

## **PROCEDURE 11: CAB SURVEILLANCE**

### **PURPOSE**

To establish a procedure to monitor the ongoing fulfillment of accreditation requirements by accredited CABs. The FSAB carries out periodic surveillance activities at sufficiently close intervals to monitor the continued fulfillment by the accredited CABs of the requirements for accreditation during the five-year accreditation cycle.

### **SCOPE**

This procedure applies to all surveillance activities.

### **SURVEILLANCE ACTIVITIES**

The Executive Committee (EC) determines the schedule of surveillance activities for each CAB. The plan for the frequency and type of activities to occur during the accreditation cycle shall depend on several considerations including, but not limited to, the length of time the CAB has been accredited, changes to the CAB's management structure, and reviews of records such as the annual CAB report, the ARC records, and site visits. Surveillance activities include:

1. A review of the annual CAB report. The review may cause the EC or its designee to request additional records from the CAB.
2. The process for site assessments is elaborated in Procedure 10: Site Assessment of CABs. The interval between surveillance activities should not exceed 24 months. Surveillance activities may be performed using video conferencing. Surveillance activities may be focused on sampling pre-determined criteria. FSAB shall share with the pertinent CAB the areas of interest to be covered.
3. Reviews of the CAB's website postings to determine the currency of posted documents and other information and the presence of key CAB documents.

### **SAMPLING PROCEDURES**

The FSAB shall ensure the continued compliance of each CAB with accreditation requirements by a sample of the FSAB Standard each year. The EC is responsible for planning surveillance activities to ensure that a representative sample of the accreditation requirements is assessed on a regular basis.

### **NONCONFORMITIES**

If nonconformities are discovered, the procedures set out in Procedure 13: Resolution of Nonconformities Discovered During Assessment and Surveillance Activities shall be followed.

### **REPORTING**

Surveillance activities shall be documented for all accredited CABs each year, except for those CABs in the process of reaccreditation, for which there is an ARC report. The Surveillance Committee shall report in writing the results of the surveillance activities and corrective actions for each CAB to the President and the CAB.