



The target period for the accreditation process

A-05-01

1442 – 2020

Prepared By	Approved by
Quality General Manager Abdulrahman Alaskar	Executive Director Dr. Adel A. Alkeaid

Index

1 purpose.....	3
2 field of application.....	3
3 reference documents.....	3
4 Contents	3
4.1The target duration of the accreditation process:.....	3

1 purpose

This document outlines the overall policy for SAAC regarding the schedule for the accreditation process.

2 field of application

This appendix applies to the conformity assessment bodies accredited by SAC or applying for accreditation.

3 reference documents

- ISO / IEC 17011: 2017 (Conformity assessment - General requirements for accreditation bodies that accredit conformity assessment bodies)

4 Contents

4.1 The target duration of the accreditation process:

#	Task	Duration
1	Transfer the application to the approval officer or close the request if the request is not within the scope of SAC	1
2	Verify the completeness of the application documents and request the missing documents from the laboratory	1
3	Time is given for the laboratory to complete the documents	10
4	Review the closing notes of the completion of the application and the nomination and approval of the evaluation team	1
5	Approval of the team by the conformity assessment authority	3
6	Office study of the documents of the conformity assessment authority	10
7	Close desk study notes	10
8	Coordinate the date of the visit	2
9	Approval of the appointment by the conformity assessment authority	2
10	The period until the date of the visit	15
11	Field visit and documentation of nonconformities, if any	3
12	Filing cases of nonconformity on the system, if any	2
13	Define corrective actions	5
14	Review the definition of corrective actions	2
15	Close nonconformities	50
16	Review closing nonconformities	5
17	Prepare the final report	2
18	Review, approve and submit the report to the committee	2
19	Study the file and submit recommendations by the committee	10
20	Make decision	1
21	Issuing the certificate	1
Total days		138
The total days of the center		58
Total days for the entity		80