

## **Frequently Asked Questions (FAQ) for NEFAP Accreditation Body Accreditation Process**

- 1. What is the purpose for evaluating the applicant AB prior to accepting the AB as an FSMO accreditor?**
  - a. To assure equivalency and conformance of all ABs who accredit FSMOs to this program.
  
- 2. What process does the evaluation team follow?**
  - a. The evaluation team follows the most current version of the TNI NEFAP SOPs. These are available at the TNI website. ([www.nelac-institute.org](http://www.nelac-institute.org))
  - b. The outline of the process is presented in a flow chart available on the TNI website ([www.nelac-institute.org](http://www.nelac-institute.org)).
  
- 3. What components are included in the report from the evaluation team?**
  - a. The letter report includes three items:
    - i. Completeness review
    - ii. AB Evaluation checklist
    - iii. Letter
  
- 4. How will the Lead Evaluator evaluate the AB's process for conducting Internal Audits since applicant ABs may not have received any FSMO applications and therefore have not been able to perform an internal audit of records generated for this program?**
  - a. The Lead Evaluator will evaluate the records which were generated in preparing to meet the requirements of the program, for example a gap analysis or other records.
  
- 5. How will the Lead Evaluator evaluate the AB's process for conducting Management Reviews since applicant ABs may not have received any FSMO applications and therefore have not been able to perform a management review that includes records related to this program?**
  - a. The Lead Evaluator will evaluate the records for authorization or approval process by management to do FSMO accreditation.
  
- 6. How should the various finding types be implemented?**
  - a. Non-Conformance (NC) – This type of finding is cited if the applicant is missing a required document or requirement within a document. The applicant must provide a response to these findings which corrects the deficiency.
  - b. Concern – A concern is used to indicate a potential problem. The applicant is not required to provide a response to a concern.
  - c. Comment – A comment is used to indicate an item of note. The applicant is not required to provide a response to a comment.
  
- 7. Who is responsible for providing the “completeness review”?**
  - a. Completeness reviews are to be performed by the Lead Evaluators. If during the review the Lead Evaluator determines that required information is missing, the Lead Evaluator shall immediately request the information from the applicant AB and copy TNI staff, Ilona Taunton ([ilona.taunton@nelac-institute.org](mailto:ilona.taunton@nelac-institute.org)).

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### **8. Who should receive information concerning the progress of the evaluation?**

- a. The evaluation team should receive regular updates concerning the progress of the evaluation.
- b. Ilona Taunton shall be included in the correspondence and should receive all information concerning the records of the evaluation.
- c. Chair of NEFAP EC (See: [www.nelac-institute.org](http://www.nelac-institute.org) committee roster) shall be included on the emails related to the evaluation process.

### **9. Which items listed on the AB checklist require a record of the objective evidence observed?**

- a. Each clause identified as “FLAG” on the checklist must have the objective evidence that was observed documented.

### **10. How does the AB application process continue to progress forward?**

- a. The evaluation team keeps the process moving forward by having contact with the AB applicants as needed. This will assure complete and timely review of required items. Additionally, remote evaluations are acceptable to discuss items.

### **11. What is the process for completing reports?**

Reports are to be completed in stages:

- a. A document review report is created initially. The full report is submitted to the applicant AB. This report will include NC, Concerns and/or Comments concerning the documentation provided to the evaluation team. Additionally, a letter will be written identifying the number of NC, Concerns and/or Comments listed in the full report. Adapt the “Model Letter” from SOP 5-105 for reporting on the document review. This letter will be sent to the NEFAP recognition subcommittee for vote for preliminary recognition.
  - i. Please note, that prior to the applicant AB performing their first FSMO assessment, the applicant AB must submit an approvable corrective action plan and implement the approved corrective actions.
- b. A final report is created following a witness observation of an assessment performed by the applicant AB. This report will follow the procedure outlined in the SOP and includes input from the Technical Evaluator.

### **12. How are Non-Conformance responses handled?**

- a. Non-Conformance response and handling will follow SOP 5 – 105. Please note that all Non-Conformances must be closed before final recognition and prior to the applicant AB’s first FSMO assessment.

### **13. What checklist is used for assessing an applicant AB?**

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- a. Currently NEFAP\_AB\_Evaluation\_Checklist 11-18-10 rev 1.xls. This checklist can be obtained from Ilona Taunton.

### **14. What information is provided in the initial letter/report to the Executive Committee?**

- a. The initial letter/report contains:
  - i. A summary to indicate the completeness of the information received.
  - ii. Determination if the information submitted addresses the requirement of the TNI FSMO standards, Volume 1 and Volume 2.
  - iii. The number of Non-Conformances, Concerns, and Comments.

### **15. What is the purpose of the confidentiality statement?**

- a. The confidentiality statement requires that each evaluator is bound to maintaining confidentiality as an individual. The statement affirms that information (documents and records) received and used as part of the evaluation will NOT to be shared or discussed with anyone except the applicant AB and TNI staff (Ilona Taunton).