

多场所认证管理要求

Management Requirements for Multi-site Certification

1 目的 Purpose

明确多场所的理解、可能的多场所和多场所抽样的原则，对多场所组织的评定、多场所的抽样审核、多场所的审核时间、多场所组织及各多场所在认证证书的表达进行规定，满足 ISO/IEC17021 《管理体系认证机构要求》(CNAS-CC01)、IAF-MD1 《多场所组织的管理体系审核和认证》(CNAS-CC11)等的要求。

It is to define the understanding of multi-site, possible multi-site and the sampling principle and stipulate the assessment of multi-site, sampling audit, audit duration, and how to express each location on the certificate, which meet the requirements of ISO/IEC17021 “Management System Certification Body Requirements” and IAF-MD1:2018 “Multi-site Certification Requirement Based on Sampling”(CNAS-CC11).

2 范围 Applicable scope

本管理要求适用认证公司各认证领域对多场所组织认证申请的评审受理、认证审核、认证评定及认证证书表达。

It applies to the review and acceptance, certification audit and certification decision and the expression on the certificate.

3 定义 Definition

3.1 组织: Organization:

有统一职责、关系、权威以实现一致目标的一个人或一群人。

Person or group of people that has its own functions with responsibilities, authorities and relationships to achieve its objectives.

3.2 固定场所 Permanent Site



客户组织执行工作或持续提供服务的场所（物理或虚拟）。

Site (physical or virtual) where a client organization performs work or from which a service is provided on a continuing basis.

3.3 临时场所 Temporary Site

客户组织为在有限时期内从事特定工作或提供服务的场所（有形或虚拟），并且不打算成为固定长期场所。（例如施工现场）

Site (physical or virtual) where a client organization performs specific work or from which a service is provided for a finite period of time and which is not intended to become a permanent site.(such as the construction site)

3.4 多场所组织：Multi-site Organization

是指组织有统一的管理体系，一个确定的中心职能机构（以下称作中心办公室，但不一定是组织的总部）来策划、控制或管理某些活动，并且有一个由地方办公室或分支（即场所）组成的网络来实施（或部分实施）这些活动。

An organization covered by a single management system comprising an identified central function (not necessarily the headquarters of the organization) at which certain processes/activities are planned and controlled, and a number of sites (permanent, temporary or virtual) at which such processes/activities are fully or partially carried out.

注 1：多场所组织可有多个法律实体，但全部场所与总部有法律或合同上的联系；

Note 1: multi-site organization can have multiple legal entities, but all sites shall have a legal or contractual connection with headquarter.

注 2：属于一个共同的管理体系；

Note 2: it belongs to one management system.

注 3：总部及各场所进行了统一的内审、管理评审，中心办公室有权要求各场所在必要时采取纠正措施。

Note 3: headquarter and each site have implemented internal audit, management review, and central office has the right to require each site to take corrective actions if necessary.

3.5 中心职能 Central Function

负责集中控制管理体系的功能

The function that is responsible for and centrally controls the management system