



MOSTI

STANDARDS
MALAYSIA

**DEPARTMENT OF STANDARDS MALAYSIA
ACCREDITATION OF CONFORMITY ASSESSMENT BODIES**

CAB 1

Issue 2, 15 February 2007

CONFIDENTIALITY

Authority To Issue

**Director General
Department of Standards Malaysia**

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1. PURPOSE OF THE DOCUMENT

- 1.1 The purpose of this document is to provide adequate arrangements to safeguard confidentiality of information obtained in the course of Department of Standards Malaysia (STANDARDS MALAYSIA) accreditation activities at all levels of organisation of STANDARDS MALAYSIA, including committees and external bodies or individual assessors acting on the behalf of STANDARDS MALAYSIA.
- 1.2 This document details the arrangement of ensuring that all information supplied to STANDARDS MALAYSIA is treated as or “**CONFIDENTIAL**”.
- 1.3 This arrangement shall apply to all staff members of STANDARDS MALAYSIA, members of Malaysian Standards and Accreditation Council, Malaysian National Accreditation Committee, Malaysian National Medical Testing Accreditation Committee, Laboratory Accreditation Evaluation Panel, Accreditation Review Panels, Appeals Panel, Technical Appeals Panel, Technical Working Group and any sub-contracted body or individual assessors employed by STANDARDS MALAYSIA that have access to information, that is not freely available to the public, and was provided to STANDARDS MALAYSIA as part of the accreditation process.
- 1.4 This document is applicable to all accreditation schemes administered by STANDARDS MALAYSIA.

2. DEFINITIONS

- 2.1 As a general rule, definitions in ISO/IEC 17000 and in STANDARDS MALAYSIA series of criteria documents and operating procedures are applicable. For the purpose of this document, the following definitions also apply.

Conformity assessment body (CAB): Body that performs conformity assessment services and that can be the object of accreditation, e.g: testing and calibration laboratories, certification bodies or inspection bodies.

STANDARDS MALAYSIA’s Secretariat (hereinafter referred to as Secretariat): Staff employed by STANDARDS MALAYSIA with delegated powers and authority to implement the policies and procedures of STANDARDS MALAYSIA and manage accreditation activities.

3. CONFIDENTIAL INFORMATION

- 3.1 All information and documentation obtained or provided in the course of the accreditation process will be treated as strictly confidential. The Director General of STANDARDS MALAYSIA may approve an exception to the condition following written approval from the conformity assessment body or organisation concerned. When this approval is given, the Director General shall stipulate where and to whom the information will be disclosed.
- 3.2 Information which is already known to be available in the public domain may be disclosed without reference to the Director General of STANDARDS MALAYSIA.

- 3.3 Details of applicants for accreditation shall also be treated as confidential until the conclusion of the accreditation process. In the case of a conformity assessment body or organisation being unsuccessful in its application for accreditation, the fact can be disclosed upon written request and clearance by the Director General of STANDARDS MALAYSIA.
- 3.4 In the case of a conformity assessment body or organisation has its accreditation suspended or withdrawn by the Director General, the fact can be disclosed upon written request and clearance by the Director General.
- 3.5 When confidential information on a particular conformity assessment body is required to be disclosed to a third party under the requirement of law, the conformity assessment body concerned shall be informed in writing of the information disclosed.

4. PROCEDURE

- 4.1 STANDARDS MALAYSIA staff shall ensure that a formal undertaking of Maintaining Confidentiality and Impartiality and Declaration of No Conflict of Interest is obtained prior to allowing access to confidential information from all of the following:
 - a. Staff members of STANDARDS MALAYSIA;
 - b. STANDARDS MALAYSIA's accreditation assessors;
 - c. Members of the Malaysian Standards and Accreditation Council, the Malaysian National Accreditation Committee, Malaysian National Medical Testing Accreditation Committee, Laboratory Accreditation Evaluation Panel, Accreditation Review Panel, Appeals Panel, Technical Appeals Panel and Technical Working Group;
 - d. Other national accreditation bodies and partners or peer evaluation team members of any Multilateral Recognition Agreement (MLA or MRA) group that may have access to conformity assessment body files through their association with STANDARDS MALAYSIA.
- 4.2 Where possible, all confidential information shall be passed by hand. However, when this is not practical and documents are mailed, the documents and envelopes shall be stamped "**SULIT**" or "**CONFIDENTIAL**", double enveloped and transported by secured means.