**Public Authority for Industry**

**Responsibilities Card**

**Organization Unit: Accreditation Affairs Section**

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| **Unit Code:** **No of Unit Center: Reporting to:** Deputy of General Manager for Standardizations and Industrial Services.**Scope of responsibility of Unit:** |
| **Objectives:** The objectives of accreditation affairs section is to plan, coordinate and follow up all the accreditation activities in State of Kuwait. In addition, its objective is to promote the confidence in the competency of conformity assessment bodies to ease the interchange of trade targeting at international recognition between all accreditation bodies. This will have the consequence of mutual recognition in the results of conformity assessment bodies. In addition it is to promote the capability of State of Kuwait to participate effectively in the field of accreditation regionally and internationally. |
| **Responsibilities:**1. Coordinate and follow up all activities pertinent to accreditation. Also to be a link between other national, regional and international accreditation bodies and the conformity assessment bodies.
2. Participate in preparing the required arrangements ensuring the accrediting of the bodies that have direct influence on health, and general safety in coordination with other related bodies.
3. Supervision on selection and planning the training needs for assessors according to defined requirements to ensure their compliance for performing assessment on laboratories, inspection bodies and certification bodies.
4. Supervision and controlling the implementation of the periodic assessment programs on accredited conformity assessment bodies.
5. Taking required measures and arrangements against the violators of laws, regulations and criteria pertinent to accreditation requirements in accordance with the approved systems.
6. Participating in studying the appeals and complains that received from conformity assessment bodies pertinent to accreditation decisions taken by accreditation bodies.
7. Take all necessary procedures and activities to get the international recognition through signing MOUs and MLAs with related organizations.
8. Participating in planning and implementing the proficiency testing programs for accredited laboratories and for laboratories seeking for accreditation.
9. Supervising the preparation, developing and updating the requirements, the technical regulations, the guidance and specific criteria related to assessments activities and granting accreditation certificates to conformity assessment bodies including testing and calibration laboratories, inspection bodies, personnel certification, product certification, QMS certification according to the updated international standards and international practices.
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