

**Body Performing Certification of Persons
Accreditation Program (CPAP)**

Program Overview

Version 1

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Certification Body Operating in Certification of Persons Accreditation (CPAP): Program Overview

The Standards Council of Canada (SCC) offers an internationally recognized accreditation program for the certification of persons.

SCC's accreditation program for bodies certifying persons is intended for many professional and trade persons, such as auditors, welders and technicians. Certification bodies (CBs) assess an individual's competence to ensure that the skills and knowledge they possess match the requirements related to the specific occupational or skills category (of the scheme which is the object of the certification process).

SCC accreditation evaluates and publicly identifies the credibility, impartiality and technical competence of an organization's certification services.

CBs from around the world seek SCC accreditation as proof that their work is in line with the most current national and international standards and regulations.

1. Accreditation Program Requirements

ACCREDITATION REQUIREMENTS

(SCC is a signatory to IAF and APAC for this accreditation program)

- ISO/IEC 17024:2012 Conformity assessment — General requirements for bodies operating certification of persons
- IAF MD 4:2023 – IAF Mandatory Document for the Use of Information and Communication Technology (ICT) for Auditing/Assessment Purposes

The program for the accreditation of CBs certifying persons operates on a four-year accreditation cycle. During the three years between initial accreditation and reaccreditation and between each reaccreditation, annual surveillance activities will be conducted at the CB head office and other locations to support continued accreditation as applicable.

2. Accreditation Cycle Requirements

In advance of each fiscal year, a four-year accreditation cycle plan will be developed or updated and provided to the CB. The accreditation cycle plan will be based on information submitted by the CB in the most recent Location Survey and will consider:

- knowledge gained during previous assessment activities,
- the assessment team's recommendations,
- complaints received about accreditation,
- disclosed changes,
- publicly accessible information, and,
- adequacy of response to SCC-issued findings.

If at any point a location is changed, added, or removed, the Location Survey is required to be completed and submitted to SCC within thirty (30) calendar days of the change.

As identified in the accreditation cycle plan, surveillance activities for locations other than the head office will be sampled over the four-year accreditation cycle. A sampling methodology will be implemented for identification of surveillance activities for locations. Subcontracted entities, affiliates, partners, sister, and parent organizations may be subject to assessment. SCC will perform surveillance activities at each location other than the head office, once over the four-year accreditation cycle.

The first surveillance activity will be conducted no later than twelve months from the date of the assessment performed to support initial accreditation. Each surveillance activity thereafter will take place no more than twelve months of the previous one. Each accreditation surveillance activity will be referenced by the designation S1, S2, and S3 depending on the stage of the CB in the accreditation cycle.

In the fourth year of the Accreditation Cycle, SCC will conduct a reaccreditation assessment. Reaccreditation assessments will be performed at the head office of the CB (or the SCC accredited entity) and may be conducted at other locations.

As part of the accreditation process, SCC is required to witness the certification process. The process for the determination of the number and nature of witness activities is the same as the process identified for initial accreditation and continued accreditation. Witness activities could be of the organization's certification/examination process or by each certification/licensing scheme.

3. Witness Exam Requirements

Witness activities may also be conducted to review the implementation of other parts of the CB's quality system. Examples of such witness activities include but are not limited to re-certification process, certification and/or examination, criteria development, committee meetings. This is part of the CB demonstrating conformance with the accreditation requirements.

Witness exams will be conducted for each normative standard for which the CB is issuing SCC accredited certificates.

SCC's policy is to conduct one witness exam activity during the initial assessment period, followed by two witness exams over the four-year accreditation cycle. These witness exams will generally occur in the second surveillance year (S2), and in the reaccreditation year (RA).

Initial accreditation or scope extensions can be conditional upon the successful scheduling of one witness exam within 6 months from the date of the granting of accreditation. If the witness exam is not scheduled within the 6 months' timeframe, then the accreditation or scope extension will be withdrawn.

Revision History

VERSION	DESCRIPTION OF CHANGE(S)	APPROVED DATE
1	<ul style="list-style-type: none">• Initial Release• Separating program-specific content out of the ASB Program Overview• International recognition• IAF MD version update• 'Fixed office locations' are now 'locations'	2024-03-26