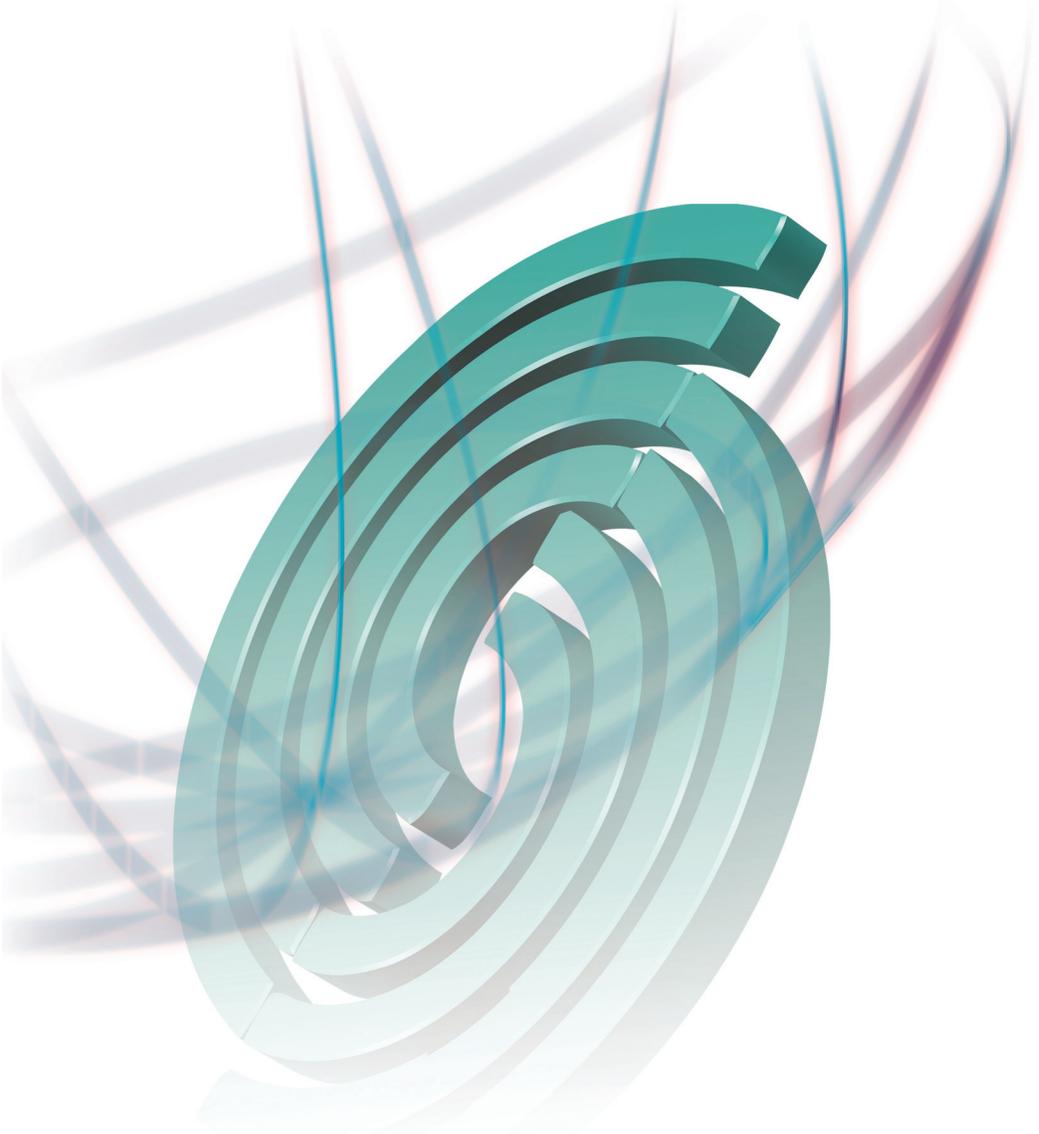




**Standards Council of Canada**  
**Conseil canadien des normes**



**HANDBOOK**  
**Accreditation of Organizations**  
**Certifying Occupational Health and Safety**  
**Management Systems**  
**– Additional Requirements**

**CAN-P-1519**  
December 2006



# **PROGRAM HANDBOOK**

## **Accreditation of Organizations Certifying Occupational Health and Safety Management Systems - Additional Requirements**

**CAN-P-1519**

December 2006

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## FOREWORD

The Standards Council of Canada (“SCC”) is a Crown corporation established by an Act of Parliament in 1970 to foster and promote voluntary standardization in Canada. It is independent of government in its policies and operations, although it is partially financed by parliamentary appropriation. The Council of the SCC consists of members from government and the private sectors. The SCC has several employees based from the corporate offices located in Ottawa, Ontario Canada.

The mandate of the SCC is to promote the participation of Canadians in voluntary standards activities, promote public and private sector co-operation in relation to voluntary standardization in Canada, and co-ordinate and oversee the efforts of the persons and organizations involved in the National Standards System. In addition, SCC fosters quality, performance and technological innovation in Canadian goods and services through standards-related and conformity assessment activities, and develops standards-related strategies and long-term objectives.

In essence, the SCC promotes efficient and effective voluntary standardization in Canada in order to advance the national economy, support sustainable development, benefit the health, safety and welfare of workers and the public, assist and protect consumers, facilitate domestic and international trade, and further international co-operation in relation to standardization.

The SCC also serves as the government’s focal point for voluntary standardization, represents Canada in international standardization activities, and sets out policies and procedures for the development of National Standards of Canada. The SCC also offers several programs for the accreditation of Conformity Assessment Bodies (CAB) and Standards Development Organizations (SDO).

The SCC also promotes and supports the principle of recognition of conformity assessment results and equivalent systems as a means of decreasing multiple assessments and audits, both in Canada and with Canada’s trading partners.

This document is one of several issued by the Standards Council of Canada to define the policies, plans and procedures established by the SCC to help achieve its mandate.

Requests for clarification and recommendations for amendment of this document should be addressed to the SCC. Additional copies of this document can be obtained on SCC’s website at [www.scc-ccn.ca](http://www.scc-ccn.ca).



## **Introduction**

The Standards Council of Canada (SCC) accredits third party management systems certification/registration bodies (CRBs) according to the general requirements in SCC document CAN-P-16, Conformity assessment – Requirements for bodies providing audit and certification of management systems, the text of which has been taken verbatim from ISO/IEC 17021:2006. CAN-P-16 requirements are applied so that all CRBs accredited by SCC operate third-party certification of management systems in a consistent and reliable manner.

In addition to the uniform, international requirements of ISO/IEC 17021, Canada also has several unique requirements for CRBs to further reinforce consistency. These additional requirements are contained in this document which serves as a companion to CAN-P-16.

A list of all accredited CRBs with their scope of accreditation is available to the public on the SCC website at [www.scc-ccn.ca](http://www.scc-ccn.ca).

# Accreditation of Certification/Registration Bodies of Occupational Health and Safety Management Systems - Additional Requirements

## Section 1: General

### 1.1 Scope

This document serves as a companion to SCC document CAN-P-16 and outlines unique Canadian requirements for third-party certification/registration bodies (CRBs) accredited by the SCC. The criteria in this document will be applied in conjunction with those criteria in CAN-P-16 when accrediting CRBs under the SCC accreditation program.

### 1.2 References

IAF GD2:2005	IAF Guidance on the Application of ISO/IEC Guide 62:1996 – General Requirements for Bodies Operating Assessment and Certification/registration of Quality Systems
CAN-P-16	Conformity assessment – Requirements for bodies providing audit and certification of management systems
ISO/IEC 17000:2004	Conformity assessment – Vocabulary and general principles
ISO/IEC 17021:2006	Conformity assessment – Requirements for bodies providing audit and certification of management systems
ISO 19011:2002	Guidelines for quality and/or environmental management systems auditing
CSA Z1000-06	Occupational health and safety management
BSI OHSAS 18001	Occupational health and safety management systems - Specification
ANSI/AIHA Z10-2005	Occupational Health and Safety Management Systems

## 1.3 Definitions

For the purposes of this Guide, the relevant definitions given in ISO/IEC Guide 2 and ISO/IEC 17000:2004 and the following definitions apply.

- 1.3.1 certification/registration body:** A third party that assesses and certifies/registers the occupational health and safety management system of organizations with respect to published occupational health and safety management system standards (i.e. Z1000, BSI OHSAS 18001 & Z10) and any supplementary documentation required under the system.
- 1.3.2 certification/registration document:** Document indicating that an organization's occupational health and safety management system conforms to specified occupational health and safety management system standards and any supplementary documentation required under the system.
- 1.3.3 certification/registration system:** System having its own rules of procedure and management for carrying out the assessment leading to the issuance of a certification/registration document and its subsequent maintenance.

## Section 2: Additional Requirements for Accreditation

### 2.1 Accreditation Standards

#### 2.1.1 Determination of Risk Level of an organization to be audited

The Risk level assigned for the scopes of accreditation is based on the applicable regulations, nature, types, severity and possibility of the foreseeable potential job related hazards. The risk level is categorized as:

**1 = Low Risk**

**2 = Moderate Risk**

**3 = High Risk**

SCC list of scopes of accreditation for OHSMS Accreditation Program

No.	Description	NACE Code	Risk Level
<b>01</b>	<b>Agriculture, Hunting, Forestry &amp; Fishing</b>	<b>A, B</b>	<b>3</b>
•	Growing of crops; market gardening; horticulture	A 01.1	<b>1</b>
•	Farming of animals	A 01.2	<b>1</b>
•	Growing of crops combined with farming of animals (mixed farming)	A 01.3	<b>1</b>
•	Agricultural and animal husbandry service activities, except veterinary activities	A 01.4	<b>1</b>
•	Hunting, trapping and game propagation including related service activities	A 01.5	<b>2</b>
•	Forestry, logging and related service activities	A 02.0	<b>3</b>

<b>No.</b>	<b>Description</b>	<b>NACE Code</b>	<b>Risk Level</b>
•	Fishing	B 05.01	<b>3</b>
•	Operation of fish hatcheries and fish farms; service activities incidental to fishing	B 05.02	<b>1</b>
<b>02</b>	<b>Mining and Quarrying</b>	<b>C</b>	<b>3</b>
•	Mining and agglomeration of hard coal	CA 10.1	<b>3</b>
•	Mining and agglomeration of lignite	CA 10.2	<b>3</b>
•	Extraction and agglomeration of peat	CA 10.3	<b>3</b>
•	Extraction of crude petroleum and natural gas	CA 11.1	<b>3</b>
•	Service activities incidental to oil and gas extraction excluding surveying	CA 11.2	<b>2</b>
•	Mining of uranium and thorium ores	CA 12.0	<b>3</b>
•	Mining of iron ores	CB 13.1	<b>3</b>
•	Mining of non-ferrous metal ores, except uranium and thorium ores	CB 13.2	<b>3</b>
•	Quarrying of stone	CB 14.1	<b>3</b>
•	Quarrying of sand and clay	CB 14.2	<b>3</b>
•	Mining of chemical and fertilizer minerals	CB 14.3	<b>3</b>
•	Production of salt	CB 14.4	<b>2</b>
•	Other mining and quarrying n.e.c.	CB 14.5	<b>3</b>
<b>03</b>	<b>Food Products, Beverages and Tobacco</b>	<b>DA</b>	<b>2</b>
•	Production, processing and preserving of meat and meat products	DA 15.1	<b>2</b>
•	Processing and preserving of fish and fish products	DA 15.2	<b>2</b>
•	Processing and preserving of fruit and vegetables	DA 15.3	<b>2</b>
•	Manufacture of vegetable and animal oils and fats	DA 15.4	<b>2</b>
•	Manufacture of dairy products	DA 15.5	<b>2</b>
•	Manufacture of grain mill products, starches and starch products	DA 15.6	<b>2</b>
•	Manufacture of prepared animal feeds	DA 15.7	<b>2</b>
•	Manufacture of other food products	DA 15.8	<b>2</b>
•	Manufacture of beverages	DA 15.9	<b>2</b>
•	Manufacture of tobacco products	DA 16.0	<b>2</b>
<b>04</b>	<b>Textiles and Textile Products</b>	<b>DB</b>	<b>2</b>
•	Preparation and spinning of textile fibres	DB 17.1	<b>2</b>
•	Textile weaving	DB 17.2	<b>2</b>
•	Finishing of textiles	DB 17.3	<b>2</b>
•	Manufacture of made-up textile articles, except apparel	DB 17.4	<b>2</b>
•	Manufacture of other textiles	DB 17.5	<b>2</b>
•	Manufacture of knitted and crocheted fabrics	DB 17.6	<b>2</b>
•	Manufacture of knitted and crocheted articles	DB 17.7	<b>2</b>
•	Manufacture of leather clothes	DB 18.1	<b>2</b>
•	Manufacture of other wearing apparel and accessories	DB 18.2	<b>2</b>
•	Dressing and dyeing of fur; manufacture of articles of fur	DB 18.3	<b>2</b>
<b>05</b>	<b>Leather and Leather Products</b>	<b>DC</b>	<b>2</b>

<b>No.</b>	<b>Description</b>	<b>NACE Code</b>	<b>Risk Level</b>
•	Tanning and dressing of leather	DC 19.1	2
•	Manufacture of luggage, handbags and the like, saddlery and harness	DC 19.2	2
•	Manufacture of footwear	DC 19.3	2
<b>06</b>	<b>Wood and Wood Products</b>	<b>DD</b>	<b>2</b>
•	Sawmilling and planing of wood, impregnation of wood	DD 20.1	2
•	Manufacture of veneer sheets; manufacture of plywood, laminboard, particle board, fibre board and other panels and boards	DD 20.2	2
•	Manufacture of builders' carpentry and joinery	DD 20.3	2
•	Manufacture of wooden containers	DD 20.4	2
•	Manufacture of other products of wood, manufacture of articles of cork, straw and plaiting materials	DD 20.5	2
<b>07</b>	<b>Pulp, Paper and Paper Products</b>	<b>DE</b>	<b>2</b>
•	Manufacture of pulp, paper and paperboard	DE 21.1	2
•	Manufacture of articles of paper and paperboard	DE 21.2	2
<b>08</b>	<b>Publishing Companies</b>	<b>DE</b>	<b>1</b>
•	Publishing of books; publishing of newspapers, journals, periodicals, sound recordings and other publishing	DE 22.1	1
<b>09</b>	<b>Printing Companies</b>	<b>DE</b>	<b>2</b>
•	Printing of newspapers; printing n.e.c.; bookbinding and finishing; composition and plate making; other activities related to printing	DE 22.2	2
•	Reproduction of recorded media	DE 22.3	1
<b>10</b>	<b>Coke and Refined Petroleum Products</b>	<b>DF</b>	<b>1</b>
•	Manufacture of coke oven products	DF 23.1	1
•	Manufacture of refined petroleum products	DF 23.2	1
<b>11</b>	<b>Nuclear Fuel</b>	<b>DF</b>	<b>1</b>
•	Processing of nuclear fuel	DF 23.3	1
<b>12</b>	<b>Chemicals, Chemical Products and Fibres</b>	<b>DG</b>	<b>1</b>
•	Manufacture of basic chemicals	DG 24.1	1
•	Manufacture of pesticides and other agro-chemical products	DG 24.2	1
•	Manufacture of paints, varnishes and similar coatings, printing ink and mastics	DG 24.3	1
•	Manufacture of soap and detergents, cleaning and polishing preparations, perfumes and toilet preparations	DG 24.5	1
•	Manufacture of other chemical products including: explosives, glues and gelatines, essential oils, photographic chemical material, prepared unrecorded media, and other chemical products n.e.c.	DG 24.6	1
•	Manufacture of man-made fibres	DG 24.7	2
<b>13</b>	<b>Pharmaceuticals</b>	<b>DG</b>	<b>2</b>

No.	Description	NACE Code	Risk Level
•	Manufacture of pharmaceuticals, medicinal chemicals and botanical products	DG 24.4	2
<b>14</b>	<b>Rubber and Plastic Products</b>	<b>DH</b>	<b>2</b>
•	Manufacture of rubber products	DH 25.1	2
•	Manufacture of plastic products	DH 25.2	2
<b>15</b>	<b>Non-metallic Mineral Products</b>	<b>DI</b>	<b>3</b>
•	Manufacture of glass and glass products	DI 26.1	2
•	Manufacture of non-refractory ceramic goods other than for construction purposes; manufacture of refractory ceramic products	DI 26.2	2
•	Manufacture of ceramic tiles and flags	DI 26.3	2
•	Manufacture of bricks, tiles and construction products, in baked clay	DI 26.4	2
•	Cutting, shaping and finishing of stone	DI 26.7	1
•	Manufacture of other non-metallic mineral products, including production of abrasive products	DI 26.8	2
	Product with Asbestos		3
<b>16</b>	<b>Concrete, Cement, Lime, Plaster, etc.</b>	<b>DI</b>	<b>2</b>
•	Manufacture of cement, lime and plaster	DI 26.5	2
•	Manufacture of articles of concrete, cement or plaster	DI 26.6	2
<b>17</b>	<b>Basic Metals and Fabricated Metal Products</b>	<b>DJ</b>	<b>3</b>
•	Manufacture of basic iron and steel and ferro-alloys	DJ 27.1	3
•	Manufacture of tubes (cast iron and steel)	DJ 27.2	3
•	Other first processing of iron and steel and production of ferro-alloys	DJ 27.3	3
•	Manufacture of basic precious and non-ferrous metals	DJ 27.4	3
•	Casting of metals	DJ 27.5	3
•	Manufacture of structural metal products	DJ 28.1	3
•	Manufacture of tanks, reservoirs and containers of metal; manufacture of central heating radiators and boilers	DJ 28.2	2
•	Manufacture of steam generators, except central heating hot water boilers	DJ 28.3	2
•	Forging, pressing, stamping and roll forming of metal; powder metallurgy	DJ 28.4	2
•	Treatment and coating of metals; general mechanical engineering	DJ 28.5	2
•	Manufacture of cutlery, tools and general hardware	DJ 28.6	2
•	Manufacture of other fabricated metal products	DJ 28.7	2
<b>18</b>	<b>Machinery and Equipment</b>	<b>DK</b>	<b>3</b>
•	Manufacture of machinery for the production and use of mechanical power, except aircraft, vehicle and cycle engines	DK 29.1	2
•	Manufacture of other general purpose machinery	DK 29.2	2
•	Manufacture of agricultural and forestry machinery	DK 29.3	2

<b>No.</b>	<b>Description</b>	<b>NACE Code</b>	<b>Risk Level</b>
•	Manufacture of machine-tools	DK 29.4	2
•	Manufacture of other special purpose machinery	DK 29.5	2
•	Manufacture of weapons and ammunition	DK 29.6	3
•	Manufacture of domestic appliances n.e.c. (electric and non-electric)	DK 29.7	2
<b>19</b>	<b>Electrical and Optical Equipment</b>	<b>DL</b>	<b>2</b>
•	Manufacture of office machinery and computers	DL 30.0	2
•	Manufacture of electric motors, generators and transformers	DL 31.1	2
•	Manufacture of electricity distribution and control apparatus	DL 31.2	2
•	Manufacture of insulated wire and cable	DL 31.3	2
•	Manufacture of accumulators, primary cells and primary batteries	DL 31.4	2
•	Manufacture of lighting equipment and electric lamps	DL 31.5	2
•	Manufacture of other electrical equipment n.e.c. (including for engines and vehicles n.e.c.)	DL 31.6	2
•	Manufacture of electronic valves and tubes and other electronic components	DL 32.1	2
•	Manufacture of television and radio transmitters and apparatus for line telephony and line telegraphy	DL 32.2	2
•	Manufacture of television and radio receivers, sound or video recording or reproducing apparatus and associated goods	DL 32.3	2
•	Manufacture of instruments and appliances for measuring, checking, testing, navigating and other purposes, except industrial process control equipment	DL 33.2	2
•	Manufacture of industrial process control equipment	DL 33.3	2
•	Manufacture of optical instruments and photographic equipment	DL 33.4	2
•	Manufacture of watches and clocks	DL 33.5	2
<b>20</b>	<b>Ship Building</b>	<b>DM</b>	<b>3</b>
•	Building and repairing of ships and boats	DM 35.1	3
•	Manufacture of off-shore oil or gas well drilling and production platforms	ANSI-RAB	3
<b>21</b>	<b>Aerospace</b>	<b>DM</b>	<b>2</b>
•	Manufacture of aircraft and spacecraft	DM 35.3	2
<b>22</b>	<b>Other Transport Equipment</b>	<b>DM</b>	<b>2</b>
•	Manufacture of motor vehicles	DM 34.1	2
•	Manufacture of bodies (coachwork) for motor vehicles; manufacture of trailers and semi-trailers	DM 34.2	2
•	Manufacture of parts and accessories for motor vehicles and their engines	DM 34.3	2
•	Manufacture of railway and tramway locomotives and rolling stock	DM 35.2	2

<b>No.</b>	<b>Description</b>	<b>NACE Code</b>	<b>Risk Level</b>
•	Manufacture of motorcycles and bicycles	DM 35.4	2
•	Manufacture of other transport equipment n.e.c.	DM 35.5	2
<b>23</b>	<b>Manufacturing Not Elsewhere Classified</b>	<b>DN</b>	<b>2</b>
•	Manufacture of furniture	DN 36.1	2
•	Manufacture of jewelry and related articles	DN 36.2	2
•	Manufacture of musical instruments	DN 36.3	2
•	Manufacture of sports goods	DN 36.4	2
•	Manufacture of games and toys	DN 36.5	2
•	Miscellaneous manufacturing n.e.c.	DN 36.6	2
<b>24</b>	<b>Recycling</b>	<b>DN</b>	<b>2</b>
•	Recycling of metal waste and scrap	DN 37.1	2
•	Recycling of non-metal waste and scrap	DN 37.2	2
<b>25</b>	<b>Electricity Supply</b>	<b>E</b>	<b>3</b>
•	Production and distribution of electricity	E 40.1	3
<b>26</b>	<b>Gas Supply</b>	<b>E</b>	<b>3</b>
•	Manufacture of gas; distribution of gaseous fuels through mains	E 40.2	3
<b>27</b>	<b>Water Supply</b>	<b>E</b>	<b>2</b>
•	Steam and hot water supply	E 40.3	2
•	Collection, purification and distribution of water	E 41.0	2
<b>28</b>	<b>Construction</b>	<b>F</b>	<b>3</b>
•	Site preparation	F 45.1	3
•	Building of complete constructions or parts thereof; civil engineering	F 45.2	3
•	Building installation	F 45.3	3
•	Building completion	F 45.4	3
•	Renting of construction or demolition equipment with operator	F 45.5	3
<b>29</b>	<b>Wholesale and retail trade; repair of motor vehicles, motorcycles and personal and household goods</b>	<b>G</b>	<b>1</b>
•	Sale of motor vehicles	G 50.1	1
•	Maintenance and repair of motor vehicles	G 50.2	2
•	Sale of motor vehicle parts and accessories	G 50.3	1
•	Sale, maintenance and repair of motorcycles and related parts and accessories	G 50.4	2
•	Retail sale of automotive fuel	G 50.5	1
•	Wholesale on a fee or contract basis	G 51.1	1
•	Wholesale of agricultural raw materials and live animals	G 51.2	1
•	Wholesale of food, beverages and tobacco	G 51.3	1
•	Wholesale of household goods	G 51.4	1
•	Wholesale of non-agricultural intermediate products,	G 51.5	1

No.	Description	NACE Code	Risk Level
	waste and scrap		
•	Wholesale of machinery, equipment and supplies	G 51.6	1
•	Other wholesale	G 51.7	1
•	Retail sale in non-specialized stores	G 52.1	1
•	Retail sale of food, beverages and tobacco in specialized stores	G 52.2	1
•	Retail sale of pharmaceutical and medical goods, cosmetics and toilet articles	G 52.3	1
•	Other retail sale of new goods in specialized stores	G 52.4	1
•	Retail of second-hand goods in stores	G 52.5	1
•	Retail sale not in stores	G 52.6	1
•	Repair of personal and household goods	G 52.7	1
<b>30</b>	<b>Hotels and Restaurants</b>	<b>H</b>	<b>1</b>
•	Hotels	H 55.1	1
•	Camping sites and other provision of short-stay accommodation	H 55.2	1
•	Restaurants	H 55.3	1
•	Bars	H 55.4	1
•	Canteens and catering	H 55.5	1
<b>31</b>	<b>Transport, Storage and Communications</b>	<b>I</b>	
•	Transport via railways	I 60.1	3
•	Other land transport	I 60.2	3
•	Transport via pipelines	I 60.3	3
•	Sea and coastal water transport	I 61.1	3
•	Inland water transport	I 61.2	3
•	Scheduled air transport	I 62.1	3
•	Non scheduled air transport	I 62.2	3
•	Space transport	I 62.3	3
•	Cargo handling and storage	I 63.1	2
•	Other supporting transport activities	I 63.2	2
•	Activities of travel agencies and tour operators; tourist assistance activities n.e.c.	I 63.3	1
•	Activities of other transport agencies	I 63.4	1
•	Post and courier activities	I 64.1	1
•	Telecommunications (service providers)	I 64.2	1
<b>32</b>	<b>Financial Intermediation, Real Estate, Renting</b>	<b>J, K</b>	<b>1</b>
•	Monetary intermediation	J 65.1	1
•	Other financial intermediation	J 65.2	1
•	Insurance and pension funding, except compulsory social security	J 66.0	1
•	Activities auxiliary to financial intermediation, except insurance and pension funding	J 67.1	1
•	Activities auxiliary to insurance and pension funding	J 67.2	1
•	Real estate activities with own or leased property	K 70.1	1
•	Letting of own property	K 70.2	1
•	Real estate activities on a fee or contract basis	K 70.3	1
•	Renting of automobiles	K 71.1	1
•	Renting of other transport equipment	K 71.2	1

<b>No.</b>	<b>Description</b>	<b>NACE Code</b>	<b>Risk Level</b>
•	Renting of other machinery and equipment	K 71.3	1
•	Renting of personal and household goods n.e.c.	K 71.4	1
<b>33</b>	<b>Information Technology</b>	<b>K</b>	<b>1</b>
•	Hardware consultancy	K 72.1	1
•	Software consultancy and supply	K 72.2	1
•	Data processing	K 72.3	1
•	Data base activities	K 72.4	1
•	Maintenance and repair of office, accounting and computing machinery	K 72.5	1
•	Other computer related activities	K 72.6	1
<b>34</b>	<b>Engineering Services</b>	<b>K</b>	<b>1</b>
•	Research and experimental development on natural sciences and engineering	K 73.1	1
•	Research and experimental development on social sciences and humanities	K 73.2	1
•	Architectural and engineering activities and related technical consultancy	K 74.2	1
<b>35</b>	<b>Other Services</b>	<b>K</b>	<b>2</b>
•	Legal, accounting, book-keeping and auditing activities; tax consultancy; market research and public opinion polling; business and management consultancy; holdings	K 74.1	1
•	Technical testing and analysis	K 74.3	1
•	Advertising	K 74.4	1
•	Labor recruitment and provision of personnel	K 74.5	1
•	Investigation and security activities	K 74.6	1
•	Industrial cleaning activities	K 74.7	2
•	Other business activities n.e.c.	K 74.8	1
<b>36</b>	<b>Public Administration</b>	<b>L</b>	<b>1</b>
•	Administration of the State and the economic and social policy of the community	L 75.1	1
•	Provision of services to the community as a whole	L 75.2	1
•	Compulsory social security activities	L 75.3	1
<b>37</b>	<b>Education</b>	<b>M</b>	<b>1</b>
•	Primary education	M 80.1	1
•	Secondary education	M 80.2	1
•	Higher education	M 80.3	1
•	Adult and other education	M 80.4	1
<b>38</b>	<b>Health and Social Work</b>	<b>N</b>	<b>2</b>
•	Human health activities	N 85.1	2
•	Veterinary activities	N 85.2	2
•	Social work activities	N 85.3	1
<b>39</b>	<b>Other Social Services</b>	<b>O</b>	<b>1</b>

<b>No.</b>	<b>Description</b>	<b>NACE Code</b>	<b>Risk Level</b>
•	Sewage and refuse disposal, sanitation and similar activities	O 90.0	<b>2</b>
•	Activities of business, employers and professional organizations	O 91.1	<b>1</b>
•	Activities of trade unions	O 91.2	<b>1</b>
•	Activities of other membership organizations	O 91.3	<b>1</b>
•	Motion picture and video activities	O 92.1	<b>1</b>
•	Radio and television activities	O 92.2	<b>1</b>
•	Other entertainment activities	O 92.3	<b>1</b>
•	News agency activities	O 92.4	<b>1</b>
•	Library, archives, museums and other cultural activities	O 92.5	<b>1</b>
•	Sporting activities	O 92.6	<b>1</b>
•	Other recreational activities	O 92.7	<b>1</b>
•	Other service activities	O 93.0	<b>1</b>

### 2.1.2 Auditor Time Allocation

The Annex II of the IAF GD 2:2005 with the requirements stipulated for the respective risk level of the scope shall be applied. Refer to the “SCC list of scopes of accreditation for OHSMS Accreditation Program” for the assigned risk level.

Once the general starting point for determining the required Auditor Time has been made for the typical organization with the number of employees indicated, adjustments need to be considered to account for the difference that could affect the actual Auditor Time required to perform an effective audit for the specific organization to be audited. In addition to the Annex II of the IAF GD2:2005, the following adjustments shall be included to account for the level of risk of the organization to be audited:

Risk Level 1, no adjustment is required.

Risk Level 2, add (5 – 15%) of audit time based on the audit time as per Annex II of the IAF GD 2:2005

Risk Level 3, add (15 – 30%) of audit time based on the audit time as per Annex II of the IAF GD 2:2005

### 2.1.3 Witness Audit Requirement

- a) The certification body has accredited to all scopes OR scopes with all risk levels OR scopes with risk level 2 & 3

Minimum 1 witness audit for an organization with risk level 3, OR  
Minimum 2 witness audits for organizations with risk level 2

- b) The certification body has accredited to scopes with risk level 2 & 1 only

Minimum 1 witness audit for an organization with risk level 2, OR  
Minimum 2 witness audit for an organization with risk level 1

- c) The certification body has accredited to scopes with any one of the risk level only

Minimum 1 witness audit for an organization with the respective risk level

As a minimum requirement, a witness audit shall be at least a 2-Man x 2-Day Initial Certification/Re-certification Audit for an initial accreditation/re-accreditation. For fulfilling surveillance accreditation requirement, a witness audit shall be at least a 1-Man x 2-Day Re-certification/Surveillance Audit.

#### **2.1.4 Personnel involved in the certification activities**

The certification body shall ensure that the audit team has the required competence to achieve the objectives of the audit.

#### **2.1.5 Assessment Report**

##### **(ISO 19011:2002 6.6.1)**

The audit team leader should be responsible for the preparation and contents of the audit report. The audit report should provide a complete, accurate, concise and clear record of the audit, and should include or refer to the following:

- a) the audit objectives;
- b) the audit scope, particularly identification of the organizational and functional units or processes audited and the time period covered;
- c) identification of the audit client;
- d) identification of audit team leader and members;
- e) the dates and places where the on-site audit activities were conducted;
- f) the audit criteria;
- g) the audit findings;
- h) the audit conclusions.

The audit report may also include or refer to the following, as appropriate:

- i) the audit plan;
- j) a list of auditee representatives;

- k) a summary of the audit process, including the uncertainty and/or any obstacles encountered that could decrease the reliability of the audit conclusions;
- l) confirmation that the audit objectives have been accomplished within the audit scope in accordance with the audit plan;
- m) any areas not covered, although within the audit scope;
- n) any unresolved diverging opinions between the audit team and the auditee;
- o) recommendations for improvement, if specified in the audit objectives;
- p) agreed follow-up action plans, if any;
- q) a statement of the confidential nature of the contents;
- r) the distribution list for the audit report.

**(IAF GD 2:2005 Section 3.4)**

G.3.4.1 Clause 3.4.1. b) of ISO/IEC Guide 62 requires more than a generic summary statement. The report of findings provided to the certification/registration body shall be of sufficient detail to facilitate and support a certification decision and should include:

- Areas covered by the assessment (eg. areas of the certification/registration requirements and locations/units/departments/processes/temporary sites of the auditee) including significant audit trails followed and audit techniques utilized (see G 3.2.4);
- Observations made, both positive (eg. noteworthy features) and negative (eg. Potential nonconformities);
- Report (details) of any nonconformities identified supported by objective evidence. Completed questionnaires/checklists/observation logs/assessor notes might form an integral part of the report that covers the above. If these methods are used, these documents shall be submitted to the certification/registration body as evidence to support the certification/registration decision.

G.3.4.2 The first element of clause 3.4.1.e)5) of ISO/IEC Guide 62 requires the report to contain comments on the conformity of the organization's quality management system with the certification/registration requirements. This can be satisfied by a brief 'written' statement summarising the overall findings (conclusion) of the assessment and a statement of judgement as to the organization's capability of systematically meeting agreed requirements for any product or service supplied within the field specified on the certificate.

G.3.4.3. The second element of Clause 3.4.1.e)5) of ISO/IEC Guide 62 requires these comments to include a clear statement of nonconformity. This can be addressed by the normal methods used by certification/registration bodies for the reporting of nonconformities.

G.3.4.4. The final element of clause 3.4.1.e)5) of ISO/IEC Guide 62 "and, where applicable, any useful comparison with the results of previous assessment of the

supplier”, does not apply to initial assessments but is relevant only to corrective action follow up visits, partial reassessments and surveillance visits.

G.3.4.5. In addition to the requirements for reporting in clause 3.4.1.e) of ISO/IEC Guide 62, this information should cover:

- The degree of reliance that can be placed on the internal audit;
- A summary of the most important observations, positive as well as negative, regarding the implementation of the quality management system;
- The conclusions reached by the audit team.

G.3.4.6. Clause 3.4.2.b) requires the content of the report to take into consideration the adequacy of the internal organization and procedures adopted by the applicant body to give confidence in the quality management system. Comments on adequacy should be supported by comments on the state of development (maturity) and effectiveness of the quality management system.

G.3.4.7. In an audit which combines audits of more than one management system, the report shall clearly identify all requirements important to each management system standard.

## **2.2 Certification Standards**

For serving national and international demands, SCC chooses to have the following three standards serve as the certification standards under the SCC’s OHSMS Accreditation Program:

CSA Z1000-06	Occupational health and safety management
BSI OHSAS 18001	Occupational health and safety management systems - Specification
ANSI/AIHA Z10-2005	Occupational Health and Safety Management Systems

CRBs are allowed to apply for one, two or all of the above certification standards in their OHSMS certification program. CRBs are responsible for ensuring all necessary information and resources are available for the implementation of their OHSMS certification program.