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NAB-MALTA

TECHNICAL GUIDE

ATG07 - Guide to the NAB-MALTA On-Site
Assessment Process under
Pandemic Conditions

Guidance Document

Revision 0 July 2021

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FOREWORD

Accreditation is the mechanism to assure customers of the competence of laboratories and other types of conformity assessment bodies.

The National Accreditation Board of Malta (NAB-MALTA) is the single national accreditation body appointed as per Article 4 appointed as per Article 4 of Regulation (EC) 765/2008 with responsibility for accreditation in accordance with the relevant normative documents. It operates a management system which complies with the requirements established in EN ISO/IEC 17011.


International trade relies on certificates and reports issued by competent bodies. Confidence in certificates and reports is achieved by accreditation. Confidence in accreditation is based on a series of confidence building steps between the accreditation bodies and accredited conformity assessment bodies and the assurance given by the accreditation body that the accredited conformity assessment body constantly implements the relevant criteria and maintains and continuously develops its competence as defined in the relevant standard. This assurance is achieved through accreditation which includes regular on-site assessments and other types of accreditation activities.

The services of the NAB-MALTA are accessible to all applicants whose requests fall within the current activities as offered by the NAB-MALTA. Access is not conditional upon the size of the applicant CAB or membership of any association or group.

For the scope of this guide, the masculine gender shall also refer to the feminine gender.


SCOPE OF PUBLICATION

This publication has been drawn up to provide conformity assessment bodies **with general guidance** on the on-site assessment process during pandemics.

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1. Guidance

- 1.1 The guidance issued by the Office of the Superintendent for Public Health and relevant Health Authorities shall always be followed as necessary and shall be read in conjunction with the additional clarifications in this document. Current conditions applicable include those established for Offices and Workspaces ([https://deputyprimeminister.gov.mt/en/health-promotion/covid-19/Documents/mitigation-conditions-and-guidances/Guidance For Offices And Workspaces.pdf](https://deputyprimeminister.gov.mt/en/health-promotion/covid-19/Documents/mitigation-conditions-and-guidances/Guidance%20For%20Offices%20And%20Workspaces.pdf)).
- 1.2 Prior to any on-site visit/witnessing, the CAB shall confirm that no member of the organisation is unwell, or in self-isolation due to exposure to a virus classified as a pandemic (for e.g. COVID-19). If a member of the organisation is unwell, the on-site visit/witnessing shall be postponed or held remotely.
- 1.3 The CAB shall inform the NAB-MALTA if any members of its staff is unwell or in self-isolation three days post-assessment.
- 1.4 The rooms and areas used during the assessment activity shall be well ventilated. Doors and windows shall be kept open at all times. If air conditioners are to be switched on, the air-conditioning flaps should be directed towards the ceiling.
- 1.5 Surfaces (e.g. desks and tables) to be used by the assessment team shall be disinfected prior to use. These are to be wiped with disinfectant regularly and as necessary for the duration of the assessment.
- 1.6 A physical distance of 2 metres shall be maintained with members of the assessment team.
- 1.7 Cloth or medical masks or visors shall be worn by the NAB-MALTA assessment team and CAB personnel at all times. Where tolerated, masks (or masks together with visors) are preferred to visors alone.
- 1.8 If the use of masks or visors pose health and safety risks to either workers (for e.g. during the performance of a test method) or workplaces or both (e.g. presence of open fires in close proximity), the CAB shall inform the NAB-MALTA accordingly.
- 1.9 There will be no handshaking.
- 1.10 For opening and closing meetings, participation shall be limited to the minimum number of essential personnel, whilst maintaining a physical distance of 2m between one person and another.
- 1.11 Use of devices which aid in social distancing (e.g. projectors, screens) is favoured, where possible. If a shared workstation is to be used, this shall be disinfected prior to use.

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1.12 70% alcohol-based hand sanitisers shall be provided and readily available for the duration of the assessment.

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Do you need further information?

This publication, application forms and other information about accreditation including this document, are available for download from the NAB-MALTA website at <http://www.nabmalta.org.mt>.

Should you need any further information we advise you to contact us.

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