	<p style="text-align: center;">Philippine Accreditation Bureau Quality Manual Section 5 – Responsibilities of the PAB and the CAB</p>	Document ID	PAB/QM05
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## **5 Responsibilities of the PAB and the CAB**


### **5.1 Obligations of the CAB**

5.1.1 The PAB shall require the CAB to conform to the following:

- a. The CAB shall commit to fulfil continually the requirements for accreditation set by the PAB for the areas where accreditation is granted including agreeing to adapt to changes in the requirements for accreditation.
- b. When requested, the CAB shall afford such accommodation and cooperation as is necessary to enable the PAB to verify fulfilment of requirements for accreditation. This applies to all premises where the conformity assessment services take place.
- c. The CAB shall provide access to information documents and records as necessary for the assessment and maintenance of the accreditation.
- d. The CAB shall provide access to those documents that provides insight into the level of independence and impartiality of the CAB from its related bodies, where applicable.
- e. The CAB shall arrange the witnessing of CAB services when requested by the PAB assessment team.
- f. The CAB shall claim accreditation only with respect to the scope for which it has been granted accreditation.
- g. The CAB shall not use its accreditation in such a manner as to bring the PAB into disrepute.
- h. The CAB shall pay fees as shall be determined by the PAB.

5.1.2 The CAB shall inform the PAB of any significant changes relevant to its accreditation without delay in any aspects of its status or operation relating to

- a. Its legal, commercial, ownership or organizational status
- b. The organization, top management and key personnel
- c. Main policies
- d. Resources and premises
- e. Scope of accreditation
- f. Other matter that may affect the stability of the CAB to fulfil requirements for accreditation.


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## 5.2 Obligation of the PAB

- 5.2.1 The PAB shall post in the website the current status of the accreditation that it has granted to CABs and shall be updated monthly. The information shall include the following:
- a. Name and address of the accredited CAB
  - b. Dates of granting accreditation and expiry dates, as applicable
  - c. Scopes of accreditation
- 5.2.2 The PAB shall provide the CAB with information about suitable ways to obtain traceability of measurement results in relation to the scope for which accreditation is provided.
- 5.2.3 The PAB shall, where applicable, provide information about international arrangements in which it is involved.
- 5.2.4 The PAB shall inform the CABs one (1) month after finalization of any changes to its requirements for accreditation (through e-mails, advisories, forums, meetings and website posting). It shall take account of views expressed by interested parties before deciding on the effective date of the changes. The PAB shall verify that each accredited CAB carries out any necessary adjustments.

## 5.3 Reference to accreditation and use of symbols

- 5.3.1 The PAB has established procedure for the use of its accreditation symbol by its accredited CABs. An accredited CAB is allowed to use this symbol on its reports or certificates issued within its scope of accreditation.
- 5.3.2 It shall take effective measures to ensure that the accredited CAB
- a. Fully conforms to the requirements specified by PAB in the use of its accreditation symbol including CABs communication media such as their websites, documents, brochure and advertising.
  - b. Only uses the PAB Logo for premises of the CAB that are specifically included in the accreditation.
  - c. Does not make any statement regarding its accreditation that the PAB may consider misleading or unauthorized.
  - d. Takes due care that no report or certificate nor any part thereof is used in a misleading manner.
  - e. Upon suspension or withdrawal of its accreditation, discontinues its use of all advertising matter that contains any reference to an accredited status
  - f. Does not allow the fact of its accreditation to be used to imply that a product, process, system or person is approved by PAB.
- 5.3.3 The PAB shall take suitable action such as request for corrective action, withdrawal of accreditation, publication of transgression and if necessary legal action, to deal with

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incorrect references to accreditation status, or misleading use of accreditation symbols found in advertisements, catalogues and other personal and commercial ads.

## 6.0 Revision History

Title	Issue	Revision	Effectivity Date	Amendments
Section 5 – Responsibilities of the PAB and the CAB	0	0	January 2015	Initial Issue