This document is used by Emirates International Accreditation Centre (EIAC) and applicants for persons' certification bodies' accreditation to conduct an **ISO/IEC 17024:2026** document review.

Note: The assigned EIAC assessor/team is responsible for conducting a document review using the checklist and references given by the Certification Body. The assessor/team shall confirm the documentation compliance with the requirements of ISO/IEC 17024:2026 and indicate the compliance of Certification Body in the "EIAC Review" Yes and No columns of the form. The assessor/team can use the Notes column to define any non-compliance, observations, need for further queries etc.

Assessment Team Review Information			
Name	**Role in assessment**	**Receiving date**	**Completion date**

Instructions

Applicant Certification Bodies:

The applicant shall complete the **column A** "**CB DOCUMENT REVIEW (Document Ref./Clause No.)**" by referencing its document that shows they are compliant with the specific requirement. This reference shall indicate the document title/name/number, page and/or clause(s) in which the compliance can be confirmed. The form and all documentation referenced on the checklist then be forwarded to the Certification Bodies Accreditation Department in Emirates International Accreditation Centre (EIAC) along with application form and related documents.

Please do not fill **column B** "**EIAC REVIEW Y/N NOTES".** These are for EIAC use only.

The Certification bodies shall refer to the ISO/IEC 17024:2026 standard while filling this checklist.

Example of how to complete the column (for guidance only):

CLAUSE NO.	REQUIREMENT	CB DOCUMENT REVIEW (Document Ref./Clause No.)
4.1	*Does the certification body a legal entity, or a defined part of a legal entity, that can be held legally responsible for its certification activities?*	*Yes — QM-01 Quality Manual, Rev. 3 (01-02-2026), clause 4.2, page 7; Trade License no. 123456 (Attachment 1, submitted with this checklist).*
6.5	*Does the certification body use AI in any part of the certification process? If yes, identify where it is used and confirm a) to f) below.*	*No — the certification body does not use artificial intelligence in any part of the certification process. Confirmed in PR-12 Certification Process, Rev. 2, clause 5.1.*
6.5 a)	*Is AI verified, managed and monitored on an ongoing basis to ensure the intended results?*	*Not applicable — AI is not used, see 6.5 above.*

Applicant Certification Body Name:

Completed on behalf of the Certification Body:

Name	Position / Job title	Date

CLAUSE NO.	REQUIREMENT	A. FILLED BY CAB	B. FILLED BY EIAC		
		CB DOCUMENT REVIEW (Document Ref./Clause No.)	EIAC REVIEW		
			Y	N	NOTES
4	**General requirements**				
4.1	**Legal matters**				
4.1	Is the certification body a legal entity, or a defined part of one, that can be held legally responsible for its certification activities? Is evidence available (e.g. trade licence, decree of establishment)?		☐	☐	
4.2	**Responsibility for decision on certification**				
4.2	Does the certification body keep responsibility and authority for all its certification decisions (granting, maintaining, recertifying, expanding and reducing scope, suspending, reinstating and withdrawing) and not delegate them?		☐	☐	
4.3	**Management of impartiality**				
4.3.1	Are the structure, policies and procedures used to manage impartiality documented, so that certification activities are carried out impartially?		☐	☐	

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4.3.2	Is top management commitment to impartiality demonstrated? Is an impartiality statement publicly available without request, covering the importance of impartiality, management of conflicts of interest and objectivity of certification activities?		☐	☐	
4.3.3	Does the certification body act impartially towards applicants, candidates and certified persons?		☐	☐	
4.3.4	Are the policies and procedures for certification of persons fair to all applicants, candidates and certified persons?		☐	☐	
4.3.5	Where AI is used in any certification activity, has the certification body documented, and can it demonstrate, how risks to impartiality (e.g. bias) are eliminated, minimized or managed?		☐	☐	
4.3.6	Does the certification body avoid unfairly impeding access by applicants and candidates, and ensure certification is not restricted by undue financial or other limiting conditions (e.g. membership of an association or group)?		☐	☐	
4.3.7	Does the certification body take responsibility for the impartiality of its activities and prevent commercial, financial or other pressures from compromising it?		☐	☐	
4.3.8	Does the certification body monitor its activities and relationships on an ongoing basis, including those of its personnel and related bodies, to identify threats to impartiality?		☐	☐	

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4.3.9	Where a threat to impartiality has been identified, is there evidence that its effect has been eliminated or minimized?		☐	☐	
4.3.10	Does the certification body identify, analyse, monitor, document and eliminate or minimize potential conflicts of interest from all sources (internal and external), and can it demonstrate how each is managed?		☐	☐	
4.4	**Finance and liability**				
4.4	Does the certification body have the financial resources needed to operate its certification activities, and adequate arrangements (e.g. insurance or reserves) to cover associated liabilities?		☐	☐	
5	**Structural requirements**				
5.1	**Management and organizational structure**				
5.1.1	Is the certification body structured and managed so as to safeguard impartiality?		☐	☐	
5.1.2	Is the organizational structure documented, describing the duties, responsibilities and authorities of management, personnel and committees? Where the certification body is part of a legal entity, does the documentation show the line of authority and the relationship with other parts of that entity?		☐	☐	

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5.1.2 a)	Has responsibility been determined for policies and procedures relating to the operation of the certification body?		☐	☐	
5.1.2 b)	Has responsibility been determined for the finances of the certification body?		☐	☐	
5.1.2 c)	Has responsibility been determined for resources for certification activities?		☐	☐	
5.1.2 d)	Has responsibility been determined for the development and maintenance of the certification schemes?		☐	☐	
5.1.2 e)	Has responsibility been determined for assessment activities?		☐	☐	
5.1.2 f)	Has responsibility been determined for decisions on certification, including granting, maintaining, recertifying, expanding, reducing, suspending, reinstating and withdrawing?		☐	☐	
5.1.2 g)	Has responsibility been determined for contractual arrangements?		☐	☐	
5.2	**Structure of the certification body in relation to education or training**				
5.2.1	Where education or training is a prerequisite for certification, does the certification body ensure it does not compromise impartiality or reduce the certification requirements?		☐	☐	
5.2.2	Does the certification body avoid stating or implying that certification would be simpler, easier or less expensive if specific education or training services are used (check website, brochures and other promotional material)?		☐	☐	

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5.2.3	Is education or training offered within the same legal entity or a related body? If so, is this recognised as a threat to impartiality and addressed as required in a) to e) below?		☐	☐	
5.2.3 a)	Are the associated threats to impartiality identified and documented on an ongoing basis, with a documented process showing how they are eliminated or minimized?		☐	☐	
5.2.3 b)	Can the certification body demonstrate that all its processes are independent of education or training, so that confidentiality, information security and impartiality are not compromised?		☐	☐	
5.2.3 c)	Does the certification body avoid giving the impression that using both services gives the applicant any advantage?		☐	☐	
5.2.3 d)	Does the certification body avoid requiring its own (or a related body's) education or training as the only acceptable prerequisite where alternative education or training with an equivalent outcome exists?		☐	☐	
5.2.3 e)	Are personnel prevented from acting as examiner or invigilator for a candidate they have trained, unless the certification body can demonstrate how conflicts of interest and impartiality are controlled?		☐	☐	

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6	**Resource requirements**				
6.1	**General requirements for personnel**				
6.1.1	Does the certification body manage, and take responsibility for, the performance of all personnel involved in certification activities?		☐	☐	
6.1.2	Are all personnel who could influence certification activities required to act impartially?		☐	☐	
6.1.3	Does the certification body have access to a sufficient number of competent persons to perform its certification activities?		☐	☐	
6.1.4	Is there a process for managing the competence of personnel?		☐	☐	
6.1.5	Are competence requirements specified for personnel involved in the certification process, and is up-to-date documented information maintained demonstrating their competence?		☐	☐	
6.1.6	Are personnel provided with up-to-date documented instructions describing their duties and responsibilities?		☐	☐	
6.1.7	Are all personnel (including committee members, contractors and external personnel) required to keep confidential all information obtained or created during certification activities, except where authorized by the applicant, candidate or certified person? Is the certification body aware of legal requirements that may require disclosure?		☐	☐	

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6.1.8	Are records kept of personnel's agreement to comply with the certification body's policies and procedures, including confidentiality, impartiality and conflicts of interest?		☐	☐	
6.1.9	Where the certification body certifies a person it employs or contracts, are procedures in place to maintain impartiality?		☐	☐	
6.2	**Personnel involved in assessment activities**				
6.2.1	**General**				
6.2.1	Are personnel required to declare potential or known conflicts of interest with any applicant, candidate or certified person?		☐	☐	
6.2.2	**Requirements for examiners**				
6.2.2.1	Do examiners meet the certification body's requirements, and do the selection and approval processes ensure the points in a) to e) below?		☐	☐	
6.2.2.1 a)	Are examiners competent in the field of examination?		☐	☐	
6.2.2.1 b)	Do examiners understand the relevant certification scheme?		☐	☐	
6.2.2.1 c)	Are examiners able to apply the examination procedures and documents?		☐	☐	
6.2.2.1 d)	Do examiners have the skills to conduct the examination?		☐	☐	
6.2.2.1 e)	Have examiners declared any known conflicts of interest?		☐	☐	

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6.2.2.2	Where an examiner uses interpretation or translation, are procedures in place to ensure that the validity, reliability and fairness of the examination are not affected?		☐	☐	
6.2.2.3	Does the certification body monitor the performance of examiners and the reliability and fairness of their judgements, take corrective action where deficiencies are found, and keep evidence of the monitoring and actions taken?		☐	☐	
6.2.2.4	Where an examiner has a potential or known conflict of interest with a candidate or certified person, are measures taken to protect confidentiality and impartiality, and are these measures recorded?		☐	☐	
6.2.3	**Requirements for other personnel involved in the assessment**				
6.2.3	Where other personnel involved in the assessment (e.g. invigilators, examination content developers) have potential conflicts of interest, are measures taken to protect confidentiality and impartiality, and are these measures recorded?		☐	☐	
6.3	**Outsourcing**				
6.3.1	Is there a legally enforceable agreement with each body providing outsourced services related to certification activities, covering the arrangements, confidentiality and avoidance of conflicts of interest?		☐	☐	
6.3.2	Where services related to certification activities are outsourced, does the certification body meet a) to e) below?		☐	☐	

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6.3.2 a)	Does the certification body take full responsibility for all outsourced services?		☐	☐	
6.3.2 b)	Does it ensure that the body providing the outsourced services is competent and conforms to ISO/IEC 17024:2026?		☐	☐	
6.3.2 c)	Does it assess and monitor the performance of outsourced service providers in accordance with its documented procedures?		☐	☐	
6.3.2 d)	Does it keep records demonstrating that outsourced service providers meet all relevant requirements?		☐	☐	
6.3.2 e)	Does it maintain a list of the bodies providing outsourced services?		☐	☐	
6.4	**Other resources**				
6.4	Does the certification body use adequate premises, including examination sites, equipment and resources for its certification activities?		☐	☐	
6.5	**Use of artificial intelligence (AI) in the certification process**				
6.5	Does the certification body use AI in any part of the certification process? If yes, identify where it is used and confirm a) to f) below. If no, record the confirmation in the Notes column.		☐	☐	
6.5 a)	Is the AI verified, managed and monitored on an ongoing basis to ensure the intended results?		☐	☐	

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6.5 b)	Are AI outcomes validated by subject matter experts?		☐	☐	
6.5 c)	Do personnel have the competence needed to oversee and use the AI?		☐	☐	
6.5 d)	Is human oversight of the AI provided?		☐	☐	
6.5 e)	Can the certification body demonstrate the validity, reliability and fairness of its use of AI?		☐	☐	
6.5 f)	Where applicants, candidates or certified persons communicate or interact with AI, is the use of AI disclosed to them and their acknowledgement obtained?		☐	☐	
7	**Records and information requirements**				
7.1	**Records of applicants, candidates and certified persons**				
7.1.1	Are records maintained for applicants, candidates and certified persons that confirm the status of certified persons and demonstrate that certification or recertification was effectively completed (application forms, assessment reports including examination records, and records of granting, maintaining, recertifying, expanding, reducing, suspending or withdrawing)?		☐	☐	
7.1.2	Are these records identified, managed, protected from unauthorized access and disposed of in a way that protects the integrity of the process and confidentiality? Are they kept for at least one full certification cycle, or longer where required?		☐	☐	

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7.2	**Public information**				
7.2.1	Does the certification body confirm on request whether an individual holds a current, valid certification and the scope of that certification?		☐	☐	
7.2.2	Does the certification body make the information in a) to g) below publicly available without request?		☐	☐	
7.2.2 a)	Scope of the certification.		☐	☐	
7.2.2 b)	Prerequisites, if applicable.		☐	☐	
7.2.2 c)	Application requirements.		☐	☐	
7.2.2 d)	Initial certification requirements.		☐	☐	
7.2.2 e)	Surveillance requirements, if applicable.		☐	☐	
7.2.2 f)	Recertification interval and requirements.		☐	☐	
7.2.2 g)	Description of the certification process, including the assessments.		☐	☐	
7.2.3	Is information provided by the certification body, including marketing and promotional material, accurate and not misleading?		☐	☐	

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7.3	**Confidentiality**				
7.3.1	Are there documented policies and procedures for the maintenance and release of information?		☐	☐	
7.3.2	Are there policies and procedures for data privacy and data protection?		☐	☐	
7.3.3	Is the certification body responsible, through legally enforceable agreements, for managing all information obtained or created during certification activities? Does it inform the individual in advance of the information it will make public, and treat all other information as confidential?		☐	☐	
7.3.4	When confidential information is released because of legal or contractual requirements, is the individual concerned notified of what was released, unless prohibited by law?		☐	☐	
7.3.5	Does the certification body ensure that the activities of related bodies do not compromise confidentiality?		☐	☐	
7.3.6	Does the certification body identify threats to the confidentiality of information and eliminate or minimize their effect?		☐	☐	
7.4	**Security**				
7.4.1	Are policies and procedures established and documented to ensure security throughout certification activities, with measures for corrective action when security breaches occur?		☐	☐	

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7.4.2	Does the certification body identify security threats to the effectiveness of certification activities, including threats associated with the use of technology, and eliminate or minimize their effect?		☐	☐	
7.4.3	Do the security policies and procedures cover the security of examination materials, taking into account a) to d) below?		☐	☐	
7.4.3 a)	Locations or handling of the materials (e.g. transportation, electronic delivery, disposal, storage, examination site).		☐	☐	
7.4.3 b)	Nature of the materials (e.g. electronic, paper, test equipment).		☐	☐	
7.4.3 c)	Steps in the examination process (e.g. development, administration, results reporting).		☐	☐	
7.4.3 d)	Threats arising from repeated use of examination materials.		☐	☐	
7.4.4	Does the certification body prevent fraudulent examination behaviour, unauthorized disclosure of examination material and other misconduct through a) to f) below?		☐	☐	
7.4.4 a)	Are candidates required to sign a non-disclosure or equivalent agreement committing them not to release confidential examination materials or take part in fraudulent practices?		☐	☐	
7.4.4 b)	Is invigilation conducted, in real time unless the certification body can demonstrate how the other requirements of 7.4.4 are met?		☐	☐	

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7.4.4 c)	Is the identity of the candidate confirmed as part of the examination?		☐	☐	
7.4.4 d)	Are procedures in place to prevent unauthorized aids being brought into the examination?		☐	☐	
7.4.4 e)	Are candidates prevented from gaining access to unauthorized aids during the examination?		☐	☐	
7.4.4 f)	Are examination results monitored for indications of cheating?		☐	☐	
7.4.5	Does the certification body identify threats to the security of examination materials and eliminate or minimize their effect, so that the integrity of the materials is protected?		☐	☐	
8	**Certification schemes**				
8.1	Is there a certification scheme for each category of certification of persons?		☐	☐	
8.2	Does each certification scheme contain the elements in a) to f) below?		☐	☐	
8.2 a)	Scope of certification.		☐	☐	
8.2 b)	Job and task description.		☐	☐	
8.2 c)	Required competence.		☐	☐	
8.2 d)	Required abilities, if applicable.		☐	☐	

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8.2 e)	Prerequisites, if applicable.		☐	☐	
8.2 f)	Code of conduct, if applicable.		☐	☐	
8.3	Does each certification scheme include the certification process requirements in a) to e) below?		☐	☐	
8.3 a)	Criteria for initial certification and recertification.		☐	☐	
8.3 b)	Assessment methods for initial certification and recertification.		☐	☐	
8.3 c)	Surveillance methods and criteria, if applicable.		☐	☐	
8.3 d)	Criteria for suspending and withdrawing certification.		☐	☐	
8.3 e)	Criteria for changing the scope or level of certification, if applicable.		☐	☐	
8.4	Can the certification body demonstrate that the development and review of each scheme includes a) to e) below?		☐	☐	
8.4 a)	Involvement of subject matter experts.		☐	☐	
8.4 b)	A structure that fairly represents the interests of the interested parties significantly concerned, with no single interest predominating.		☐	☐	
8.4 c)	Identification and alignment of prerequisites (if applicable) with the competence requirements.		☐	☐	

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8.4 d)	Identification and alignment of the assessment mechanisms with the competence requirements.		☐	☐	
8.4 e)	A job or practice analysis, conducted and kept up to date, covering 1) to 5) below.		☐	☐	
8.4 e) 1)	Identification of the tasks needed for successful performance.		☐	☐	
8.4 e) 2)	Identification of the competence required for each task.		☐	☐	
8.4 e) 3)	Identification of prerequisites, if applicable.		☐	☐	
8.4 e) 4)	Confirmation of the assessment mechanisms and examination content.		☐	☐	
8.4 e) 5)	Identification of recertification requirements and interval.		☐	☐	
8.5	Is each certification scheme reviewed and validated on an ongoing, systematic basis?		☐	☐	
8.6	Where the certification body is not the owner of a scheme it implements, does it ensure that the requirements of clause 8 are met?		☐	☐	
9	**Certification process requirements**				
9.1	**Assessment process**				
9.1.1	Does the certification body implement the assessment methods and mechanisms defined in the certification scheme?		☐	☐	

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9.1.2	When a scheme change requires additional assessment, does the certification body document, and make publicly available without request, the methods and mechanisms used to verify that certified persons comply with the changed requirements?		☐	☐	
9.1.3	Is the assessment planned and structured so that certification requirements are verified objectively and systematically, with documented evidence confirming the candidate's competence?		☐	☐	
9.1.4	Does the certification body verify its methods for assessing candidates, to ensure each assessment is fair, valid and reliable?		☐	☐	
9.1.5	Does the certification body verify and accommodate specific needs, within reason and without compromising the validity and fairness of the assessment?		☐	☐	
9.1.6	Where work performed by another body is taken into account, are appropriate reports, data and records available showing the results are equivalent to, and conform with, the scheme requirements?		☐	☐	
9.1.7	Where interpretation or translation is used, are procedures in place to ensure the validity, reliability and fairness of the assessment are not affected?		☐	☐	

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9.2	**Application process**				
9.2.1	Is an overview of the certification process made available as part of the application process, covering at least the certification requirements and scope, the assessment process, the applicant's rights, the duties of a certified person, and the fees?		☐	☐	
9.2.2	Does the application, completed with the applicant's agreement, include at least a) to e) below?		☐	☐	
9.2.2 a)	Information identifying the applicant (e.g. name, address) and other information required by the scheme.		☐	☐	
9.2.2 b)	The scope of the certification sought.		☐	☐	
9.2.2 c)	A statement that the applicant agrees to comply with the certification requirements and to provide any information needed for the assessment.		☐	☐	
9.2.2 d)	Supporting information to demonstrate objectively that the application prerequisites are met.		☐	☐	
9.2.2 e)	Notice to the applicant of the opportunity to request, within reason, accommodation of specific needs.		☐	☐	
9.2.3	Does the certification body review each application to confirm that the applicant meets the application requirements of the scheme?		☐	☐	

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9.3	**Examination process**				
9.3.1	Are examinations designed to assess competence consistent with the scheme, by reliable and objective means? Does the design ensure comparability of results in content and difficulty, including validity of pass/fail decisions? Is evidence of comparability available to ensure equity, fairness and consistent results?		☐	☐	
9.3.2	Are procedures in place to ensure consistent administration of examinations?		☐	☐	
9.3.3	Are criteria and conditions for administering examinations established, documented and monitored (e.g. lighting, temperature, separation of candidates, noise, safety, network and IT equipment)?		☐	☐	
9.3.4	Is technical equipment used in the examination process fit for purpose and calibrated where appropriate?		☐	☐	
9.3.5	Is a methodology documented and implemented (e.g. collection and analysis of statistical data) to reaffirm, at justified defined intervals, the fairness, validity, reliability and general performance of each examination, with identified deficiencies corrected?		☐	☐	
9.4	**Decision on certification**				
9.4.1	Is the information gathered during the certification process reviewed and sufficient for a) and b) below?		☐	☐	

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9.4.1 a)	Making a decision on certification.		☐	☐	
9.4.1 b)	Traceability, for example in the event of an appeal or complaint.		☐	☐	
9.4.2	Are decisions on granting, maintaining, recertifying, extending, reducing, suspending, reinstating or withdrawing certification kept in-house and not outsourced?		☐	☐	
9.4.3	Are certification decisions confined to matters specifically related to the certification requirements?		☐	☐	
9.4.4	Is the certification decision made solely by the certification body, on the basis of information gathered during the process? Are decision makers excluded from the examination or training of the candidate concerned?		☐	☐	
9.4.5	Do the personnel making certification decisions have the competence to determine whether the certification requirements have been met?		☐	☐	
9.4.6	Is certification granted only after all certification requirements are fulfilled?		☐	☐	
9.4.7	Is a certificate provided to every certified person? Does the certification body keep sole ownership of its certificates, and are certificates authorized by a responsible member of its personnel?		☐	☐	
9.4.8	Does the certificate contain at least the information in a) to f) below?		☐	☐	
9.4.8 a)	Name of the certified person.		☐	☐	

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			Y	N	NOTES
9.4.8 b)	A unique identification.		☐	☐	
9.4.8 c)	Name and contact information of the certification body.		☐	☐	
9.4.8 d)	Reference to the certification scheme, standard or other relevant documents, including issue date or version where relevant.		☐	☐	
9.4.8 e)	Scope of certification, including conditions and limitations if applicable.		☐	☐	
9.4.8 f)	Effective date of certification and date of expiry.		☐	☐	
9.4.9	Is the certificate designed to reduce the risk of counterfeiting?		☐	☐	
9.5	**Suspending, withdrawing or reducing the scope of certification**				
9.5.1	Is there a policy and documented procedure for suspension, withdrawal and reduction of scope of certification, specifying the certification body's subsequent actions?		☐	☐	
9.5.2	Does failure to resolve the issues leading to suspension, within a time set by the certification body, result in withdrawal or reduction of scope?		☐	☐	
9.5.3	Is there a legally enforceable agreement requiring the certified person to stop promoting the certification while it is suspended?		☐	☐	
9.5.4	Is there a legally enforceable agreement requiring the certified person to stop all references to certified status when certification is withdrawn?		☐	☐	

CLAUSE NO.	REQUIREMENT	A. FILLED BY CAB	B. FILLED BY EIAC		
		CB DOCUMENT REVIEW (Document Ref./Clause No.)	EIAC REVIEW		
			Y	N	NOTES
9.6	**Recertification process**				
9.6.1	Are there documented procedures for the recertification process, in accordance with the scheme requirements?		☐	☐	
9.6.2	Does the recertification process confirm the continued competence of the certified person and ongoing compliance with current certification requirements?		☐	☐	
9.6.3	Is the recertification interval in line with the scheme, and does its rationale take into account, where applicable, a) to h) below?		☐	☐	
9.6.3 a)	Regulatory requirements.		☐	☐	
9.6.3 b)	Changes to normative documents.		☐	☐	
9.6.3 c)	Changes in the relevant scheme requirements.		☐	☐	
9.6.3 d)	The nature and maturity of the industry or field of work.		☐	☐	
9.6.3 e)	The risks resulting from an incompetent person.		☐	☐	
9.6.3 f)	Ongoing changes in technology and in requirements for certified persons.		☐	☐	
9.6.3 g)	Requirements of interested parties.		☐	☐	
9.6.3 h)	Frequency and content of surveillance activities, if required by the scheme.		☐	☐	

CLAUSE NO.	REQUIREMENT	A. FILLED BY CAB	B. FILLED BY EIAC		
		CB DOCUMENT REVIEW (Document Ref./Clause No.)	EIAC REVIEW		
			Y	N	NOTES
9.6.4	In line with the scheme, does recertification consider at least a) to f) below?		☐	☐	
9.6.4 a)	On-site assessment.		☐	☐	
9.6.4 b)	Professional development.		☐	☐	
9.6.4 c)	Structured interviews.		☐	☐	
9.6.4 d)	Confirmation of continuing satisfactory work and work experience records.		☐	☐	
9.6.4 e)	Examination.		☐	☐	
9.6.4 f)	Checks on physical capability in relation to the competence concerned.		☐	☐	
9.6.5	Are recertification activities adequate to ensure an impartial assessment of continuing competence? Confirm that recertification does not rely only on a self-declaration by the certified person.		☐	☐	
9.7	**Use of certificates and marks**				
9.7.1	Where the certification body provides a certification mark, are the conditions of use documented and the rights of use and representation managed?		☐	☐	
9.7.2	Is the certified person required to agree to a) to g) below?		☐	☐	
9.7.2 a)	To comply with the certification requirements.		☐	☐	

CLAUSE NO.	REQUIREMENT	A. FILLED BY CAB	B. FILLED BY EIAC		
		CB DOCUMENT REVIEW (Document Ref./Clause No.)	EIAC REVIEW		
			Y	N	NOTES
9.7.2 b)	To make claims about certification only for the scope granted.		☐	☐	
9.7.2 c)	Not to use the certification in a way that brings the certification body into disrepute.		☐	☐	
9.7.2 d)	Not to make statements about the certification that the certification body considers misleading or unauthorized.		☐	☐	
9.7.2 e)	On suspension or withdrawal, to stop all claims referring to the certification body or the certification and to return any certificates issued.		☐	☐	
9.7.2 f)	Not to use the certificate in a misleading manner.		☐	☐	
9.7.2 g)	To inform the certification body without delay of matters that may affect their ability to continue to meet the certification requirements.		☐	☐	
9.7.3	Does the certification body address any misuse of its certification mark through corrective measures?		☐	☐	
9.8	**Appeals against decisions on certification**				
9.8.1	Is there a documented procedure for handling appeals that includes at least a) to c) below?		☐	☐	
9.8.1 a)	The process for receiving and investigating appeals and deciding on the actions to take.		☐	☐	
9.8.1 b)	Tracking and recording appeals, including the actions taken to resolve them.		☐	☐	

CLAUSE NO.	REQUIREMENT	A. FILLED BY CAB	B. FILLED BY EIAC		
		CB DOCUMENT REVIEW (Document Ref./Clause No.)	EIAC REVIEW		
			Y	N	NOTES
9.8.1 c)	Ensuring appropriate action is taken.		☐	☐	
9.8.2	Do the policies and procedures ensure that all appeals are handled impartially and in a timely manner?		☐	☐	
9.8.3	Is a description of the appeals-handling process publicly available without request?		☐	☐	
9.8.4	Is the certification body responsible for gathering all information needed to determine whether an appeal is valid?		☐	☐	
9.8.5	Is the certification body responsible for all decisions during the appeals-handling process?		☐	☐	
9.8.6	Is the appeal decision made, or reviewed and approved, by persons not involved in the decision being appealed?		☐	☐	
9.8.7	Is it ensured that submitting, investigating and deciding on appeals does not lead to discriminatory action against the appellant?		☐	☐	
9.8.8	Does the certification body acknowledge receipt of the appeal and give the appellant the outcome and, where applicable, progress reports?		☐	☐	
9.8.9	Is the appellant given formal notice of the end of the appeals-handling process?		☐	☐	

CLAUSE NO.	REQUIREMENT	A. FILLED BY CAB	B. FILLED BY EIAC		
		CB DOCUMENT REVIEW (Document Ref./Clause No.)	EIAC REVIEW		
			Y	N	NOTES
9.9	**Complaints**				
9.9.1	Is there a documented procedure for handling complaints that includes at least a) to c) below and ensures all parties are treated fairly and equitably?		☐	☐	
9.9.1 a)	The process for receiving, substantiating and investigating complaints and deciding on the actions to take.		☐	☐	
9.9.1 b)	Tracking and recording complaints, including the actions taken to resolve them.		☐	☐	
9.9.1 c)	Ensuring appropriate action is taken.		☐	☐	
9.9.2	Do the policies and procedures ensure complaints are handled constructively, impartially and in a timely manner?		☐	☐	
9.9.3	Is a description of the complaints-handling process publicly available without request?		☐	☐	
9.9.4	Is the certification body responsible for gathering all information needed to determine whether a complaint is substantiated?		☐	☐	
9.9.5	On receiving a complaint, does the certification body confirm whether it relates to its certification activities and, if so, resolve it?		☐	☐	
9.9.6	Is the certified person informed of any substantiated complaint at an appropriate time?		☐	☐	

CLAUSE NO.	REQUIREMENT	A. FILLED BY CAB	B. FILLED BY EIAC		
		CB DOCUMENT REVIEW (Document Ref./Clause No.)	EIAC REVIEW		
			Y	N	NOTES
9.9.7	Is the complaints-handling process subject to confidentiality for both the complainant and the subject of the complaint?		☐	☐	
9.9.8	Is the resolution made, or reviewed and approved, by persons not involved in the subject of the complaint? Where resources do not allow this, does the alternative approach protect impartiality?		☐	☐	
9.9.9	Is it ensured that investigation and resolution of complaints do not lead to discriminatory action?		☐	☐	
9.9.10	Wherever possible, does the certification body acknowledge receipt of the complaint and give the complainant the outcome and, where applicable, progress reports?		☐	☐	
9.9.11	Is the complainant given formal notice of the end of the complaints-handling process?		☐	☐	
10	**Management system requirements**				
10.1	**General**				
10.1.1	Has the certification body established, documented, implemented and maintained a management system that supports and demonstrates consistent fulfilment of ISO/IEC 17024:2026?		☐	☐	

CLAUSE NO.	REQUIREMENT	A. FILLED BY CAB	B. FILLED BY EIAC		
		CB DOCUMENT REVIEW (Document Ref./Clause No.)	EIAC REVIEW		
			Y	N	NOTES
10.1.2	Does the management system cover at least: policies and responsibilities, management review, internal audits, corrective actions, actions to address risks and opportunities, and documented information?		☐	☐	
10.1.3	Where the certification body meets 10.1.2 through a quality management system (e.g. to ISO 9001), does that system support and demonstrate consistent fulfilment of ISO/IEC 17024:2026?		☐	☐	
10.2	**Policies and responsibilities**				
10.2.1	Has top management established and documented policies and objectives for the certification body's activities?		☐	☐	
10.2.2	Is there evidence of top management commitment to developing, implementing and maintaining the management system? Are policies and objectives understood, implemented and maintained at all levels?		☐	☐	
10.2.3	Has top management appointed a member of management with the responsibility and authority described in a) and b) below?		☐	☐	
10.2.3 a)	Ensuring that the processes and procedures needed for the management system are established, implemented and maintained.		☐	☐	
10.2.3 b)	Reporting to top management on the performance of the management system and any need for improvement.		☐	☐	

CLAUSE NO.	REQUIREMENT	A. FILLED BY CAB	B. FILLED BY EIAC		
		CB DOCUMENT REVIEW (Document Ref./Clause No.)	EIAC REVIEW		
			Y	N	NOTES
10.3	**Management review**				
10.3.1	**General**				
10.3.1	Does top management review the management system at planned intervals, at least annually, to ensure its continuing suitability, adequacy and effectiveness, including policies and objectives? Are the reviews documented?		☐	☐	
10.3.2	**Review input**				
10.3.2	Do management review inputs include information on a) to h) below?		☐	☐	
10.3.2 a)	Results of internal and external audits (e.g. accreditation body assessments).		☐	☐	
10.3.2 b)	Feedback from applicants, candidates, certified persons and interested parties related to fulfilment of the standard.		☐	☐	
10.3.2 c)	Actions to safeguard impartiality.		☐	☐	
10.3.2 d)	Status of actions to address risks and opportunities.		☐	☐	
10.3.2 e)	Follow-up actions from previous management reviews.		☐	☐	
10.3.2 f)	Fulfilment of objectives.		☐	☐	
10.3.2 g)	Changes that could affect the management system.		☐	☐	

CLAUSE NO.	REQUIREMENT	A. FILLED BY CAB	B. FILLED BY EIAC		
		CB DOCUMENT REVIEW (Document Ref./Clause No.)	EIAC REVIEW		
			Y	N	NOTES
10.3.2 h)	Appeals and complaints.		☐	☐	
10.3.3	**Review output**				
10.3.3	Do management review outputs include, as a minimum, decisions and actions on a) to c) below?		☐	☐	
10.3.3 a)	Improvement of the effectiveness of the management system and its processes.		☐	☐	
10.3.3 b)	Improvement of the certification services related to fulfilment of the standard.		☐	☐	
10.3.3 c)	Resource needs.		☐	☐	
10.4	**Internal audits**				
10.4.1	Are internal audits conducted to determine fulfilment of ISO/IEC 17024:2026 and to verify that the management system is effectively implemented and maintained?		☐	☐	
10.4.2	Is an audit programme planned, taking into account the importance of the processes and areas audited and the results of previous audits?		☐	☐	
10.4.3	Are internal audits performed at least annually? Where the frequency has been reduced, can the certification body demonstrate that its management system remains effectively implemented and has proven stability?		☐	☐	
10.4.4	Does the certification body ensure a) to e) below?		☐	☐	

CLAUSE NO.	REQUIREMENT	A. FILLED BY CAB	B. FILLED BY EIAC		
		CB DOCUMENT REVIEW (Document Ref./Clause No.)	EIAC REVIEW		
			Y	N	NOTES
10.4.4 a)	Internal audits are performed by competent personnel knowledgeable in the certification process, auditing and the requirements of the standard.		☐	☐	
10.4.4 b)	Auditors do not audit their own work.		☐	☐	
10.4.4 c)	Personnel responsible for the audited area are informed of the audit outcome.		☐	☐	
10.4.4 d)	Actions resulting from internal audits are taken in a timely and appropriate manner.		☐	☐	
10.4.4 e)	Opportunities for improvement are identified.		☐	☐	
10.5	**Corrective actions**				
10.5	Does the certification body identify and manage nonconformities, take action where necessary to eliminate their causes and prevent recurrence, with actions proportionate to the impact? Are requirements specified for a) to g) below?		☐	☐	
10.5 a)	Identifying nonconformities.		☐	☐	
10.5 b)	Determining the cause(s) of nonconformity.		☐	☐	
10.5 c)	Correcting nonconformities.		☐	☐	
10.5 d)	Evaluating the need for actions to ensure nonconformities do not recur or occur elsewhere.		☐	☐	
10.5 e)	Determining and implementing the needed actions in a timely manner.		☐	☐	

CLAUSE NO.	REQUIREMENT	A. FILLED BY CAB	B. FILLED BY EIAC		
		CB DOCUMENT REVIEW (Document Ref./Clause No.)	EIAC REVIEW		
			Y	N	NOTES
10.5 f)	Recording the results of actions taken.		☐	☐	
10.5 g)	Reviewing the effectiveness of corrective actions.		☐	☐	
10.6	**Actions to address risks and opportunities**				
10.6.1	Does the certification body consider the risks and opportunities associated with its certification activities in order to achieve a) to e) below?		☐	☐	
10.6.1 a)	Give assurance that the management system achieves its intended results.		☐	☐	
10.6.1 b)	Enhance opportunities to achieve the certification body's objectives.		☐	☐	
10.6.1 c)	Prevent or reduce undesired impacts and potential failures in certification activities.		☐	☐	
10.6.1 d)	Identify potential nonconformities and their causes.		☐	☐	
10.6.1 e)	Achieve improvement.		☐	☐	
10.6.2	Does the certification body ensure that actions to address risks and opportunities meet a) to c) below?		☐	☐	
10.6.2 a)	They are planned and taken.		☐	☐	
10.6.2 b)	They are integrated into the management system.		☐	☐	
10.6.2 c)	They are evaluated for effectiveness.		☐	☐	

CLAUSE NO.	REQUIREMENT	A. FILLED BY CAB	B. FILLED BY EIAC		
		CB DOCUMENT REVIEW (Document Ref./Clause No.)	EIAC REVIEW		
			Y	N	NOTES
10.6.3	Are actions taken to address risks and opportunities proportional to their potential impact on certification activities?		☐	☐	
10.7	**Documented information**				
10.7.1	Is the management system accessible to all relevant personnel?		☐	☐	
10.7.2	Does the certification body control internal and external documents related to fulfilment of the standard, ensuring a) to f) below?		☐	☐	
10.7.2 a)	Documents are approved for adequacy by authorized personnel before issue.		☐	☐	
10.7.2 b)	Documents are periodically reviewed and updated as necessary.		☐	☐	
10.7.2 c)	Changes and the current revision status of documents are identified.		☐	☐	
10.7.2 d)	Relevant versions of applicable documents are available at points of use and, where necessary, their distribution is controlled.		☐	☐	
10.7.2 e)	Documents are uniquely identified.		☐	☐	
10.7.2 f)	Unintended use of obsolete documents is prevented, and retained obsolete documents are suitably identified.		☐	☐	
10.7.3	Does the certification body control the identification, storage, protection, retrieval, retention time and disposition of its records?		☐	☐	

CLAUSE NO.	REQUIREMENT	A. FILLED BY CAB	B. FILLED BY EIAC		
		CB DOCUMENT REVIEW (Document Ref./Clause No.)	EIAC REVIEW		
			Y	N	NOTES
10.7.4	Are records retained for a period consistent with contractual and legal obligations, with access consistent with confidentiality arrangements?		☐	☐	
-	EIAC/ Other requirements (if any)		☐	☐	
-	Other relevant Scheme requirements.		☐	☐	

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Remarks (To be filled in by EIAC):