

المركز السعودي للاعتماد
Saudi Accreditation Center



SAAC Policy for Remote Assessment

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First: Purpose

Determining how to perform a full or partial remote assessment to accredit conformity assessment bodies applying for accreditation to ensure meeting the relevant standard's requirements. This procedure shall be used as an exceptional solution in case on-site assessment was found difficult and could not be used as a first option.

Second: Scope of Application

This document details SAC's policy for remote assessment to accredit conformity assessment bodies, whether it was full or partial assessment.

Third: Reference Documents

1. ISO/IEC 17011:2017 (Conformity assessment - Requirements for accreditation bodies accrediting conformity assessment bodies).
2. SAC's requirements, procedures, and policies.

Fourth: Definitions

Remote Assessment: A remote assessment process based on modern technology using visual communication applications, carried out by an assessment team accredited by SAC. The assessment process involves the following aspects:

- A. Interviewing;
- B. Documentation review;
- C. Quality control records review;
- D. Observing and overseeing tests.

Fifth: Remote Assessment Policies:

1. SAC shall carry out the remote assessment as per the accreditation process procedure P-01, as the procedure may be used in the awarding, renewal, expanding, and periodic assessment processes.
2. The conformity assessment body must provide a safe and suitable method to perform the remote assessment procedure, using visual communication techniques and file-sharing programs determined by the Center.
3. The communication officer must arrange audiovisual interviews and calls between the assessment team and the conformity assessment body.
4. The conformity assessment body's communication officer must provide the assessment team members with any additional documents or records requested during the remote assessment.



5. The conformity assessment body must provide the assessment team with video recordings of the test assessments if needed.
6. SAC shall calculate the assessment costs according to the Regulations for Accreditation of Conformity Assessment Bodies.
7. The assessment process may require a complementary field visit to the conformity assessment body.