



ISAB MD 28: Upload and Maintenance of Data on ISAB Database

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This document is mandatory for the consistent application of ISO/IEC 17011 and ISO/IEC 17021-1. All clauses of ISO/IEC 17011 and ISO/IEC 17021-1 continue to apply and this document does not remove any of the requirements in the abovementioned standards. This mandatory document (MD) applies for all ISAB MLA signatory ABs providing accreditation under main scope ISO/IEC 17021-1 and their accredited Certification Bodies (CB) under this scope.

1. INTRODUCTION

- **1.1.** In September 2022, ISABDB PL1 Structure For The Management And Operation of ISAB Database, LLC, Annex 1, Principles to be achieved with an ISAB Database of Accredited MS Certifications was revised. The revision included the insertion of a mandate to upload all accredited management system (MS) certifications to the ISAB Database.
- **1.2.** This MD:
 - i. Outlines the mandatory requirements for ABs and CBs to achieve the ISAB Database Principles.
 - ii. Provides guidance as to how ABs and CBs will conform with those requirements.
 - iii. Outlines sanctions for nonconformity with the requirements of this MD.
- **1.3.** The purpose of the ISAB Database is to support global industry and regulators who rely on accredited certification by verifying the validity of accredited MS certifications issued by CBs accredited by an ISAB MLA signatory AB under ISO/IEC 17021-1.

3. DEFINITIONS



INTERNATIONAL STANDARDS & ACCREDITATION BOARD

The following definitions relate specifically to ISAB Database and this document:

- **i) Accreditation Body Data** means the information regarding a Certification Body that ISAB requires the Accreditation Body to upload to the ISAB Database.
- **iv) Certified Entity Data** means information regarding a Certified Entity that ISAB requires the Certification Body to upload to the ISAB Database to enable users to confirm the information that is contained in a certificate.
- **vi) ISAB Database** means the ISAB Database which is owned and maintained by or on behalf of ISAB to store and process ISO/IEC 17021-1 MLA signatories ABs' Accreditation Body Data and their accredited Certification Body Certified Entity Data.

4. DATA REQUIREMENTS

4.1 AB Data Obligations

4.1.1 An AB will upload the following information into the ISAB Database in relation to all CBs that it accredits under ISO/IEC 17021-1:

- CB name, CB acronym (where applicable), unique identification code.
- CB office location address(es).
- Scope of accreditation including the management systems standards, scheme and ISAB Codes.
- Accreditation status (active, suspended or withdrawn).

4.2 CB Data Obligations

4.2.1 The CBs will upload the following information in relation to all Certified Entities that it certifies under ISO/IEC 17021-1:

- Certified Entity name.
- Certified Entity Registered Address.
- Certificate number (a unique identification code).
- Management System Standard and Scheme and/or other normative document.
- ISAB Sector Codes (when applicable).
- Scope of certification.
- Certification issue date(s) and expiry date.
- Certification status (active, suspended or withdrawn).
- Unique IDs specified by the CB which identify the Certified Entity and certification in the ISAB Database.



5. JUSTIFICATION FOR EXCLUSION

5.1 AB Justification for Exclusion

5.1.2 AB exclusions from its data upload obligations may be justified on the following basis: Local/national regulatory or government requirements; National or regional data privacy laws or data security laws; Absence of mandate to do so.

5.2 CB Justification for Exclusion

5.2.2 CB exclusions from data obligations may be justified on the following basis: Local/national regulatory or government requirements; National or regional data privacy laws or data security laws; Absence of a mandate to do so.

6. CONFIDENTIALITY

6.2 Where appropriate and justifiable, a CB may mark Certified Entity Data or parts of such data (e.g. client name) as 'confidential' within the ISAB Database. Justifiable reasons are as below:

- Where the Certified Entity is certified for activities related to National Security.
- Where publishing the location of, or scope of, activities of the certification could reasonably present a significant safety risk to the client, their employees, or the Certified Entity's customers.
- Where there is a Government or regulatory requirement that such information is kept confidential.

7. COMPLIANCE AND SANCTIONS

7.2 Where a CB is not participating in the ISAB Database, is not acting in conformance with this MD and has not provided an AB with an acceptable justification for exclusion, the AB will raise a nonconformity in accordance with clause 7.6.8 in ISO/IEC 17011 and, if necessary, initiate sanctions according to their policies.



ANNEX A & B - ELECTRONIC UPLOAD METHODS

The AB and CB will upload the data using one of the following electronic methods available in the ISAB Database:

- a. Direct input into the ISAB Database.
- b. System File Upload (using an excel or XML file).
- c. Upload utilising a File Transfer Protocol (FTP).
- d. Automatic upload using an Application Programming Interface (API).