INFORMATION & INSTRUCTIONS FOR APPLICATION OF SAMM ACCREDITATION

1. Beginning 01 January 2025, all applications for accreditation including new application, extension of scope (EOS) and extension of branch (EOB) are required to be submitted online and process using the e-Accreditation 2.0 via this link: https://accreditation.jsm.gov.my/.

2. Please ensure that you are familiar with the instructions for completing the application details before proceeding any further. Reference can be made to the following user manuals:

   E-Accreditation User Manual (New Application):

   https://accreditation.jsm.gov.my/uploads/attachment/1721969596_New_Application_-_CAB_.pdf

   E-Accreditation User Manual (EOS/EOB Application):

   https://accreditation.jsm.gov.my/uploads/attachment/1730430356_Application_EOSEOB.pdf

3. Please note that new application will be expired after 2 years starting from the date of acceptance by Department of Standards Malaysia (JSM).

   For EOB/EOS, new application will be expired after 1 year starting from the date of acceptance by JSM.

4. Applicant laboratories are advised to study the relevant accreditation criteria standards and SAMM documents in detail before applying, as listed in our website, www.jsm.gov.my → Accreditation → Resources → Laboratories SAMM.

5. The application details are required to be submitted online using the e-Accreditation 2.0 within 90 days. After 90 days, CAB is required to resubmit the application.

6. Applicant laboratories are advised to ensure that the latest versions of SAMM documents are made available in the laboratory.

7. Please refer to Assessment Fee Schedule as listed in our website, www.jsm.gov.my → Accreditation → Get Accredited → Fees.

8. The applicant laboratory shall undertake to carry out its testing activities in such way as to meet the requirements of MS ISO/IEC 17025 at all times.

9. No application will be accepted without the application form being submitted with:

   a) The laboratory documented information that covers the following:
      i) Company profile and information about the laboratory including legal entity and its activities;
      ii) Structure/organisation chart;
      iii) Policies and objectives;
      iv) Identified management personnel who is responsible for the laboratory's activities (name and responsibility); and

b) Risk assessment analysis/report
c) Quality manual/procedure manual/method
d) The scope of accreditation sought and CV of nominated signatory(ies)/ key personnel(s)
e) Proficiency testing information
f) Internal Audit Report
g) Management Review Minutes

10. The laboratory shall afford JSM or its representative cooperation in:

    a) Undertaking any assessment to verify the calibration/testing capability and competency of the laboratory;
    b) The laboratory shall unambiguously provide names of all authorised key personnel/proposed signatory who are responsible for authenticity and issue of calibration/test report;
    c) Provide access to relevant areas of the laboratory for witnessing the calibration/test being performed;
    d) Examination of all relevant documentation and records;
    e) Interaction with all relevant personnel.

11. The laboratory shall take all necessary actions and discharge all non-conformities raised during the assessment.

12. Information pertaining to any application or assessment are kept confidential and treated in an impartial and non-discriminatory manner.

    Note: All documents and personnel data collected will be used for accreditation purposes only.