GUIDE 62

General requirements for bodies operating assessment and certification/registration of quality systems

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Contents

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Foreword

ISO (the International Organization for Standardization) and IEC (the International Electrotechnical Commission) form the specialized system for worldwide standardization. National bodies that are members of ISO or IEC participate in the development of International Standards through technical committees established by the respective organization to deal with particular fields of technical activity. ISO and IEC technical committees collaborate in fields of mutual interest. Other international organizations, governmental and non-governmental, in liaison with ISO and IEC, also take part in the work.

Draft Guides adopted by the responsible Committee or Group are circulated to national bodies for voting. Publication as a Guide requires approval by at least 75 % of the national bodies casting a vote.

ISO/IEC Guide 62 was prepared by the Committee on Conformity Assessment (CASCO).

This Guide cancels and replaces ISO/IEC Guide 48:1986, *Guidelines for third-party assessment and registration of a supplier's Quality System*.

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Introduction

Certification/registration of a supplier's quality system is one means of providing assurance that the certified/registered supplier is capable of supplying products or services that meet specified requirements.

This Guide specifies requirements, the observance of which is intended to ensure that certification/registration bodies operate third-party certification/registration systems in a consistent and reliable manner, thereby facilitating their acceptance on a national and international basis. This Guide should serve as a foundation for the recognition of relevant national systems in the interests of international trade.

This Guide is intended for use by bodies, however described, which carry out the functions of assessment and certification/registration of quality systems. For convenience of drafting, such bodies are referred to as "certification/registration bodies". This wording should not be an obstacle to the use of this Guide by bodies with other designations which undertake activities which it covers. Indeed, this Guide should be usable by any body involved in quality system assessment.

The requirements contained in this Guide are written, above all, to be considered as general requirements for organizations operating quality system certification/registration programmes, therefore the requirements may have to be supplemented when specific industrial or other sectors (e.g. health and safety) make use of it.

Quality system certification/registration involves only the assessment of a supplier's quality system and not the certification of products, processes or services. Evidence of conformity to the appropriate quality system standard and any supplementary documentation will be in the form of a certification/registration document or a quality system certificate.

While this Guide is intended for use by bodies concerned with recognizing the competence of certification/registration bodies, many provisions contained herein may be useful in second-party assessment procedures.

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General requirements for bodies operating assessment and certification/registration of quality systems

Section 1: General

1.1 Scope

This Guide specifies general requirements for a third-party body operating quality system certification/registration to meet if it is to be recognized as competent and reliable in the operation of quality system certification/registration.

NOTE 1 In some countries, the bodies which verify conformity of quality systems to specified standards are called "certification bodies", in others "registration bodies", in others "assessment and registration bodies" or "certification/registration bodies", and in still others "registrars". For ease of understanding, this Guide always refers to such bodies as "certification/registration bodies". This should not be understood to be limiting.

The requirements contained in this Guide are written, above all, to be considered as general requirements for any body operating certification/registration of quality systems.

1.2 References

ISO/IEC Guide 2:1996, *General terms and their definitions concerning standardization and related activities.*

ISO 8402:1994, *Quality management and quality assurance — Vocabulary.*

ISO 9000-1:1994, *Quality management and quality assurance standards — Part 1: Guidelines for selection and use.*

ISO 9000-2:1993, *Quality management and quality assurance standards — Part 2: Generic guidelines for the application of ISO 9001, ISO 9002 and ISO 9003.*

ISO 9000-3:1991, *Quality management and quality assurance standards — Part 3: Guidelines for the application of ISO 9001 to the development, supply and maintenance of software.*

ISO 9000-4:1993, *Quality management and quality assurance standards — Part 4: Guide to dependability programme management.*

ISO 9001:1994, *Quality systems — Model for quality assurance in design, development, production, installation and servicing.*

ISO 9002:1994, *Quality systems — Model for quality assurance in production, installation and servicing.*

ISO 9003:1994, *Quality systems — Model for quality assurance in final inspection and test.*

ISO 9004-1:1994, *Quality management and quality system elements — Part 1: Guidelines.*

ISO 9004-2:1991, *Quality management and quality system elements — Part 2: Guidelines for services.*

ISO 9004-3:1993, *Quality management and quality system elements — Part 3: Guidelines for processed materials.*

ISO 9004-4:1993, *Quality management and quality system elements — Part 4: Guidelines for quality improvement.*

ISO 10005:1995, *Quality management — Guidelines for quality plans.*

ISO 10007:1995, *Quality management — Guidelines for configuration management.*

ISO 10011-1:1990, *Guidelines for auditing quality systems — Part 1: Auditing.*

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ISO 10011-2:1991, *Guidelines for auditing quality systems — Part 2: Qualification criteria for quality systems auditors.*

ISO 10011-3:1991, *Guidelines for auditing quality systems — Part 3: Management of audit programmes.*

ISO 10012-1:1992, *Quality assurance requirements for measuring equipment — Part 1: Metrological confirmation system for measuring equipment.*

ISO 10013:1995, *Guidelines for developing quality manuals.*

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