION



ACCREDITATION SCHEME FOR GHG VALIDATION/VERIFICATION BODIES

TERMS & CONDITIONS FOR MAINTAINING GHG VALIDATION/VERIFICATION BODY ACCREDITATION

We the undersigned, on behalf the GHG Validation/Verification Body (*herein after referred to as V/VB*)

_____ agree to fulfill
_____ and abide by the following terms and conditions adopted and implemented by the Sri Lanka Accreditation Board for Conformity Assessment (SLAB) for maintaining accreditation for GHG V/VB as given below.

(This document shall be signed by the Chief Executive or his Authorized Representative and submitted to SLAB in duplicate along with the application form. SLAB will return a copy after grant of accreditation by endorsing it. In case of changes, SLAB will make sure that the current document is signed by the GHG Validation/Verification body, always.)

SRI LANKA ACCREDITATION BOARD FOR CONFORMITY ASSESSMENT

Title: Terms & Conditions for Maintaining GHG Validation/Verification Body Accreditation		Doc No : GHG-RG (P) - 03	
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Agreement

1. The V/VB shall carry out its activities in such a way as to meet the requirements of the applicable standard whichever is applicable and relevant to SLAB criteria.
2. The accreditation shall be initially granted after a successful initial assessment for a period of three years and thereafter shall be subject to on-site annual surveillances. These surveillances shall be conducted before the completion of each year for two years counting from the date of initial assessment.
3. Before expiry of the three year period, the accreditation granted shall be renewed by a re-assessment, for which the V/VB shall apply four months before the expiry of accreditation. Thereafter SLAB shall conduct re-assessment in every three years and annual surveillances.
4. In addition to planned surveillances, depending on the behavior of the V/VB or in response to complaints with regard to violation of rules and procedures of SLAB for accreditation, unannounced or ad hoc on-site or other surveillance activities such as enquiries on aspects of Validation/Verification activities, reviewing of promotional material/ website, request to provide documented information e.g., may be arranged.
5. When requested, the V/VB shall afford accommodation and co-operation to enable the SLAB to verify fulfillment of requirements for accreditation. These facilities shall be available at all premises where the conformity assessment is supposed to take place. The V/VB shall arrange witness assessments as informed by SLAB.
6. The V/VB shall offer SLAB access to all relevant information including documents and records pertaining to accreditation that provide insight into the level of independence and impartiality of the V/VB from its related bodies, if applicable, to all relevant personnel and to all sites of V/VB's clients.
7. The V/VB shall appoint competent personnel to perform and evaluate compliance against the applicable standard.
8. On grant of accreditation, the V/VB shall claim accreditation in only those technical areas for which it has been accredited and as stated in the Accreditation Schedule.
9. The V/VB shall abide by the Policy for use of SLAB accreditation symbols (AC-RG(P)-01) and may use it on its letterheads, Brochures and any other relevant documents issued to its clients. The mark shall be used for the purpose of identifying correctly and unambiguously areas accredited by SLAB.
10. The V/VB shall not use the SLAB accreditation symbols in a misleading manner and not state its accreditation in a manner as to be considered misleading or unauthorized and bring disrepute on SLAB.
11. The V/VB shall ensure that accreditation or the status of accreditation is not used by its clients, or be authorized by its clients for use in any way that SLAB may consider it to be misleading.

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12. The V/VB shall pay fees for processing of application, fees for assessment; expenses towards travel, board & lodging for assessment, surveillance and re-assessment fees and annual accreditation fees as determined from time to time by SLAB.

13. The V/VB shall inform SLAB within 01 month of significant changes which affect the activities and operations of V/VB relevant to accreditation such as in legal, commercial, ownership or organizational status, organizational structure and management, main policies, resources and premises, scope of accreditation, work procedures and other such matter that may affect the ability of the V/VB to fulfill requirements of applicable Standard.

14. The V/VB shall declare all the sites which it operates and clearly distinguish the critical locations.

15. The accredited V/VB shall respond promptly to the changes initiated by SLAB in its accreditation criteria, policies and procedures and for necessary change the V/VB will be given sufficient notice and time on the opinion of SLAB, as is found to be reasonable, to carry out adjustments in its system. The V/VB shall inform SLAB when such adjustments have been completed.

16. SLAB may suspend or withdraw accreditation of an accredited V/VB, on one or more of the following grounds:

- a. On the request of V/VB itself.
- b. After undergoing a surveillance or re-assessment V/VB has not taken any corrective action after getting sufficient time and notice from SLAB.
- c. Non-payment of accreditation expenses like assessment or surveillance or re-assessment charges and annual accreditation fees.
- d. Not applied four months before the expiry of accreditation and that SLAB is not able to take a decision for renewal of accreditation.
- e. Non-cooperation with SLAB.
- f. Refusal to allow examination of documents and records by SLAB & its assessors.
- g. Denial of access to SLAB & its assessors to the V/VB sites or its clients'
- h. Wrong representation of scope of accreditation.
- i. Misuse of SLAB Accreditation symbols after expiry of accreditation.
- j. Violation of accreditation principles that related to impartiality of V/VB operations.
- k. Misleading reporting of facts.
- l. Activity bringing disrepute to SLAB.
- m. Result of complaint analysis or any other information which indicates that the V/VB no longer complies with requirements of SLAB.

17. The accredited V/VB shall provide its customers with information on the withdrawal of its accreditation. Upon suspension or withdrawal of its accreditation (however determined) or expiry of validity of accreditation, accredited V/VB shall forthwith discontinue its use of all advertising matter that contain any reference to the accreditation status and return the certificates of accreditation to SLAB.

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18. SLAB may at subsequent stage decide to reduce the scope of accreditation, granted initially, if major non-compliance is observed during surveillance or re-assessment in the V/VB management system or competence, which is likely to adversely influence V/VB activity or the V/VB unable to complete corrective actions within agreed/ stipulated time of the surveillance/ re-assessment.

19. The accredited V/VB can relinquish accreditation by giving three months notice in writing to SLAB.

20. V/VB is required to inform the SLAB, if any of the proposed assessor(s) happens to be their Consultant or associated with the CB in any other capacity, and SLAB shall not appoint these consultants as assessors.

21. SLAB absolves itself of any legal or financial liability arising out of V/VB's or its client activities involving accidental or consequential damage to personnel/ equipment /image at any time. V/VB shall have arrangements (eg. Insurance, reserves or other means) sufficient to cover liabilities arising from the activities and areas in which it operates.

22. The V/VB has the right to appeal on any adverse decision taken by the SLAB on accreditation and associated activities and all appeals shall be resolved using the procedures adopted by the SLAB on that behalf and the decision on the approval of the Council of SLAB shall be the final.

23. All disputes, if any, arising out of SLAB decisions that remain unresolved through mechanism provided by SLAB are subject to the exclusive jurisdiction of the Courts in Sri Lanka and none other.

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By signing this document, it is implied that a V/VB after accreditation agrees to comply at all times with all Terms and Conditions for Maintaining SLAB accreditation.

Signature of Chief Executive or his Authorized Representative _____

Name, Designation & V/VB _____

Date & Place _____

Seal of the CB, if any

Signature of Director of SLAB or Authorized Representative _____

Name & Designation _____

Date & Place _____

Date of Receipt of Accredited Certificate _____

Seal of SLAB

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