



ACCREDITATION MANUAL FOR LABORATORY-RELATED ACTIVITIES (NON-FORENSICS)

认可手册

实验室-相关活动

(非司法鉴定)

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FOREWORD

前言

Accreditation benefits organizations by providing assurance that they are consistently performing their work competently and according to appropriate standards. Accreditation provides a benchmark for maintaining that competence. Many organizations operate in isolation from their peers, and rarely, if ever, receive an independent technical evaluation as a measure of their performance.

认可使组织受益，因为它保证组织一贯的根据适当的标准，胜任地开展工作的。认可为保持这种能力提供了一个基准。许多组织独立于它们的同行运行，并且很少(如果有的话)接受一个独立的技术评审来评审它们的绩效。

A regular assessment checks aspects of an organization's operations related to consistently producing accurate and dependable data. Areas for improvement are identified and discussed, and a detailed report is provided at the end of each visit. When necessary, follow-up action is monitored so the organization is confident that it has taken the appropriate corrective action.

定期的评审检查组织运行的各个方面，这些方面与持续产生准确和可靠的数据有关。确定和讨论需要改进的领域，并在每次访问结束时提供详细报告。必要时，对后续措施进行监测，使组织确信已采取适当的纠正行动。

The ANSI National Accreditation Board (ANAB) publishes a directory of accredited organizations, which includes contact details and information on accredited capabilities as a means for accredited customers to promote accredited services to their potential customers. Through a system of international agreements (see below), accredited organizations receive a form of international recognition, which allows their data, reports, and services to be more readily accepted in global markets.

ANSI国家认可委员会(ANAB)发布了一个获认可组织的目录，其中包括联系信息和关于被认可能力的信息，作为被认可客户向他们的潜在客户推广被认可服务的一种手段。通过一套国际协定体系(见下文)，被认可的组织获得一种国际承认的形式，这使它们的数据、报告和服务更容易在全球市场上被接受。

This manual explains the operational activities and responsibilities of ANAB and its customers (excluding forensics and management systems certification bodies¹). It provides direct reference to administrative process rules (PR series) documentation. This manual and its associated process rules are not citable during an assessment but are enforced through contractual agreements. This manual also provides reference to Accreditation Requirements (AR series) documentation that is followed to ensure the accreditation process meets the requirements of ISO/IEC 17011. Accreditation Requirements are citable during an assessment to ensure compliance with national and international standards and requirements. This manual also defines the relationship between ANAB and its accredited organizations (customers).

本手册解释了ANAB及其客户(不包括司法鉴定机构和管理体系认证机构¹)的业务活动和职责。它提供了对行政管理流程规则(PR系列)文件的直接参考。本手册及其相关的流程规则在评审期间不可使用，但通过合同协议强制执行。本手册还提供了认可要求(AR系列)文件的参考，以确保认可过程符合ISO/IEC 17011的要求。认可要求在评审期间是可执行的，以确保符合国家和国际标准和要求。本手册还定义了ANAB与其认可机构(客户)之间的关系。

The term "customer" as used in this manual refers to any customer seeking accreditation from or accredited by ANAB.

本手册中使用的“客户”一词是指任何寻求ANAB认可的客户。

All references to ISO/IEC, ISO, and ANAB documents and other controlled materials are to the current versions. Most ANAB documents are accessible free of charge at www.anab.org. ILAC documents are accessible free of charge at www.ilac.org.

所有ISO/IEC、ISO、ANAB文件和其他受控资料的引用均为现行版本。大多数ANAB文件可以通过www.anab.org免费获取。ILAC文件可通过www.ilac.org免费获取。

AUTHORITY AND RECOGNITION

授权和认可

ANAB provides accreditation for ISO/IEC 17025 testing and calibration laboratories and forensic testing agencies, ISO/IEC 17020 inspection bodies and forensic inspection agencies, ISO 17034 reference material producers, ISO/IEC 17043 proficiency test providers, and ISO 15189 medical test laboratories. In addition, ANAB accredits ISO/IEC 17021-1 management systems certification bodies, forensic-related bodies, and industry-specific programs.

ANAB为ISO/IEC 17025检测和校准实验室和司法鉴定机构、ISO/IEC 17020检验机构和司法检验机构、ISO 17034标准物质生产商、ISO/IEC 17043能力验证提供商和ISO 15189医学检测实验室提供认可。此外，ANAB还认可ISO/IEC 17021-1管理系统认证机构、司法相关机构和行业特定项目。

ANAB is recognized as conforming with ISO/IEC 17011 and as such is a full member of the International Laboratory Accreditation Cooperation (ILAC), whereby ANAB is fully recognized by and recognizes ILAC signatories worldwide for the accreditation of customers. ANAB is a signatory of the Asia Pacific Accreditation Cooperation (APAC) Mutual Recognition Arrangement (MRA). ANAB also is a signatory of the InterAmerican Accreditation Cooperation (IAAC) Multilateral Recognition Arrangement (MLA). In addition, ANAB is recognized nationally by regulators and specifiers (automotive, aerospace, environment, industrial, manufacturing, medical, military, and government agencies) for program-specific requirements. ANAB被认可符合ISO/IEC 17011，而且作为国际实验室认可合作组织(ILAC)的正式成员，ANAB在客户认可方面得到了全球ILAC签署国的充分认可。ANAB是亚太认可合作组织(APAC)互认协议(MRA)的签署国。ANAB也是美洲国家认可合作(IAAC)多边认可协议(MLA)的签署国之一。此外，ANAB还获得了监管机构和指定行业(汽车、航空航天、环境、工业、制造、医疗、军事和政府机构)对特定项目要求的全国认可。

The further authority of ANAB is by virtue of the acceptance by others through international MRAs, its accredited customers, and the data and services ANAB provides.

ANAB的进一步权威是通过国际MRAs、其认可的客户以及ANAB提供的数据和服务而得到他人的认可。

¹Accreditation requirements for ANAB management systems certification bodies and ANAB forensic science laboratories can be found in their respective accreditation manuals.

ANAB管理体系认证机构和ANAB司法鉴定实验室的认可要求可在各自的认可手册中找到。

ESTIMATE AND APPLICATION FOR ACCREDITATION

认可申请和费用评估

Applicant customers begin by contacting ANAB and completing the request for estimate of fees (RFQ). ANAB produces a confidential estimate of the cost of the accreditation based on the information submitted.

申请客户首先与ANAB联系并完成费用估算(RFQ)请求。ANAB根据所提交的信息对认可的成本进行保密评审。

Estimates are based on several factors, including but not limited to the number of customer sites, the complexity of work defined on the proposed scope of accreditation, the number of technicians, and the type of services performed in house and/or off site.

评审基于几个因素，包括但不限于客户现场的数量、拟议的认可范围内界定的工作的复杂性、技术人员的数量以及在内部和/或外部进行的服务类型。

ANAB sales and technical staff can assist with the application process. See www.anab.org for contact information.

ANAB销售和技术人员可以协助申请过程。联系方式见www.anab.org。

APPLICATION CYCLE

认可周期

ANAB follows a two-year accreditation cycle when performing assessment activities. Various assessment activities are performed annually by ANAB to ensure continuing compliance with accreditation requirements. The accreditation cycle and accreditation activities are designed to provide ANAB with a system to monitor the activities of the customer in order to maintain confidence that accreditation requirements continue to be fulfilled. ANAB typically uses the same assessor for an accreditation cycle. Assessors may be chosen by ANAB to perform two accreditation cycles. The same assessor typically will not perform more than two consecutive accreditation cycles.

ANAB在进行评审活动时遵循两年的认可周期。ANAB每年进行各种评审活动，以确保持续符合认可要求。评审周期和评审活动的目的是为ANAB提供一套系统来监控客户的活动，以保持对继续满足评审要求的信心。ANAB通常在一个认可周期中使用相同的评审员。评审人员可由ANAB选择进行两个评审周期。同一评审员通常不会执行超过两个连续的认可周期。

The two-year accreditation cycle consists of an initial accreditation assessment followed by a surveillance assessment activity the next year. During the first accreditation cycle, the surveillance assessment activity is typically required to be performed on site. At the end of the first accreditation cycle, a reassessment occurs, followed by a surveillance assessment (e.g., on site or possibly as a remote or desk assessment) one year later, and this cycle continues throughout each accreditation.

为期两年的认可周期包括一次初步的认可评审，然后在第二年进行一次监督评审活动。在第一个认可周期内，监督评审活动通常要求在现场进行。在第一个认可周期结束时，将进行重新评审，然后在一年后进行监视评审(例如，现场或可能作为远程或办公室评审)，此周期将贯穿于每个认可过程。

Under a contractual arrangement with regulators and/or specifiers and the accredited customer, ANAB may alter the accreditation cycle to a sector-specific required schedule. The requirements for such an

altered cycle are detailed in ANAB supplemental requirements for a given sector-specific program. The following procedure applies to all customers and provides details of ANAB assessment activities:

根据与监管机构和/或指定机构及认可客户的合约安排, ANAB可将认可周期更改为特定行业所需的时间表。这种变更周期的要求在ANAB特定行业项目的补充要求中有详细说明。以下程序适用于所有客户并提供ANAB评审活动的详细信息:

- PR 2303, Administrative Process Rule: Assessment Activities
PR 2303, 行政管理规则:评审活动

OPTIONAL PRE-ASSESSMENT SERVICES

可选的预评审服务

ANAB offers optional assessment activities prior to an initial accreditation assessment to help an applicant organization understand accreditation requirements and prepare for accreditation. These activities provide an opportunity for the customer to evaluate its preparedness for the initial accreditation assessment.

ANAB在首次认可评审之前提供可选的评审活动, 以帮助申请组织了解认可要求并为认可做准备。这些活动为客户提供了一个机会来评审其对初始认可评审的准备情况。

ANAB does not provide consultation services because this is considered a conflict of interest for an accreditation body.

ANAB不提供咨询服务, 因为这被认为是认可机构的利益冲突。

INTRODUCTORY VISIT

介绍访问

An introductory visit (IV) is an optional assessment activity performed by a single lead assessor, typically for a half day to one assessment day. An Accreditation Manager allocates a lead assessor to perform an IV. The assessor presents and answers general questions regarding accreditation requirements, the assessment process, and/or forms. ANAB assessors are not permitted to provide consultancy. During an IV, the assessor may tour the facilities and point out obvious nonconformities. This is an informal educational visit without a formal report or documented findings.

介绍访问(IV)是一个可选的评审活动, 由一个主任评审人员执行, 通常为半天到一天的评审。认可经理会指派一名主任评审员执行IV。主任评审员会就认可规定、评审程序和/或表格提出一般问题, 并作出答覆。ANAB评审员不得提供咨询。在IV期间, 评审员可能巡视设施并指出明显的不合格之处。这是一次非正式的教育访问, 没有正式的报告或成文的发现。

PRACTICE ASSESSMENT

实践评审

A practice assessment is an optional on-site service that essentially is an unofficial accreditation assessment. ANAB conducts an assessment just as it would conduct an actual accreditation assessment, documenting compliance and nonconformities on the forms used for an assessment. ANAB provides the customer these assessment records but maintains only those records that ensure and demonstrate impartiality of the customer's accreditation process. The customer may undergo a maximum of two practice assessments. Practice assessments have no influence on the accreditation assessment. Assessors assigned to conduct the practice assessment normally do not conduct the accreditation.

实践评审是一种可选的现场服务, 本质上是一种非官方的认可评审。ANAB进行评审就像它进行实际的认可评审一样, 在用于评审的表格上记录符合性和不符合项。ANAB向客户提供这些评审记录, 但仅保

留那些确保并证明客户的认可过程公正的记录。客户最多可接受两次实践评审。实践评核对评审并无影响。被指派进行实践评审的评核主任通常不会进行正式评审。

PLANNING VISIT 策划访问

A planning visit (PV) is an optional assessment activity performed by a single lead assessor, typically for one assessment day. An Accreditation Manager allocates a lead assessor to perform the PV. This is an opportunity to have a one-on-one interface with a lead assessor without consequences and to address specific questions or concerns about the accreditation process. A PV may provide an opportunity to review nonconformities and opportunities identified during the initial assessment document review (AADR). A PV may include sample assessment questioning to prepare staff and may identify obvious nonconformities.

策划访问(PV)是一个可选的评审活动, 由一个主任评审员执行, 通常为一个评审日。认可经理分配一个主任评审员来执行PV。这是一个机会, 有一个与主任评审员一对一的接口但并没有后果, 并解决具体的问题或关注的认可过程。PV可以提供一个机会来评审在初始评审文件评审(AADR)期间确定的不符合和机会。PV可包括抽样评审问题以备工作人员参考, 并可识别明显的不符合项。

INITIAL ACCREDITATION ASSESSMENT

初次认可评审

Leading up to the initial accreditation assessment, the customer is expected to have effectively implemented a quality system meeting the requirements of the applicable accreditation standard and applicable ANAB accreditation requirements.

在进行之前, 客户应有效地实施质量体系, 满足适用的认可标准和适用的ANAB认可要求。

Prior to the initial assessment, ANAB performs a document review. The document review typically is performed by the lead assessor assigned to the initial assessment activity. The lead assessor reviews the quality system documentation and determines if customer's documentation is ready for the initial assessment.

在首次认可评审之前, ANAB进行文件评审。文件评审通常由分配给初始评审活动的主任评审员执行。主任评审员评审质量体系文档, 并确定客户的文档是否为初始评审做好了准备。

The customer shall be able to demonstrate technical competency and the ability to competently perform all items identified on the proposed scope of accreditation.

客户应能证明其技术能力, 并能胜任地履行拟议认可范围内的所有项目。

Within a 12-month period prior to the initial accreditation assessment, the customer shall complete an internal audit covering all elements of the applicable standards. This includes witnessing of a sampling of the proposed scope of accreditation.

在首次评审之前的12个月内, 客户应完成涵盖所有适用标准要素的内部审核。**这包括见证拟议的认可范围的抽样。**

Within a 12-month period prior to the initial accreditation assessment, the customer shall complete a management review covering the elements listed in the applicable standards.

在首次评审前的12个月内, 客户应就适用标准所列的各项要素完成管理评审。

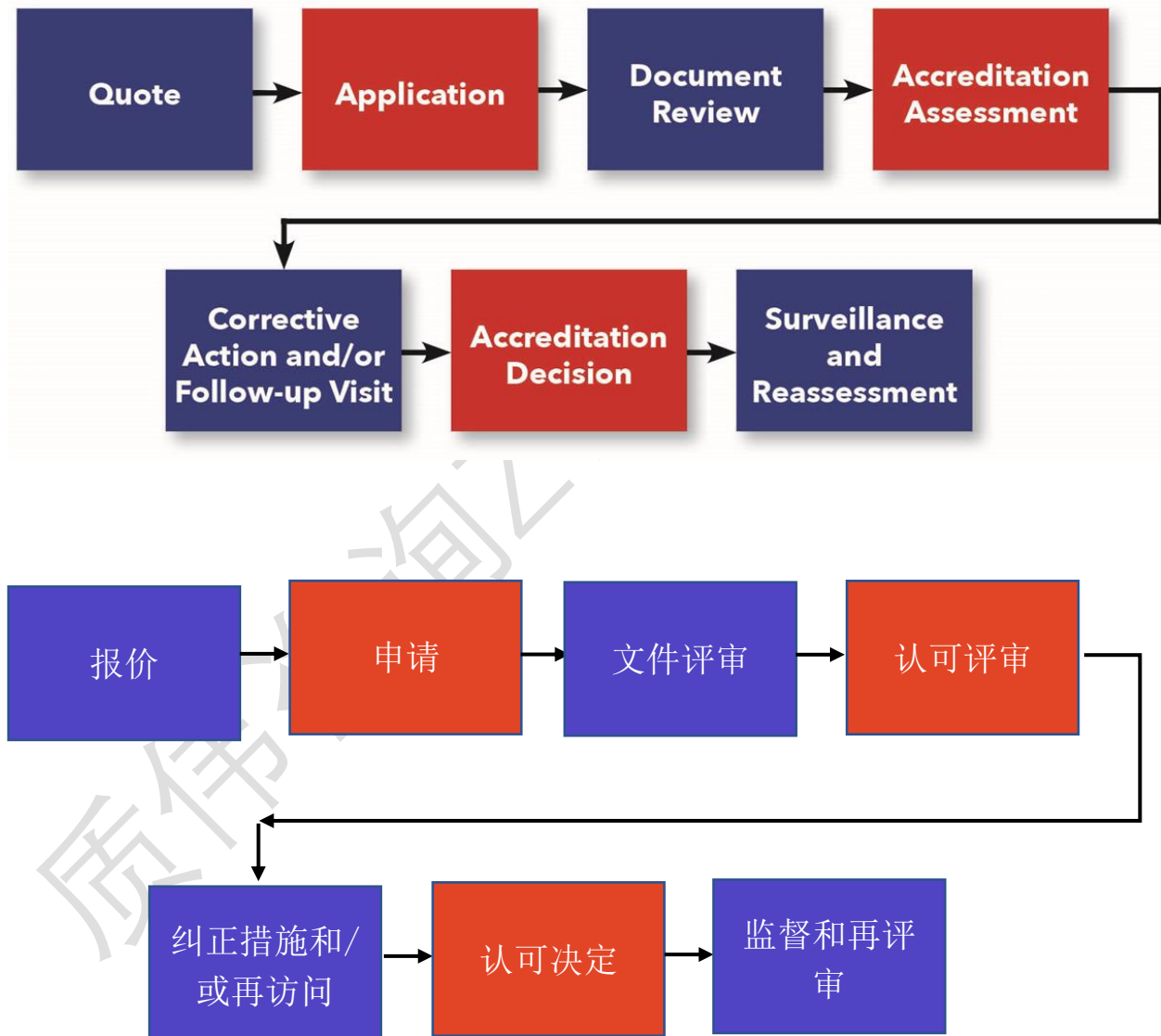
Within a 12-month period (per Accreditation Requirements) prior to the initial accreditation assessment, the customer shall have completed at least one appropriate proficiency test or approved alternative.
在首次评审之前的12个月内(按认可要求), 客户应至少完成一次适当的能力测试或批准的替代方案。

The customer shall meet the requirements of all applicable ANAB accreditation program requirement documents.

客户应满足所有适用的ANAB认可计划要求文件的要求。

ASSESSMENT PROCESS

认可流程



The purpose of the assessment process is to determine the customer's compliance with the requirements of the applicable accreditation standard(s), ANAB accreditation requirements, and the technical competence to a declared scope of accreditation. Various assessment activity types are used, both on site and remotely, to evaluate conformance. Assessment activities include all locations where key activities

of the customer are performed.

评审过程的目的是确定客户是否符合适用的认可标准、ANAB的认可要求，以及是否具有声明的认可范围内的技术能力。在现场和远程使用各种评审活动类型来评审一致性。评审活动包括所有执行客户关键活动的场所。

The ANAB assessment process was developed to sample in various details the customer's quality system and technical competence to a scope of accreditation. ANAB determines through interviews, reviewing documents and records, and witnessing of the scope of accreditation if the customer's system is effectively implemented and meets applicable requirements. The assessment team uses these assessment activities to determine if the customer continues to meet all ANAB requirements.

ANAB的评审过程是为了对客户的质量体系和技术能力的各个细节进行取样，以达到认可的范围。ANAB通过面谈、审查文件和记录，以及见证客户的体系是否得到有效实施并满足适用的要求来确定认可的范围。评审团队使用这些评审活动来确定客户是否继续满足所有的ANAB需求。

ANAB establishes surveillance and reassessment plans based on the customer's proven stability and competence. ANAB designs the reassessment and surveillance plans for each accredited organization to ensure representative samples of the scope of accreditation and management system are assessed on a regular basis.

ANAB根据客户已证明的稳定性和能力建立监视和重新评审计划。ANAB为每个被认可的组织设计重新评审和监督计划，以确保定期对认可和管理体系范围内的代表性样本进行评审。

ANAB may conduct surveillance assessments on a more frequent basis or schedule an early reassessment if ANAB determines this is warranted. The customer shall meet the requirements of all applicable ANAB accreditation program requirement documents.

如果ANAB认为有必要，可以更频繁地进行监测评审或安排提前重新评审。客户应满足所有适用的ANAB认可计划要求文件的要求。

The customer may request and receive additional assessment activities in order to expand their scope during the accreditation cycle (see Scope of Accreditation below).

客户可要求并接受额外的评审活动，以便在认可周期内扩大其范围(见下文的认可范围)。

ASSESSMENT DELIVERABLES

评审交付

The assessors will present to the customer the assessment summary, nonconformities (NCs) and agreed on scope of accreditation at the closing meeting after the assessment. These will be presented both in writing and orally to ensure a mutual understanding of the content for the deliverables.

评审人员将在评审结束后的末次会议上向客户提交评审综述、不符合项(NCs)和认可范围。这些报告将以书面和口头形式提出，以确保相互理解交付资料的内容。

ASSESSMENT SUMMARY

评审综述

The assessor recommendation on accreditation and a summary of assessment activities, including any cited nonconformities, is provided to the customer and ANAB after the closing meeting of the assessment. 评审委员会在评审末次会议后向客户和ANAB提供评审建议和评审活动总结，包括任何被引用的不符合

项。

NONCONFORMITIES

不符合

ANAB presents any nonconformities (NCs) found during the assessment for the management system or technical operations supporting the scope of accreditation. These NCs and the anticipated timeframe for their closure are reviewed and formally presented to the customer during the closing meeting of each assessment activity.

ANAB对支持认可范围的管理体系或技术操作进行评审时发现的任何不符合项(NCs)进行了说明。在每次评审活动的末次会议上, 这些NCs和预期的关闭时间将被审查并正式提交给客户。

OPPORTUNITIES FOR IMPROVEMENT

改进机会

ANAB provides value to the customer by drafting potential assessment findings as opportunities for improvement (OFIs) when any are identified. An OFI is not an NC but is used to document an area of concern that does not have specific evidence to justify a finding and may help a customer improve operations. The customer is not required to respond to OFIs. Customers have a right to appeal any NC or accreditation decision (see Appeals and Complaints below).

ANAB通过起草潜在的评审结果, 为客户提供有价值的改进机会(OFIs)。“OFI”不是不合格项, 而是用于记录某一领域的问题, 该领域没有具体的证据来证明所发现的问题, 并且可以帮助客户改善经营状况。客户不需要响应OFIs。客户有权对任何NC或认可决定提出上诉(见下文的上诉和投诉)。

DRAFT SCOPE OF ACCREDITATION

认可范围草稿

The draft scope of accreditation is formally confirmed and presented at the closing meeting. ANAB is in full control of the scope of accreditation and may choose to make changes as necessary during final review and processing.

评审范围草案正式确认, 并在末次会议上提出。ANAB完全控制认可范围, 并可在最终审核和处理过程中根据需要做出更改。

POST-ASSESSMENT AND GRANTING OF ACCREDITATION

评审后和认可批准

ANAB assessors, technical staff, and (when assigned) ANAB Accreditation Council Technical Advisory Group (AC TAG) member(s) review on a timely basis the assessment documentation to ensure that the assessment has taken place according to ANAB requirements. The technical review ensures that the customer has demonstrated adequate technical competence and provided to ANAB appropriate corrective action(s) for all issued nonconformities. ANAB technical staff also have the option, if necessary, to require that additional assessment activities be performed before an accreditation decision can be confirmed. This ensures the integrity and impartiality of the process.

ANAB评审人员、技术人员和(当被指派时)ANAB认可委员会技术咨询小组(AC TAG)成员及时审查评审文件, 以确保评审是按照ANAB的要求进行的。技术评审确保客户已表现出足够的技术能力, 并对所有已签发的不符合项向ANAB提供适当的纠正措施。如果有必要, ANAB技术人员也可以要求在确认决定之前进行额外的评审活动。这确保了过程的完整性和公正性。

Upon completion of the ANAB technical review, the decision to accredit the customer is made by ANAB technical staff based on the assessor recommendation, appropriate corrective action responses, and compliance with accreditation requirements.

在完成ANAB的技术评审后，由ANAB的技术人员根据评审人员的建议、适当的纠正措施响应和符合认可要求的情况，决定是否认可客户。

After the decision to accredit is confirmed, ANAB sends the customer the certificate of accreditation, which includes the approved scope of accreditation. The customer is added to the directory of accredited customers on the ANAB website.

认可决定确定后，ANAB向客户发送认可证书，其中包括认可的范围。客户被添加到ANAB网站上的认可客户目录中。

ANAB may conduct extraordinary assessment activities outside of a typical assessment cycle as a result of complaints, proficiency testing performance, location changes, organizational changes, and/or other situations in which it is necessary to ensure the integrity of the accreditation. ANAB advises the customer accordingly if such an extraordinary assessment is required.

由于投诉、能力测试表现、地点变更、组织变更和/或其他需要确保认可完整性的情况，ANAB可能会在一个典型的评审周期之外进行特殊的评审活动。如果需要进行如此特别的评审，ANAB会通知客户。

NOTIFICATION OF CHANGES

变更通知

According to ANAB signed agreements, the customer shall notify ANAB of any matters that may affect the customer's capability, the scope of accredited activities, or compliance with the requirements for accreditation. The customer shall use the ANAB notification process to formally document and submit a notification to ANAB.

根据ANAB签署的协议，客户应将任何可能影响客户能力、认可活动范围或符合认可要求的事项通知ANAB。客户应使用ANAB通知流程正式编制并向ANAB提交通知。

The customer shall notify ANAB immediately of any changes in:

客户应立即通知ANAB在以下方面的任何变更:

- Legal, commercial, or organizational status;
- 法律、商业或组织地位;
- Organization and management (e.g., key managerial staff or accounting contact);
- 组织和管理的(例如，主要管理人员或联系人);
- Policies or procedures that directly affect the validity of data;
- 直接影响数据有效性的政策或程序;
- Physical location or premises;
- 物理位置或场所;
- Changes to purchase order requirements and/or special invoicing methods required;
- 更改采购订单要求和/或所需的特殊发票方式;
- Unsuccessful proficiency testing (or proficiency testing alternative) results;
- 不成功的能力验证(或能力验证替代方案)结果;
- Key personnel, equipment, facilities, working environment, or other resources that would impact the validity of data, or the customer's ability to perform accredited work;

- 关键人员、设备、设施、工作环境或其他会影响数据有效性或客户执行认可工作能力的资源;
- Note: Key personnel is defined by ANAB to include the quality manager, technical manager, accounting contact, and anybody who is the only trained and authorized person to perform a technical activity supporting the scope, including uncertainty of measurement, and/or the facilitator of the proficiency testing/inter-laboratory comparison scheme;
- 注意:关键人员由ANAB定义包括质量经理,技术经理,联系,和任何人只要受过培训和授权的人来执行技术活动支持范围,包括测量不确定度和/或能力验证/实验室内部比较计划中的人员;
- Other significant changes affecting the customer quality system or technical operations and any other matter that may affect the customer's capability, scope, compliance with requirements, or other criteria of competence specified by ANAB.
- 其他影响客户质量体系或技术操作的重大变化, 和可能影响客户能力、范围、符合要求或ANAB规定要求的其他事项。

Upon official receipt of customer notification, ANAB evaluates the impact on accreditation and may do any of the following:

在正式收到客户通知后, ANAB会评审对认可的影响, 并可采取下列任何措施:

- Make note within the ANAB system for future reference;
- 在ANAB系统为今后备查做好注释;
- Make a brief visit to the customer to assess the impact of the change;
- 安排一个简短的客户现场访问以评审变更的影响 ;
- Request further proof of conformity with requirements;
- 要求提供更多的符合性证据;
- Revise the scope of accreditation;
- 修改认可范围;
- Perform a surveillance visit;
- 实施一个监督审核;
- Perform a full reassessment.
- 实施一个全要素审核。

ASSESSMENT DELAYS

评审延期

If a customer causes delay in the accreditation process, the following procedure applies:

如顾客引起了认可程序延期, 可采用下列程序:

- PR 2305, Administrative Process Rule: Delays Caused by the Customer, applies to all customers and provides the administrative process when a delay in the accreditation process is caused by the customer.

行政管理流程规则:由客户造成的延误, 适用于所有客户, 并在认证流程因客户原因延误时提供行政管理流程。

SCOPES OF ACCREDITATION

范围

The scope of accreditation is a formal document owned by ANAB and issued to the accredited customer that defines the technical activities for which accreditation is sought. When accreditation has been granted, ANAB issues an approved final scope of accreditation.

认可范围是ANAB拥有并向认可客户发出的正式文件，该文件界定了寻求认可的技术活动。当认可被授予后，ANAB会发布最终批准的认可范围。

PROPOSED SCOPE DEVELOPMENT

提议认可范围

Prior to the initial assessment, the customer prepares a proposed scope of accreditation in accordance with the appropriate ANAB proposed scope instructions and using the appropriate scope of accreditation template.

在进行初步评审之前，客户根据适当的ANAB提出的范围指示和使用适当的认可范围模板，准备一个拟议的认可范围。

The proposed scope of accreditation is a working document and is not an indication of accreditation status. Therefore, a proposed scope shall not be shared with any entity other than ANAB or its authorized representatives.

建议的认可范围是一份工作文件，并不代表认可状态。因此，除ANAB或其授权代表外，不得与任何实体共享拟议的范围。

Scope instructions are located on the ANAB website (www.anab.org).

范围说明位于ANAB网站(www.anab.org)。

SCOPE MODIFICATION

修改范围

The applicant or accredited customer can request changes to the scope of accreditation at any time. ANAB contacts the customer approximately three months prior to the expected yearly assessment activity to inquire about a possible change to the scope of accreditation. Unless ANAB is properly notified with adequate time prior to an assessment activity, the assessor may not be able to extend the scope during the assessment. The impact and cost of any scope change request is determined on a case-by-case basis. 申请人或认可客户可随时要求更改认可范围。ANAB在预期的年度评审活动前约三个月与客户联系，以了解可能对认可范围的变更。除非在评审活动之前有足够的时间适当地通知ANAB，否则评审人员可能无法在评审期间扩展范围。任何范围变更请求的影响和成本都是在个案的基础上确定的。

Voluntary removal of scope items is unlikely to require more than administrative work by ANAB. Additions require review by ANAB technical staff to ensure the requirements of the scope item and ANAB are satisfied.

自愿撤销范围项目不太可能需要ANAB做更多的行政工作。添加的内容需要ANAB技术人员进行审查，以确保满足范围项目和ANAB的要求。

Technical competency to perform new scope activities is ensured by ANAB prior to addition to the scope of accreditation. This may require an on-site visit to verify the competency of the customer to perform

the activities or may require only a technical review of documentation. A scope expansion visit may result in either partial or full approval and may result in identified nonconformities requiring corrective action prior to approval.

在认可范围之外，ANAB确保具备执行新范围活动的技术能力。这可能需要对客户进行现场访问，以验证其执行活动的的能力，或者只需要对文档进行技术审查。范围扩展访问可能导致部分或全部批准，并可能导致在批准之前针对识别的不符合需要采取纠正措施。

REQUIREMENTS DOCUMENTS

要求文件

This manual outlines the general processes for accreditation and refers to applicable accreditation requirements documents. ANAB accreditation requirements (AR series) documentation defines accreditation requirements. ANAB administrative process rules (PR series) documentation details key processes that support the accreditation requirements. This manual is to be used in conjunction with the following AR documents (as applicable) to fully define the requirements for accreditation.

本手册概述认可的一般程序，并参考适用的认可要求文件。ANAB认可要求(AR系列)文件定义了认可要求。ANAB行政管理流程规则(PR系列)文件详细说明了支持认可要求的关键流程。本手册将与下列AR文件(如适用)一起使用，以全面定义认可要求。

ANAB offers accreditation to national and international conformity assessment standards and regulatory and industry-specific requirements. The customer shall own a copy of the applicable standard(s) and comply with the following accreditation requirement documents that define the requirements for accreditation specific to each program offered by ANAB:

ANAB提供符合国家和国际合格评定标准、法规和行业特定要求的认可。客户应拥有一份适用标准的副本，并遵守以下认可要求文件，这些文件定义了ANAB提供的每个项目的认可要求：

- AR 2251, Accreditation Requirements: ISO/IEC 17025 Calibration Laboratories
认可要求：ISO/IEC 17025校准实验室
- AR 2250, Accreditation Requirements: ISO/IEC 17025 Testing Laboratories
认可要求：ISO/IEC 17025检测实验室
- AR 2259, Accreditation Requirements: ISO/IEC 17025 Dimensional Measurement Laboratories
认可要求：ISO/IEC 17025尺寸测量实验室
- AR 2252, Accreditation Requirements: ISO/IEC 17020 Inspection Bodies
认可要求：ISO/IEC 17022检验机构
- AR 2258, Accreditation Requirements: ISO 17034 Reference Material Producers
认可要求：ISO/IEC 17034标准物质生产者
- AR 2255, Accreditation Requirements: ISO/IEC 17043 Proficiency Test Providers
认可要求：ISO/IEC 17043能力验证提供者
- AR 2253, Accreditation Requirements: ISO 15189 Medical Testing Laboratories
认可要求：ISO15189医疗检测实验室

Supplemental requirements (SR series) documents apply to specific accreditation schemes developed by regulators and specifiers (automotive, aerospace, industrial, manufacturing, medical, military, government agencies) for program-specific requirements.

补充要求(SR系列)文件由监管机构和指定机构(汽车、航空航天、工业、制造、医疗、军事、政府机构)

开发适用于为特定项目要求制定的特定认可计划。

Technical requirements (TR series) may apply for specific fields of accreditation.
技术要求(TR系列)可适用于特定的认可领域。

All ANAB documents that define accreditation requirements, supplemental requirements, or technical requirements are available on ANAB's website (www.anab.org).
ANAB网站(www.anab.org)提供了所有定义认可要求、补充要求或技术要求的所有ANAB文件。

CONTROL AND USE OF ACCREDITATION SYMBOL

认可标识的控制和使用

Upon granting of accreditation, ANAB allows its accredited customers to refer to, promote, and advertise their accreditation status through the use of an accreditation symbol.

在获得认可后，ANAB允许其认可客户通过使用认可标志来引用、推广和宣传其认可地位。

ANAB owns and controls the certificate of accreditation, scope of accreditation, and use of the ANAB logo and accreditation symbols.

ANAB拥有并控制认可证书、认可范围以及ANAB标识和认可符号的使用。

ANAB-accredited customers can and are encouraged to display their accreditation status through use of the accreditation symbol, but this shall be done only on accredited work or promotional material referencing accredited work. The accreditation symbol shall not be displayed on work that deals only with non-accredited work.

我们鼓励ANAB认可的客户使用认可标志来显示他们的认可资格，但这只适用于认可工作或引用认可工作的宣传资料。非经认可的工作不得展示认可标志。

Accredited customers benefit from the use of the accreditation symbol by the acceptance established through mutual recognition agreements (MRAs) among accreditation bodies.

认可客户可通过认可机构之间的多边互认协议(MRAs)接受认可标志而受惠。

Customers shall refer to accreditation or claim accreditation only while in active status. For all other statuses, the customer shall cease using the ANAB accreditation symbol in any way. This includes references on reports and/or certificates and all forms of advertising. Reports of work that covers both accredited and non-accredited work shall clearly distinguish this on the reports.

客户应仅在处于有效状态时才能引用或申明认可。对于所有其他状态，客户应停止以任何方式使用ANAB认可符号。这包括在报告和/或证书上的引用和所有形式的广告。包括认可工作和非认可工作的工作报告应在报告中明确区分这一点。

ANAB-accredited organizations wishing to display their accredited status on certificates and reports shall use the appropriate accreditation symbol as provided by ANAB.

ANAB认可的组织希望在证书和报告上显示其认可状态，应使用ANAB提供的适当的认可标识。

ANAB-accredited organizations wishing to represent their accredited status on certificates and reports that choose to not use the accreditation symbol shall include narrative reference to the accreditation as

shown below:

希望在选择不使用认可标志的证书和报告上表明其认可地位的ANAB认可的组织，应包括对认可的说明，如下所示：

“This [calibration/test/inspection/etc.] is accredited under the laboratory's [ISO/IEC 17025/ISO/IEC17020/etc.] accreditation issued by the ANSI National Accreditation Board. Refer to certificate and scope of accreditation [insert accreditation number here].”

“这个(校准/检测/检验/等)是根据实验室的[ISO/IEC 17025/ISO/IEC17020/等]认可的。是由ANSI国家认可委员会颁发的认可。请参阅认可证书及认可范围[此处填上认可编号]。”

➤ PR 1018, Policy on Use of ANAB Accreditation Symbols and Claims of Accreditation Status, provides a company-wide symbol policy that applies to all customers and includes specific requirements for use of the accreditation symbol.

关于使用ANAB认可标志和认可状态声明的政策，提供了适用于所有客户的全公司范围的标志政策，并包括使用认可标志的具体要求。

GUIDANCE DOCUMENTS

指南文件

ANAB has published a series of accreditation guidance documents to assist in the understanding and application of accreditation requirements. ANAB guidance documents are available on request and on the ANAB website (www.anab.org).

ANAB已经发布了一系列的认可指导文件，以帮助理解和应用认可要求。ANAB指南文件可根据要求在ANAB网站(www.anab.org)上获得。

ANAB encourages customers to review and understand all relevant guidance documents.

ANAB鼓励客户审阅和理解所有相关的指南文件。

TRANSFER OF ACCREDITATION

认可转换

Organizations accredited by other accreditation bodies can apply to transfer their accreditation from the other accreditation body to ANAB under strictly defined conditions. Transferring accreditation may save time and money when the current accreditation is considered in the application process. Only customers currently accredited by an ILAC MRA signatory accreditation body can qualify for transfer of accreditation. 获其他认可机构认可的组织，可在严格界定的条件下，申请将其认可从其他认可机构转移至ANAB。如果在申请过程中考虑到目前的认可，那么转移认可可以节省时间和金钱。只有目前被ILAC MRA签署国认可机构认可的客户才有资格获得认可。

ANAB takes the necessary steps to determine eligibility and ensure a seamless transfer of accreditation.

ANAB采取必要的步骤来确定资格，并确保认可的无缝转移。

➤ PR 2308, Administrative Process Rule: Transfer of Accreditation, applies to all customers and provides the specific administrative process for transfer of accreditation.

行政管理流程规则：转换认可，适用于所有客户并规定转换认可的具体行政程序。

MULTI-SITE, TEMPORARY, AND MOBILE ACTIVITIES

多场所，临时和移动的活动

ANAB offers accreditation to organizations made up of one legal entity with multiple locations or using mobile or temporary operations that all seek accreditation.

ANAB为一个拥有多场所、使用移动或临时活动的法人实体并寻求认可的组织提供认可。

All facilities that belong to the entity seeking accreditation and deliver or support key activities need to be reviewed by ANAB to provide assurance they are subject to the same quality system and use the same quality manual, which must comply in all respects with the requirements of the applicable standard and accreditation requirements. In addition, ANAB reviews the organization to ensure key activities are performed as part of a single quality system to determine if a multi-site accreditation is appropriate or if separate accreditations are warranted for each site. ANAB requires that the entity nominate one person as the main point of contact related to accreditation activities.

属于法律实体寻求认可的所有设施和交付或支持关键活动需要由ANAB评审并提供保证他们处于同一个质量体系和使用相同的质量手册,并必须满足在各方面遵守适用的标准和认可要求的要求。此外, ANAB审查组织以确保关键活动作为单一质量体系的一部分来执行, 以确定多场所认可是否合适, 或者是否需要为每个场所分别进行认可。ANAB要求法人实体指定一个人作为与认可活动相关的主要联系人。

Applicants that wish to seek multi-site accreditation are expected to declare their intention to seek a multisite accreditation during the application process.

有意申请多场所评审的申请人, 须在申请过程中声明有意申请多场所评审。

- PR 2307, Administrative Process Rule: Multi-Site Accreditation, applies and provides the specific administrative process for customers seeking multi-site accreditation.

行政管理流程规则:多场所认可, 申请和为寻求多场所认可的客户提供具体行政过程。

CONFIDENTIALITY AND DISCLOSURE OF INFORMATION

保密和信息披露

All information ANAB acquires in relation to ANAB accreditation activities, except for accreditation information that is required to be made public and information made publicly available by the customer, is treated as confidential by all ANAB employees, agents, councils, and committees, and any contractors or subcontractors.

ANAB获得的所有与ANAB认可活动有关的信息, 除了需要公开的认可信息和客户公开的信息外, ANAB的所有员工、代理、理事会和委员会以及任何承包商或分包商都将其视为机密信息。

Such information will not be disclosed to any unauthorized party without the written consent of the customer, except when the law requires disclosure. When ANAB is required by law to release such information, the customer will be informed of the information provided.

除非法律要求披露, 否则未经客户书面同意, 不得向任何未经授权的人士披露该等资料。当ANAB被法律要求发布这些信息时, 客户将被告知所提供的信息。

ANAB may provide access to confidential information to accreditation peer evaluators from accreditation bodies recognized by ILAC, IAF, or regional cooperation (e.g., APAC, IAAC) or other oversight bodies that have signed appropriate agreements to not disclose confidential information as required by specific

schemes.

ANAB可向来自ILAC、IAF、或区域合作(如APAC、IAAC) 认可的认可机构同行评审人员或根据具体计划的要求签署了不披露机密信息的适当协议的其他监督机构提供机密信息,。

PUBLIC NOTICE AND INFORMATION

公众通知和信息

ANAB maintains on its website a publicly available directory of ANAB-accredited customers, including scopes of accreditation and information regarding suspensions and withdrawals of accreditation.

ANAB在其网站上保持一个可公开获取的ANAB认可客户目录, 包括认可范围和有关暂停和撤销认可的信息。

NOTIFICATION OF CHANGE IN ACCREDITATION REQUIREMENTS

认可要求变更的通知

ANAB will communicate to customers any changes in this accreditation manual and any additional accreditation requirements and procedures for accreditation, including the date on which the changes take effect. ANAB's intent is to give customers a reasonable amount of time to document and implement any required changes.

ANAB将向客户通报本认可手册的任何变更, 以及任何额外的认可要求和认可程序, 包括变更生效的日期。ANAB的目的是给客户一段合理的时间来记录和实施任何需要的变更。

Customer action in response to changes in accreditation requirements and procedures is normally reviewed at the next scheduled assessment (or first assessment following any implementation period), unless the changes to the accreditation requirements warrant earlier verification, as determined by ANAB. 客户针对评审要求和程序的变更所采取的行动通常在下次定期评审时(或在任何实施期之后的第一次评审时)进行评审, 除非评审要求的变更需要ANAB确定的更早的验证。

Accreditation requirements will be published on ANAB's website (www.anab.org).

认可要求将在ANAB的网站(www.anab.org)上公布。

ACCREDITATION STATUS

认可状态

All ANAB customers are identified on the website by an accreditation status. The accreditation status categories are active, inactive, voluntary withdrawal, suspension, and termination.

所有的ANAB客户都在网站上通过认可状态进行识别。认可状态类别包括“有效”、“无效”、“自愿撤销”、“暂停”及“终止”。

In the event that ANAB decides to change the accreditation status of a customer from active to any other status, ANAB will notify the customer of the reasons for such action.

如果ANAB决定将客户的认可状态从有效状态更改为任何其他状态, ANAB将通知客户这样做的原因。

- PR 2301, Administrative Process Rule: Accreditation Status, applies to all customers and provides the specific administrative process for accreditation status.

行政管理流程规则：认可状态，适用于所有客户并提供具体的认可状态管理程序。

APPEALS AND COMPLAINTS

申诉和投诉

ANAB has an established process in place for reviewing and processing appeals and complaints. ANAB有一个既定的程序来审查和处理申诉和投诉。

Customers can submit a formal complaint about any aspect of the accreditation process. ANAB may receive a complaint from any source, such as a customer, another accreditation body, or a stakeholder, via verbal communication, email, or the ANAB survey form. ANAB will take action to ensure a clear understanding of the complaint and take action to appropriately resolve it.

客户可以对认可过程的任何方面提出正式投诉。ANAB可能会通过口头交流、电子邮件或ANAB调查表收到来自任何来源的投诉，如客户、另一个认可机构或利益相关者。ANAB将采取行动确保对投诉有清晰的理解，并采取行动妥善解决投诉。

Customers can submit a formal appeal about any assessment finding or decision. ANAB will take action to ensure a clear understanding of the appeal and take action to appropriately resolve it.

客户可以就任何评审结果或决定提交正式申诉。ANAB将采取行动，确保对申诉有清楚的了解，并采取行动妥善解决。

Notification of an appeal shall be provided to ANAB within 30 days of the reported NC, change in accreditation status, or accreditation decision.

申诉通知应在报告的不合格、认可状态的改变或认可决定后30天内提供给ANAB。

- PR 6000, Administrative Process Rule: Appeals and Complaints, applies to all customers and provides the specific administrative process for the appeals and complaints process.

行政管理流程规则：申诉和投诉，适用于所有客户，并为申诉和投诉程序提供具体的行政程序。

FEEES RELATING TO ACCREDITATION

认可费用

ANAB invoices various fees based on the assessment activity and travel. Customers are directed to the below PR document for details.

ANAB根据评审活动和差旅开具各种费用发票。有关详情，请参阅以下公关文件。

- PR 2310, Administrative Process Rule: Fees Relating to Accreditation, applies to all customers and provides the specific administrative process for the fees relating to the accreditation process.

行政流程管理规则：与认可有关的费用，适用于所有客户，并为与认可有关的费用提供具体的行政程序。

RESPONSIBILITIES OF THE CUSTOMER

客户职责

The signed application for accreditation and the requirements of the relevant accreditation program establish the relationship between ANAB and the conformity assessment body (customer). The

application for each accreditation program contains a link to AG 1008, Terms and Conditions for Accreditation.

签署的认可申请和相关认可项目的要求建立了ANAB和合格评定机构(客户)之间的关系。每个认可项目的申请都包含一个到AG1008的链接, 即认可的条款和条件。

OBLIGATIONS OF THE CUSTOMER

顾客义务

The customer will afford ANAB any accommodation and cooperation necessary to enable ANAB to verify compliance with the requirements for accreditation.

客户将为ANAB提供必要的住宿和必要的合作, 以使ANAB能够验证其是否符合认可要求。

ANAB requires that its customers:

ANAB要求其客户:

- Comply with the applicable standards and accreditation requirements;²
- 符合适用的标准及认可规定
- Comply with all relevant provisions of ISO/IEC 17011 as defined in ANAB requirement documents;
- 遵守ANAB要求文件中定义的ISO/IEC 17011的所有相关规定;
- Comply with all other relevant ANAB requirements;
- 遵守所有其他相关的ANAB要求;
- Make all necessary arrangements to cooperate fully and supply to ANAB all information and documentation needed before and during the accreditation process;
- 作出一切必要的安排, 充分合作, 并向ANAB提供认可前和认可过程中所需的所有信息和文件;
- Claim that it is accredited only in respect to services and locations covered by the scope of accreditation;
- 声称只就认可范围所涵盖的服务及地点获得认可;
- Pay accreditation fees before receiving initial and ongoing accreditation;
- 在获得初次及持续的认可前, 须缴付认可费用;
- Not use its accreditation in a way that brings ANAB into disrepute and not make any statement about its accreditation that could be considered misleading or unauthorized;
- 不得以有损ANAB声誉的方式使用其认可, 亦不得就其认可发表任何可能被视为误导或未经授权的声明;
- Upon suspension or withdrawal of accreditation (however determined), cease using any advertising containing any reference thereto and return any certificates of accreditation to ANAB as requested;
- 在暂停或撤回认可资格(无论如何决定)后, 应停止使用任何载有任何引用资料的广告, 并按要求将任何认可证书交回ANAB;
- Not use its accreditation to imply ANAB approval of any product, process, system, and/or person and/or service;
- 不使用其认可暗示ANAB批准任何产品、过程、系统和/或人员和/或服务;
- Endeavor to ensure that no certificate or report of accredited work or any part thereof is used in a misleading manner;
- 努力确保不以误导性的方式使用认可工作或其任何部分的证书或报告;
- Comply with ANAB requirements when referring to its accreditation status in advertising, brochures or other documents, or other communications.
- 在广告、手册或其他文件或其他通信中提及ANAB的认可资格时, 遵守ANAB的要求。

²If applicable, customers shall comply with sector-specific supplemental and technical requirements as defined in relevant SR series and TR series accreditation documentation.

如果适用，客户应遵守相关SR系列和TR系列认可文件中规定的行业特定的补充和技术要求。

TRANSLATIONS FOR INTERNATIONAL ASSESSMENTS

国际评审的翻译

International assessments require all management system and related technical documents to be in English at the time of allocation of assessment activities. Assessment scheduling will be delayed until all translated documents are received by ANAB, and such delays may lead to suspension of accreditation.

国际评审要求在分配评审活动时，所有管理体系和相关技术文件必须是英文的。评审日程将被推迟，直到ANAB收到所有翻译的文件，这种延迟可能会导致评审被暂停。

If the international customer cannot provide management system and technical documents in English, the customer must notify ANAB in writing immediately at the time of allocation. Additional translation fees will be charged at cost. Assessment scheduling will be delayed until all translated documents are received by ANAB, and such delays may lead to suspension of accreditation.

如果国际客户不能提供英文版的管理体系和技术文件，客户必须在分配时立即书面通知ANAB。额外的翻译费用将按成本价收取。评审日程将被推迟，直到ANAB收到所有翻译的文件，这种延迟可能会导致评审被暂停。

When required for objective evidence for the closure of nonconformities, records must be submitted in English. Corrective action review will be delayed until all translated documents and records related to corrective action of nonconformities are received by ANAB, and such delays may lead to suspension of accreditation.

当需要客观证据来证明不符合项的关闭时，必须用英文提交记录。纠正措施评审将被延迟，直到ANAB收到所有与不合格纠正措施相关的翻译文件和记录，这种延迟可能导致评审被暂停。

International customers must provide an English translator for the assessment activity. The translator may be a member of the facility staff.

国际客户必须提供英语翻译进行评审活动。翻译人员可能是工厂工作人员中的一员。

RESPONSIBILITIES OF ANAB

ANAB 职责

IMPARTIALITY

公正性

ANAB is organized, structured, and operated to safeguard the objectivity and impartiality of its activities. ANAB 的组织、结构和运作是为了维护其活动的客观性和公正性。

ANAB's Impartiality Policy (PR 1017) describes ANAB's commitment to impartiality.

ANAB 的公正政策(PR 1017)描述了 ANAB 对公正的承诺。

ETHICS AND CODE OF CONDUCT

道德和行为准则

MA 2100, Accreditation Manual for Laboratory-Related Programs实验室认可手册-相关项目

Effective 生效日期: 2019/08/14

All ANAB contract, leased, temporary, and permanent employees, experts, assessors, and instructors agree to their willingness to observe and be bound by the following to:

所有ANAB合同、租用、临时和永久雇员、专家、评审人员和讲师均同意遵守并受以下约束:

- Act in a strictly trustworthy and unbiased manner in relation to both ANAB and any organizations involved in an assessment by them or personnel for whom they are responsible;
- 对ANAB及其所负责的任何组织或人员所进行的评审，应绝对可靠和不偏不倚;
- Disclose any relationships they may have with the organization to be assessed before undertaking any assessment function concerning said organization;
- 在承担与该组织有关的任何评审职能之前，披露他们可能与该组织存在的任何关系;
- Not accept any inducement, gift, commission, discount, or any other profit from the organization assessed or its representatives or from any other interested person, nor knowingly allow personnel for whom they are responsible to do so;
- 不接受被评审的组织或其代表或任何其他利益相关人士的任何利诱、礼物、佣金、折扣或任何其他利益，也不允许他们负责的人员这样做;
- Maintain confidentiality and not disclose the findings or any part of them, the assessment team responsible, or any other information gained in the course of an assessment process to any third party, unless authorized in writing by both the assessed organization and ANAB;
- 保持机密性，除非得到被评审组织和ANAB的书面授权，否则不得向任何第三方披露评审结果或其任何部分、负责的评审小组或在评审过程中获得的任何其他信息;
- Not act in any way prejudicial to the reputation or interests of ANAB or to the assessed organization.
- 不得以任何方式损害ANAB或被评审组织的声誉或利益。

CONFLICT OF INTEREST

利益冲突

As an accreditation body, ANAB ensures that its activities do not compromise the confidentiality, objectivity, and impartiality of its accreditations. Assessors, technical experts, and Accreditation Council members ensure the impartiality of their conduct by declaring no conflict of interest with any activity related to the customer and the accreditation process.

作为一个认可机构，ANAB确保其活动不会损害其认可的保密性、客观性和公正性。评审人员、技术专家和认可委员会成员通过声明与客户和认可过程相关的任何活动不存在利益冲突来确保他们的行为的公正性。

As a result, all assessors, technical experts, contractors, and AC TAG members:

因此，所有评审人员、技术专家、承包商和AC TAG成员:

- Disclose to ANAB any professional, financial, and/or work-related interest that could be construed as a potential conflict of interest;
- 向ANAB披露任何可能被视为潜在利益冲突的专业、财务和/或与工作有关的利益;
- Agree to hold in confidence all information received from each customer and ANAB unless the law requires such information disclosed without ANAB's consent;
- 同意对从每个客户和ANAB处收到的所有信息保密，除非法律要求在未经ANAB同意的情况下披露此类信息;
- Declare that they understand and agree with the ANAB assessor manual that ensures that they are not subject to any undue influences or pressure that might affect their objectivity and integrity;
- 声明他们理解并同意ANAB评审人员手册，该手册确保他们不受任何可能影响其客观性和完整性的

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- 不适当的影响或压力;
- Act objectively and are be free from any undue commercial, financial, and/or other pressures that could compromise impartiality;
 - 客观行事，不受任何不适当的商业、财务和/或其他可能影响公正的压力;
 - Will not consult with applicants or customers that they have assessed at least until the time of the responsibilities for the issues of that particular customer has been fully discharged. ANAB employees will not consult with customers. Assessors and technical experts contracted to review technical packages will disclose immediately if they or their affiliates have consulted directly with any customer that may give the appearance of a conflict of interest, and will not make any decision related to that customer;
 - 不会与申请人或客户协商，至少他们已评估的在该特定客户的问题已完全履行职责时间前。ANAB 员工不会与客户协商。承包评审技术包的评审人员和技术专家，如果他们或其关联公司直接与任何可能出现利益冲突的客户进行了咨询，并且不会做出与该客户相关的任何决定，则应立即披露;
 - Maintain as confidential all contract monetary information concerning ANAB that has not otherwise been made public by ANAB;
 - 对ANAB未公开的所有涉及ANAB的合同货币信息保密;
 - In the event of any alleged breach of this code, cooperate fully in any formal inquiry procedure.
 - 如果有任何违反本准则的指控，在任何正式的调查程序中需充分合作。

REVISION HISTORY

修订历史

Revision Level 修订版本	Description 描述
Original Release 原始发布	Original release. Replaces the legacy ANAB and L-A-B accreditation manuals. 原始发布。取代旧的ANAB和L-A-B认可手册。
1	Added AR 2259 under Requirement Documents and reference to frequency assessors are assigned to a single CAB under Accreditation Cycle. 根据要求文件和频率评审员的参考资料添加AR 2259，在认可周期内分配到一个CAB。
2	Revised section on Control and Use of Accreditation Symbol; revised section on Responsibilities of the Customer to refer to AG 1008 and add section on translations; 修订有关管制及使用认可标志的条文;修改客户职责部分，参考AG 1008，增加翻译部分; and revised section on Responsibilities of ANAB to refer to PR 1017. 并将ANAB的职责部分修改为参考PR1017。
3	Under Control and Use of Accreditation Symbol added PR 1018 and effective dates for PR 1018 and AR 2201. 在认可标志的控制和使用下，为PR 1018和AR 2201增加了有效期。
4	Deleted reference to ISO Guide 34. Updated references to APAC (from APLAC). 删除ISO指南34的参考。更新对APAC的引用(来自APLAC). Deleted AR 2201 under Control and Use of Accreditation Symbol. Updated accreditation process flowchart. 删除AR 2201下的控制和使用的认可标志。更新认可流程流程图。

— The End —



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