



Accreditation & Conformity Assessment - Vocabulary, Definitions & General Abbreviations

Purpose

This document specifies general terms and definitions related to Accreditation and Conformity Assessment activities. It also sets a list of abbreviations for vocabulary and terms used in the field of Accreditation, Conformity Assessment and Jordan Accreditation System (JAS).

Authorship

This publication has been issued by Accreditation Unit.

Official language

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1. List of Definitions

Term	Definition
Accreditation	Third party attestation related to conformity assessment body conveying formal demonstration of its competence to carry out specific conformity assessment tasks (ISO/IEC 17000).
Accreditation Body	Authoritative body that performs accreditation (ISO/IEC 17000).
Accreditation Criteria	Granting the accreditation based on one of the following international requirements; ISO/IEC 17025, or ISO/IEC 17065 or ISO/IEC 17021, or ISO 15189 or ISO/IEC 17020 and the normative documents related to the scope of accreditation, whichever applicable as defined <u>by AU</u> .
Accreditation Officer	A full time employee of AU who works in Accreditation Section, and may act as a lead assessor, lead assessor assistant or a technical assessor if he/she has the relevant assessor's qualifications.
Appeal	Request by a CAB for reconsideration of any adverse decision made by the accreditation body related to its desired accreditation status, including: <ul style="list-style-type: none"> ▪ Refusal to accept an application, ▪ Refusal to proceed with an assessment, ▪ Corrective action request, ▪ Changes in the accreditation scope, ▪ Decision to deny, suspend, or withdraw accreditation and any other action that impedes the attainment of accreditation. (ISO/IEC 17011).
Assessment	Process undertaken by an accreditation body to assess the competence of the CAB based on particular standard(s) and/or other normative documents for a defined scope of accreditation (ISO/IEC 17011).
Assessment Officer	A full time employee of <u>AU</u> who works in Assessment Section, and may act as a lead assessor, lead assessor assistant or a technical assessor if he/she has the relevant assessor's qualifications.
Assessor	Person assigned by an accreditation body to perform, alone or as part of an assessment team, an assessment of a CAB according to the Accreditation Criteria (ISO/IEC 17011).
Assigned Value	value attributed to a particular property of a proficiency test item

Term	Definition
Attestation	Issue of a statement, based on a decision following review, that fulfillment of specified requirements has been demonstrated (ISO/IEC 17000).
Audit	Systematic, independent, documented process for obtaining records, statements of fact or other relevant information and assessing them objectively to determine the extent to which specified requirements are fulfilled (ISO/IEC 17000).
Calibration	Operation that, under specified conditions, in a first step, establishes a relation between the quantity values with measurement uncertainties provided by measurement standards and corresponding indications with associated measurement uncertainties and, in a second step, uses this information to establish a relation for obtaining a measurement result from an indication (ISO/IEC Guide 99).
Certification	Third party attestation related to products, processes, systems or persons (ISO/IEC 17000).
Complaint	Expression of dissatisfaction, other than appeal, by any person or organization, to an accreditation body, relating to the activities of that accreditation body or of an accredited CAB, where a response is expected (ISO/IEC 17011).
Conformity Assessment	Demonstration that specified requirements relating to a product, process, system, person or body are fulfilled (ISO/IEC 17000).
Conformity Assessment Body	Body that performs assessment services and that can be the object of accreditation (ISO/IEC 17011).
Coordinator	one or more individuals with responsibility for organizing and managing all of the activities involved in the operation of a proficiency testing scheme
Documentation Master List	List of all distributed and/or preserved quality management system related documents (Quality Manual, Quality Procedures, Instruction Manuals, Forms Master copies ... etc.) This shows the current revision level of controlled documentation.
Expert	Person assigned by an accreditation body to provide specific knowledge or expertise with respect to the scope of accreditation to be assessed (ISO/IEC 17011).
Extending accreditation	Process of enlarging the scope of accreditation (ISO/IEC 17011).
External Assessor	An assessor who does not work in <u>AU</u> and contracted by <u>AU</u> to carry out assessments.
Foreign Accreditation Body	An accreditation body other than <u>AU</u> .

Term	Definition
Instructions	Instructions for Administration of Accreditation Procedures of Conformity Assessment Bodies No. (4) for the Year 2016
Inter-laboratory Comparison	organization, performance and evaluation of measurements or tests on the same or similar items by two or more laboratories in accordance with predetermined conditions (ISO/IEC 17043)
Laboratory Proficiency Testing	Determination of the laboratory testing performance by means of interlaboratory comparisons.
Lead Assessor	<p>Assessor who is given the overall responsibility for specified assessment activities (ISO/IEC 17011:2004 - clause 3.15).</p> <p>A team leader is responsible for preparing the assessment plan, leading the assessment team, making decisions relating to the conduct of the assessment, representing the assessment team with the CAB's management, and coordinating and submitting the final assessment report. The Lead Assessor may also act as a Technical Assessor during the same assessment.</p>
Lead Assessor's Assistant	A team member who assists the lead assessor in conducting the assessment of quality management system of a certain CAB or accompany a technical expert for assistance and support. A Lead Assessor's Assistant can be an approved lead assessor or an assessor under training nominated to be an approved lead assessor.
Multi-Lateral Agreement	Arrangement whereby more than two parties recognize or accept one another's conformity assessment results (ISO/IEC 17000).
Mutual Recognition Arrangement	Agreement signed between two accreditation bodies or more according to which each party recognizes the technical equivalence of accreditation systems operated by the other parties, i.e. they recognize CABs accredited under the other systems as if they were accredited under their own.
Nonconformity	Non-fulfilment of a requirement
Observer	Person who accompanies the assessment team but does not assess, as a part of his/her training process to become an approved assessor.
Proficiency Testing	Evaluation of participant performance against pre-established criteria by means of interlaboratory comparisons (ISO/IEC 17043)
Quality officer	Management representative who is responsible for the implementation and maintenance of the AU quality management system.

Term	Definition
Reassessment	An assessment visit for renewal of accreditation. It is similar to an initial assessment, except that experience gained during previous assessments shall be taken into account. Surveillance on-site assessments are less comprehensive than reassessments.
Record	A filled controlled quality form that results from the documentation of actions required by the quality manual, quality procedures, or work instructions, such as internal audits, corrective and preventive actions, management review, external audits and others. Records may be in any media, such as hard copy or electronic media.
Reducing Accreditation	Process of cancelling an accreditation for part of the scope of accreditation (ISO/IEC 17011).
Reference Laboratory	Laboratory chosen by AU to provide technical support in the preparation of samples for the PTS.
Scheme Protocol	Formal document that provides participants with a detailed set of information on joining a PTS, distributed to participants at early stages of the PTS.
Scope of Accreditation	Specific conformity assessment services for which accreditation is sought or has been granted (ISO/IEC 17011).
Suggestion for Improvement	Is considered to be a potential nonconformity, or it may also be a recommendation to improve the current system.
Surveillance	Systematic iteration of conformity assessment activities as a basis for maintaining the validity of the statement of conformity (ISO/IEC 17000).
Suspending Accreditation	Process of temporarily making an accreditation invalid, in full or for part of the scope of accreditation (ISO/IEC 17011).
Technical Assessor	A team member, who conducts the assessment of the technical competence of the CAB for specific area(s) of the desired scope of accreditation. A Technical Assessor may also conduct assessment of the CAB quality management system.
Technical Expert	A team member who provides technical advice during an assessment but not considered as an assessor unless he/she has the relevant assessors' qualifications. Therefore, technical experts, without assessors' qualifications, must always be accompanied by a qualified assessor, team leader Assistant.
Testing	Determination of one or more characteristics of an object of conformity assessment, according to a procedure (ISO/IEC 17000).

Term	Definition
Traceability	Property of a measurement result whereby the result can be related to a reference through documented unbroken chain of calibrations, each contributing to the measurement uncertainty (ISO/IEC Guide 99).
Training & PT Officer	A full time employee of AU who works in Training & PT Section, and may act as a lead assessor, lead assessor assistant or a technical assessor if he/she has the relevant assessor's qualifications.
Vertical Audit	An audit technique which involves the selection of an entry point into the management system such as an application or accreditation certificate, and auditing the selected item's process through the management system.
Withdrawing Accreditation	Process of cancelling an accreditation in full (ISO/IEC 17011).
Witnessing	Observation of the CAB carrying out conformity assessment services within its scope of accreditation (ISO/IEC 17011).
Witness-Audit	Assessment of one or several complete on-site audits at the costumers' of a certification body for products by the accreditation body according to ISO/IEC 17011
Field of certification	Field of activity of a certification body in this case: field of activity within a certification procedure

2. List of Abbreviations

Abbreviation	Definition
AC	Accreditation Committee
AP	Appeals Committee
AU	Accreditation Unit
AUD	Accreditation Unit's Director
BAM	German Federal Institute for Materials Research & Testing
BOD	Board of Directors
CAB	Conformity Assessment Body
DAkkS	German Accreditation System for Testing
DASS	Director of Accreditation and Standardization Systems
DIN	German Institute for Standardization
EA	European Cooperation for Accreditation
EFTA	European Free Trade Area
EMS	Environmental Management System
EOQ	European Organization for Quality
EU	European Union
EUROLAB	Organization for Testing in Europe
IAF	International Accreditation Forum
IC	JSMO Information Centre
IEC	International Electro-technical Commission
ILAC	International Laboratory Accreditation Cooperation
IRCA	International Register of Certified Auditors

Abbreviation	Definition
ISO	International Organization for Standardization
JAS	Jordanian Accreditation System
JSMO	Jordan Standardization & Metrology Organization
JNMI	Jordan National Metrology Institute
ML	Medical Laboratory
MLA	Multi-Lateral Agreements
MoU	Memorandum of Understanding
MRA	Mutual Recognition Arrangements
PTS	Proficiency Testing Scheme
QM	Quality Manual
QMS	Quality Management System
QO	Quality Officer of AU
QP	Quality Procedure
TC	Technical Committee
UKAS	United Kingdom Accreditation Services
VIM	International Vocabulary of basic and general terms in Metrology

3. References

- ISO/IEC 17000: Conformity assessment - Vocabulary and General Principles.
- ISO/IEC 17011: Conformity assessment - General Requirements for Accreditation Bodies Accrediting Conformity Assessment Bodies.
- ISO/IEC Guide 99: International Vocabulary of Metrology - Basic and General Concepts and Associated Terms (VIM).
- JAS-AU Quality Manual & Procedures.
- ISO/IEC 17043: 2010: Conformity assessment -- General requirements for proficiency testing.