

# SCS 9001 Accreditation Body Implementation Requirements

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## SCS 9001 Accreditation Body Implementation Requirements

Below are SCS 9001 implementation requirements including criteria for Certification Body (“CB”) accreditation. These requirements will apply to all TIA QuEST Forum-recognized Accreditation Bodies (“AB”) and the Certification Bodies accredited by these Accreditation Bodies to conduct SCS 9001 certifications.

### Accredited Certification Bodies shall:

- 1.1 Provide ABs with written agreement to conduct SCS 9001 certifications in conformance with TIA QuEST Forum Guidance Document “Code of Practice for SCS 9001 CBs.
- 1.2 Provide ABs, prior to beginning SCS 9001 certifications, relevant documentation showing that the CB’s process conforms to the Code of Practice cited in 1.1 above.
- 1.3 Maintain a listing of their SCS 9001 qualified auditors.
- 1.4 Have personnel on their management team or on their committee for safeguarding impartiality that have communications industry experience, as well as expertise in the specific scope, as defined by the current AB practice.
- 1.5 Have at least one member of the certification decision making body who has successfully completed and passed the exams for required SCS 9001 training. This member shall have veto power about SCS 9001 certification decisions.
- 1.6 Utilize auditors that meet the requirements specified in TIA QuEST Forum Guidance Document “Competence and Experience Requirements for SCS 9001 Registration Body Auditors”.
- 1.7 Utilize an audit team, which has at least one member with relevant experience in the communications industry (see Competence and Experience document cited in 1.6 above).
- 1.8 Use the SCS 9001 notation on certificates only after the AB accredits a CB for SCS 9001.
- 1.10 Where the CB does not satisfactorily complete the witness audit, the CB shall be responsible for remedies for any assessed companies appropriate to the content and severity of the problems discovered, and as agreed by the AB. No additional SCS 9001 audits shall be permitted until the AB accepts the CB’s corrective actions.
- 1.11 Be permitted to use a full SCS 9001 or an ISO 9001 upgrade to SCS 9001 as a witness audit. During witness audits, the CB auditors shall be evaluated for their process-auditing approach in addition to cybersecurity auditing.
- 1.12 The AB is responsible for annually performing a witness audit for each CBs accredited for SCS 9001. The witness audit must be for a SCS 9001 audit. The AB shall make every effort to observe different CB auditors during witnessing.
- 1.13 During annual office audit visits per ISO/IEC 17011, the AB confirms CB’s auditor’s competency of process-based auditing.
- 1.14 Provide certification document to SCS 9001 conformant organizations citing certification to SCS 9001 and the ISO 9001 standard in accordance with SCS 9001 Quality Management System Requirements Handbook, Section 3.2

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- 1.15 Define delisting criteria, and steps for delisting certified organizations.
- 1.16 Be responsible for remedies for any SCS 9001 certified organizations affected by the withdrawal of the CB's SCS 9001 accreditation by the AB, appropriate to the severity of the problems discovered. The AB shall agree on these remedies.
- 1.17 Provide transition support for future SCS 9001 releases consistent with the QuEST Forum's guidance and transition plan.

### **Accreditation Bodies shall:**

- 2.1 Establish agreements with the TIA QuEST Forum through a Memorandum of Understanding to adhere to the criteria for recognition set forth by the TIA QuEST Forum.
- 2.2 Be responsible for providing an assessment team that meets all the SCS 9001 Auditor qualifications (as defined in the Competence and Experience document cited in 1.6 above) to witness the first SCS 9001 audit (Stage 1 and Stage 2) of any CB completing items 1.1 and 1.2 above. The AB shall notify the QuEST Forum Administrator of the date when each CB has successfully completed the witness audit.
- 2.3 Be responsible in the conduct of witnessing for utilizing any outside experts or observers needed. This responsibility shall include avoidance of conflict of interest, availability, and timeliness.
- 2.4 Define:
  - a) suspension and withdrawal criteria, and steps for handling suspension and withdrawal of SCS 9001 accredited CBs, and
  - b) an appropriate process for appeal of a witnessing decision or any other steps in the SCS 9001 process.
- 2.5 Maintain a SCS 9001 accredited CB listing kept up-to-date and distributed to the TIA QuEST Forum whenever the listing changes. These lists shall note new additions or deletions from previous revisions. Notice of loss of accreditation shall be formally communicated promptly to the TIA QuEST Forum.
- 2.6 Provide a certificate, or similar formal notification, that can be used to document the CB's accreditation to each accredited SCS 9001 CB who has met all requirements of SCS 9001 (see Code of Practice document cited in 1.1 above).
- 2.7 Provide transition support for future SCS 9001 releases consistent with the QuEST Forum's guidance and transition plan.
- 2.8 Perform the activities detailed in QFP-034 "Third Party Effectiveness Verification Program" when needed.

### **TIA QuEST Forum shall:**

- 3.1 Establish a central point of contact to act as the clearinghouse for all inquiries, AB, CB and certification-related items, issues and concerns.
- 3.2 Share appropriate SCS 9001 communications with their recognized ABs.
- 3.3 Recognize any AB that is a signatory to the International Accreditation Forum (IAF) Multi Lateral Agreement (MLA) subject to TIA QuEST Forum AB recognition process and establishing agreements with the TIA QuEST Forum through a Memorandum of Understanding to adhere to

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the criteria for recognition set forth by the TIA QuEST Forum. These ABs must implement a mutual recognition of each other's witness audits, in support of SCS 9001.

3.4 Provide guidance and a transition plan for the introduction of future SCS 9001 releases.

Revision History:

Version	Date	Author	Revision History
0.1	October 2023	AB/CB Subteam	August, 2021
1.0	November 16, 2023	AB/CB Subteam	Updated Section 1.11 and added Sections 1.12 and 1.13 witnessing and office audit requirements.