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| National Accreditation Department Registration of CABs Section | Title: Guideline on Registration Remote Audit | ID. No.: RG-04 |
| | Revision No: 01 | Revision Date: 29-06 -2021 |

1.0 Introduction

Registration of Conformity Assessment Bodies (CABs) is mandatory for all the CABs in UAE in response to Cabinet Decision No 35 (2015). Audit is conducted for new registration, renewal, follow up, and investigations in response to complaints. These audits are performed as per the procedure (RP-09) of Registration Section of Ministry of Industry and Advanced Technology (MOIAT).

However, in some unforeseen conditions the onsite audit may be replaced by the Remote Audit as decided by the management Registration Section. This document provides the guidance for conducting such Remote audits which may arise in the following situations:

1. Travel to a CAB is not reasonable (i.e., for safety reasons, travel restrictions, etc.).
2. When visit to CAB is not reasonable during crisis or directions from government and regulators based on security, health and safety measures.
3. There are unavoidable changes in scheduling for the auditor or CAB (i.e., personal issues, change in business priorities, etc.).

2.0 Scope

This procedure is applicable to all the registered CABs in UAE whenever onsite audit is replaced by the Remote Audit based on clause 1 situations.

The Remote Audits may be initiated in the place of the following onsite audits for:

- Renewal of registration.
- Follow up onsite audit (provided the verification of effectiveness of corrective action do not demand onsite audit).
- First time registration of a CAB provided the CAB holds valid accreditation for the scope of registration.
- A laboratory registered for one scope (testing or calibration or sampling) and wishes to extend the registration for the other scope

3.0 Procedure

The Remote Audit essentially involves sending the checklist to the CAB, receiving the feedback and conducting the audit by review of documents/ records submitted and conducting the interviews as required.

Step 1: The auditor will contact the CAB in order to seek the following information :

- A. The details of contact person and details (Name, designation, E-mail Id, Mobile No and Landline No.) who will be responsible to facilitate the Remote Audit and follow up the post-audit activities.
- B. Inform the proposed date of sending the checklist and deadline for submitting all the documents/ records.
- C. Request the CAB to inform its preferred mode of sending back the filled-up check list and the required documents and records: by e-Mail or through MOIAT cloud.



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D. The CAB will fill up the checklist and send back the same to the auditor along with the required documents and records by the closing time as agreed.

Step2: Conduct the Remote Audit on the agreed date.

Step3: The auditor will review all the deliverables supplied by the CAB, and seek clarification with the CAB Contact Person in case of any doubt.

Step4: Preparation of Remote Audit report (containing the recommendation for granting/ renewal / suspension / cancellation of registration) and sending back the same along with non-conformities (if any) to the contact person within 5 working days (maximum).

Step5: The time required to close all the non-conformities is 20days maximum. This period may be extended to another 10 days maximum provided (a) the CAB requests for the same in a timely manner along with valid justification, and (b) the above-mentioned request is accepted by the auditor.

Step 6: The CAB will take all corrective actions and demonstrate that non-conformity is not recurring by sending the required evidences to the auditor.

Step7: The auditor will review the evidences provided by the CAB and close all the NCs if the CAB has taken appropriate and accepted corrective action(s).

Step8: The Application manager of the registration section will do overall review of the application process (either fees or penalties or both depending on the case).

Step9: Head section of Registration will take the decision of issuance of the registration certificate.

Step10: In case of non-granting / suspension / cancellation of registration, registration certificate will not be issued and the relevant licensing authority will be informed in order to remove the given conformity assessment activity from the trade license of the CAB.

4.0 Conditions for Cancellation of Application

- Registration Application shall be cancelled after confirming with Registration Section Head in the following cases:
 - A. The CAB is not committed to meet the requirements of Audit.
 - B. The CAB provides incorrect/ false information to MOIAT.
 - C. Registration Fees are not paid as per MOIAT invoice due date.
 - D. Delay in responding to the auditor during the registration process.
- In case the application/ registration is cancelled, the CAB may re-apply for Registration of CABs services after minimum (90) days from the date of cancellation.

5.0 Fees and Penalties

- A. Registration fees are charged as per Cabinet Decree No. 13 (2021) are applicable.

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B. Penalties in case(s) of violations as per Cabinet Decree No. 13 (2021) are applicable.

6.0 Follow Up Audit

The Registration Section may verify the documents, records and any other information provided during the Remote Audit. The follow up audit can be scheduled or unannounced visit and be conducted either remotely or onsite.