IAF CertSearch

The exclusive global database for accredited certifications.

Certification Body Guide

Introduction to IAF CertSearch

Dear Certification Bodies,

IAF is pleased to inform all Certification Bodies about the launch of IAF CertSearch, the global database of accredited certifications.

IAFCertSearch.org is an online tool where individual accredited certifications from any economy in the world can be validated in real time. IAF CertSearch aggregates data on Accreditation Bodies from the IAF, Certification Body data from Accreditation Bodies and certification data from Certification Bodies. The technology enables our industry to demonstrate an accurate representation of the entire accredited network. It enables users from around the world the ability to validate individual certifications held by organisations certified by a certification body who are accredited by an IAF Accreditation Body member. In addition it allows any user to validate which Certification Bodies are accredited and which Accreditation bodies are IAF Members.

Presently, those seeking to verify an accredited certification are limited with validation solutions with no central location where all accredited certifications can be validated. This allows for misuse where companies claim they have an accredited certification when in fact they don't.

IAF CertSearch and its supporting value adding technology (IAF CertSearch mark and Certified Trade Marketplace) will increase awareness, education, value and integrity of accredited certification. It will further differentiate accredited certification and highlight the benefits of accredited certification. The increased awareness and support from industry will drive stronger demand for accredited certification. IAF strongly encourages full participation by all Certification Bodies and Accreditation Bodies. To participate, Certification Bodies will need to activate their account in IAF CertSearch and establish the data feed process to ensure certification data is uploaded IAF CertSearch. Once the certification data is searchable Certified Entities in your network can activate their account and access the features and benefits. The IAF CertSearch technology is offered to Certification Bodies and Certified Entities at no cost to your organisation.

IAF CertSearch has been created to provide the necessary requirements to support our industry whilst providing the security structure to protect the interest of Accreditation Bodies, Certification Bodies and Certified Entities. IAF CertSearch is a tool where a user can validate individual certifications in cases where the validation users know the "company name" or "certification ID" (Known entities). Users will "not" be able to generate "lists" of any kind as this could negatively affect the Certification Bodies or Certified Entities. The technology has been designed to be compliant with all international privacy and data regulations and structured to ensure that the data provided by Certification Bodies remains secure and will not be sold at any time.

IAF CertSearch is off to a flying start as it has already received a significant number of certifications. There is significant support from all levels of the accredited certification network, industry, government and regulators. IAF CertSearch will be digitally promoted by industry associations, industry users, global trade organisations, regulators, governments, the IAF, Accreditation Bodies, Certification Bodies and Certified Entities from all over the world as the source of truth for validating accredited certification whilst educating users on the benefits of accredited certification.

We trust that the information below provides thorough information detailing how IAF CertSearch operates, that it is professionally and securely managed and clear directions on how to participate.

Regards,

Xiao Jianhua

IAF Chairman

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Key Information

IAF CertSearch is the largest manifestation of Accredited MS Certification since inception, representing the entire accredited network.

Section 1

What is IAF CertSearch?

IAF CertSearch is a database containing the largest and most up-to-date collection of accredited certificates in the world. IAF CertSearch is market-leading secure validation technology that provides the ability to validate any individual accredited Management System certification from any economy in any language in real time. The technology ensures data security and protection, safeguarding information while adding no additional costs to your organization.

Why is IAF CertSearch Critical?

- Businesses and Governments are demanding greater transparency across organizations and supply chains. Accredited certifications make it possible for businesses and governments to develop compliant supply chains, however their ability to validate certifications and to find and trade with certified entities has been restricted.

- Due to the lack of a global technology solutions for validation of accreditation, this led to misuse of accredited certification, undermining its value.

How IAF CertSearch Helps?

For the first time IAF CertSearch has made it possible to have representation of the entire accredited network including Accreditation Bodies, Accredited Certification Bodies coupled with the ability to validate individual certifications held by organizations certified by a certification body who is accredited by an IAF Accreditation Body member.

The platforms have been designed to be compliant with all international privacy and data regulations and structured to ensure that the data provided by your organizations remains secure and will not be sold at any time.

The IAF CertSearch platform has been designed with linked technology of the IAF CertSearch Mark and the voluntary C ertified Trade Marketplace to grow trade and ensure the development and operation of

Global Support

There is significant support from all levels of the accredited certification network, industry, government and regulators.

Note the video below, where representatives from across these groups describe the need and support for IAF CertSearch.

https://www.youtube.com/watch?v=P2pEwXVrfUg

Below is list of some organizations who have expressed strong support for IAF CertSearch Global database:

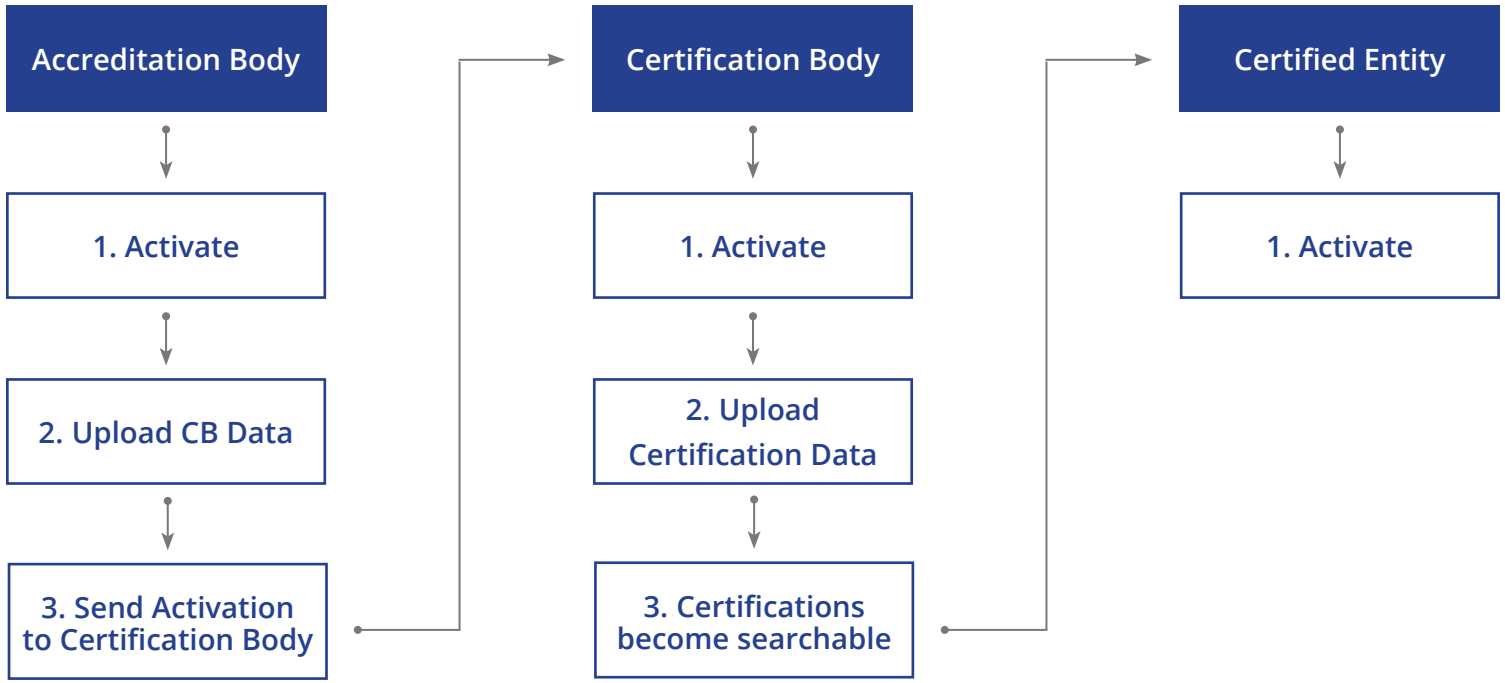
IATF - International Automotive Task Force; DOE - Department of Energy in the US; UNIDO - The United Nations Industrial Development Organization; IEA - International Energy Agency; Natural Resources Canada; IAQG International Aerospace Quality Group; TIA - Telecommunications Industry Association; DTA - Dental Trade Alliance; GFSI Global Food Safety Initiative.

Next Steps for Your Organization

It is a estimated that there are over 1.65 million accredited management system certifications worldwide. IAF CertSearch has received a significant amount of certificaion, this number is likely to increase prior to the launch in March as other Accreditation Bodies and Certification Bodies contribute their certification data.

IAF CertSearch will now be working with the individual Certification Bodies to upload their certifications and have their Certified Entities activate their accounts in IAF CertSearch to ensure their accredited certifications will appear in the IAF CertSearch global database.

Flow Diagram



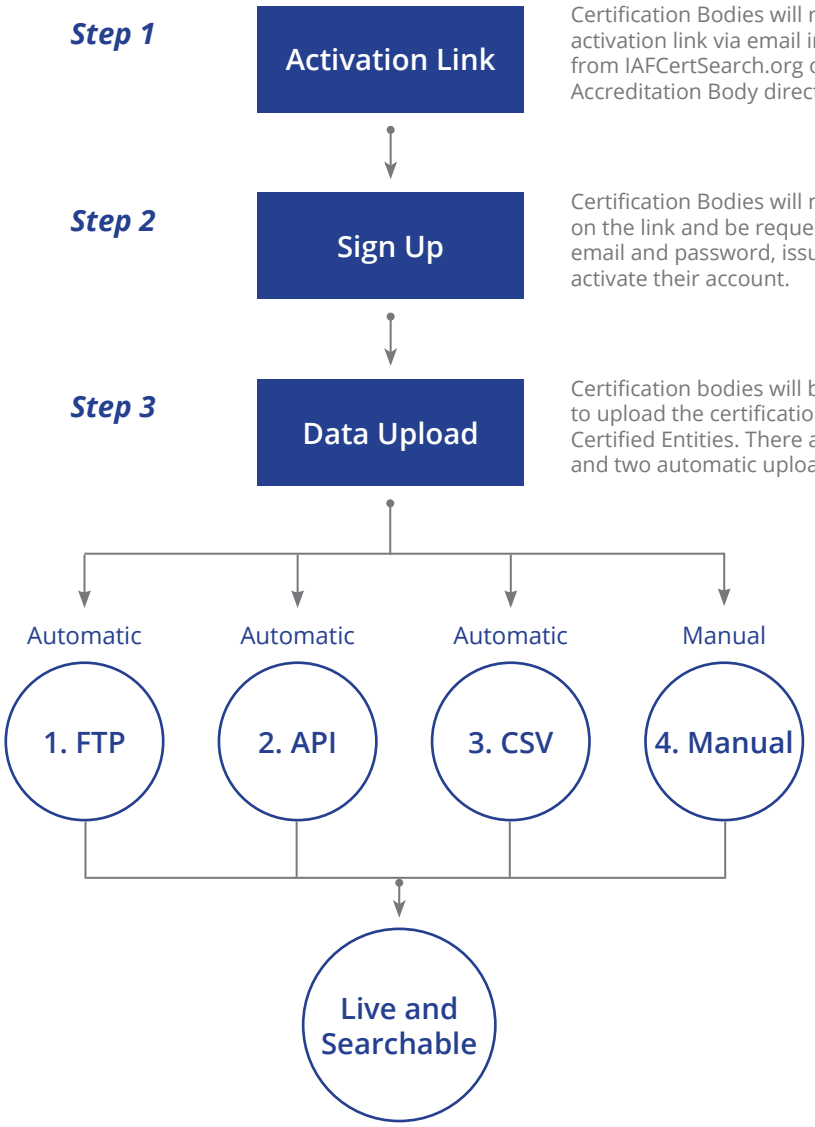
Accreditation Bodies activate their IAF CertSearch account and upload data on their Certification Bodies.

Certification Bodies activate their IAF CertSearch account and upload the data on their certification data. Certifications become searchable in IAF CertSearch for the purpose of validation.

Certified Entities can activate their account once their CB has uploaded their certifications and their data is searchable.

Five of 81 Accreditation Bodies and a few associations have active certificate registers. It is possible for these Accreditation Bodies or Associations to link their data to IAF CertSearch directly and for it to be live and searchable similar to their own registers.

Certification Body Activation



Certified Entity Activation

Certification bodies have requested for multiple ways for certified entities to be able to activate their account. Below are the three options now available:

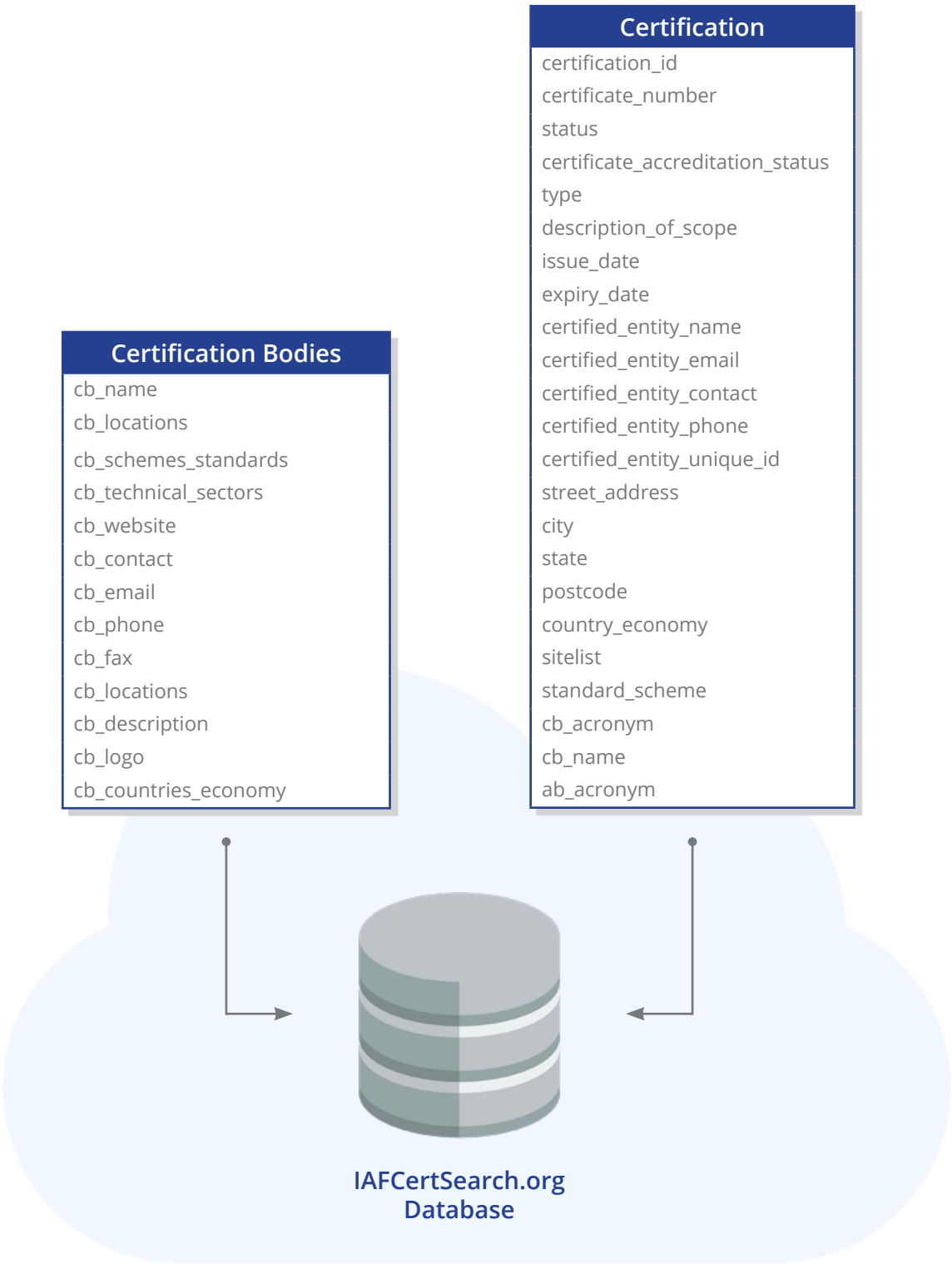
1. Certification Bodies can export the customised activation invitation links from IAF CertSearch and send to their clients directly.

2. Certification Bodies can upload an email into IAF CertSearch.org, and the system can send and email invitation.

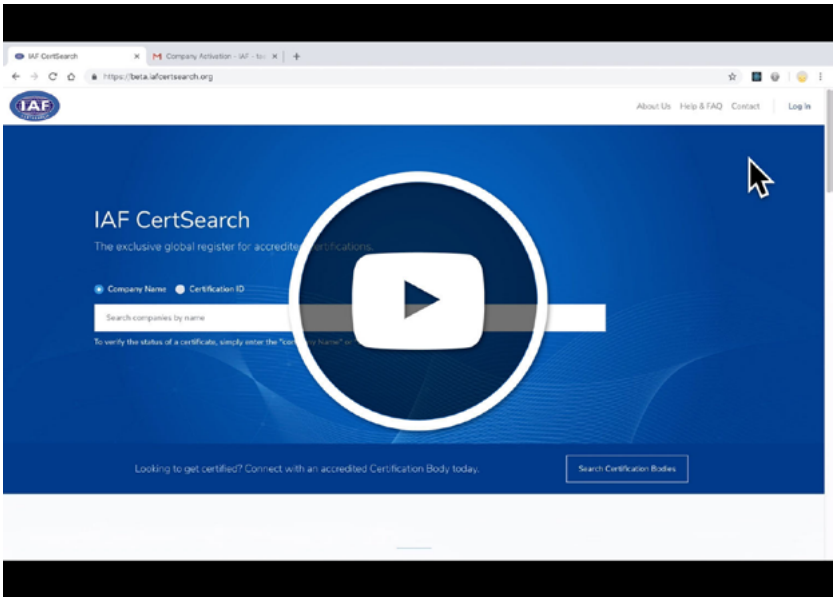
3. Certified entities can claim their account directly in IAF CertSearch. The condition for this option is that CBs must upload client url/website into IAF CertSearch so when they claim their account the system can match their email address with their companies url/website uploaded by the certification body.

Data

Below is a list of the data fields required for the Certification Body to upload into IAF CertSearch. Please see Appendix (Page 61) for a full list with corresponding descriptions. Within the Dashboard areas there are comprehensive user guides and a data matching system to ensure the Certiciation Body can match the fields in their system with the fields in IAF CertSearch.

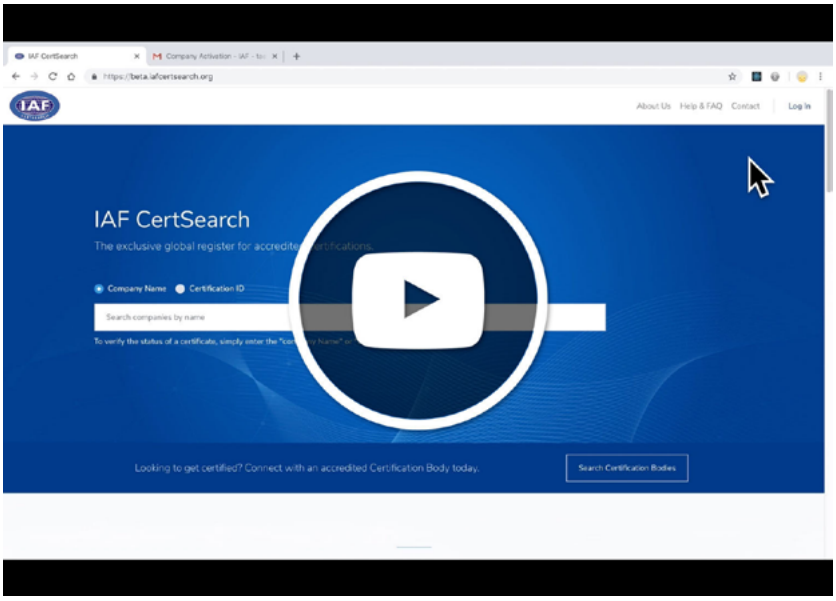


Demonstration Video



https://www.youtube.com/watch?v=8FlND6c-3M4&t=3s

General Demonstration Video - as seen at IAF General Assembly 2018



https://youtu.be/8FlND6c-3M4

IAFCertSearch Demonstration

Supporting Information

IAF CertSearch is a technology platform that is designed to capitalise on digitialisation of industries and governments globally, provide a world-leading solution in validation, and support organizations in maximising the value from through the accredited certification.

Section 2

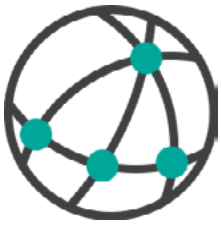
The IAF CertSearch Linked Technology Platforms

IAF CertSearch

The purpose of IAF CertSearch is to validate accredited certifications

IAF CertSearch Mark

The purpose of the IAF CertSearch Mark is to increase awareness and provide reliable access to IAF CertSearch for the purpose of validation.

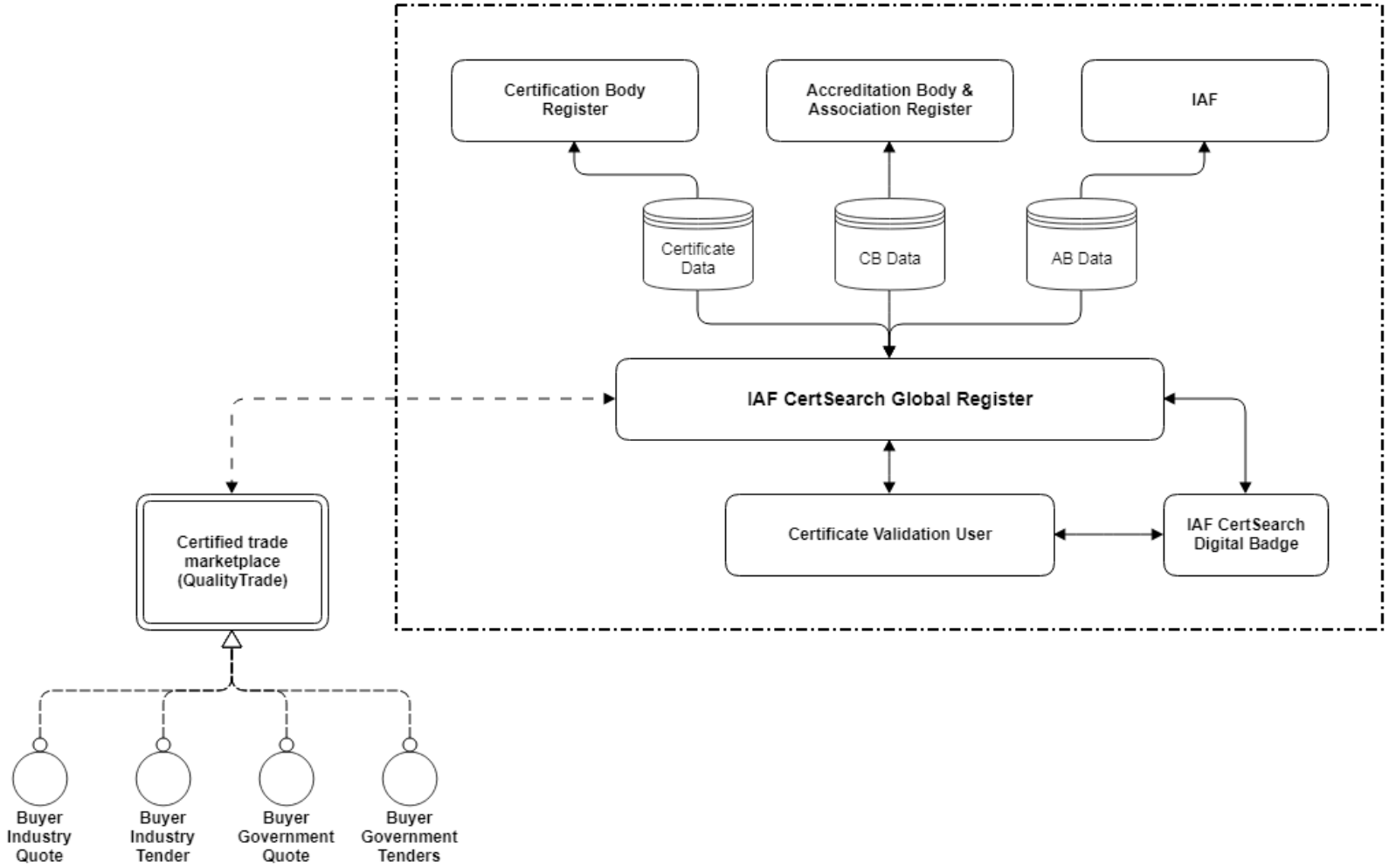


Certified Trade Marketplace

The purpose of the Voluntary Accredited Trade Marketplace is to generate trade exclusively for organizations who hold a valid IAF accredited certification.

IAF CertSearch data flows

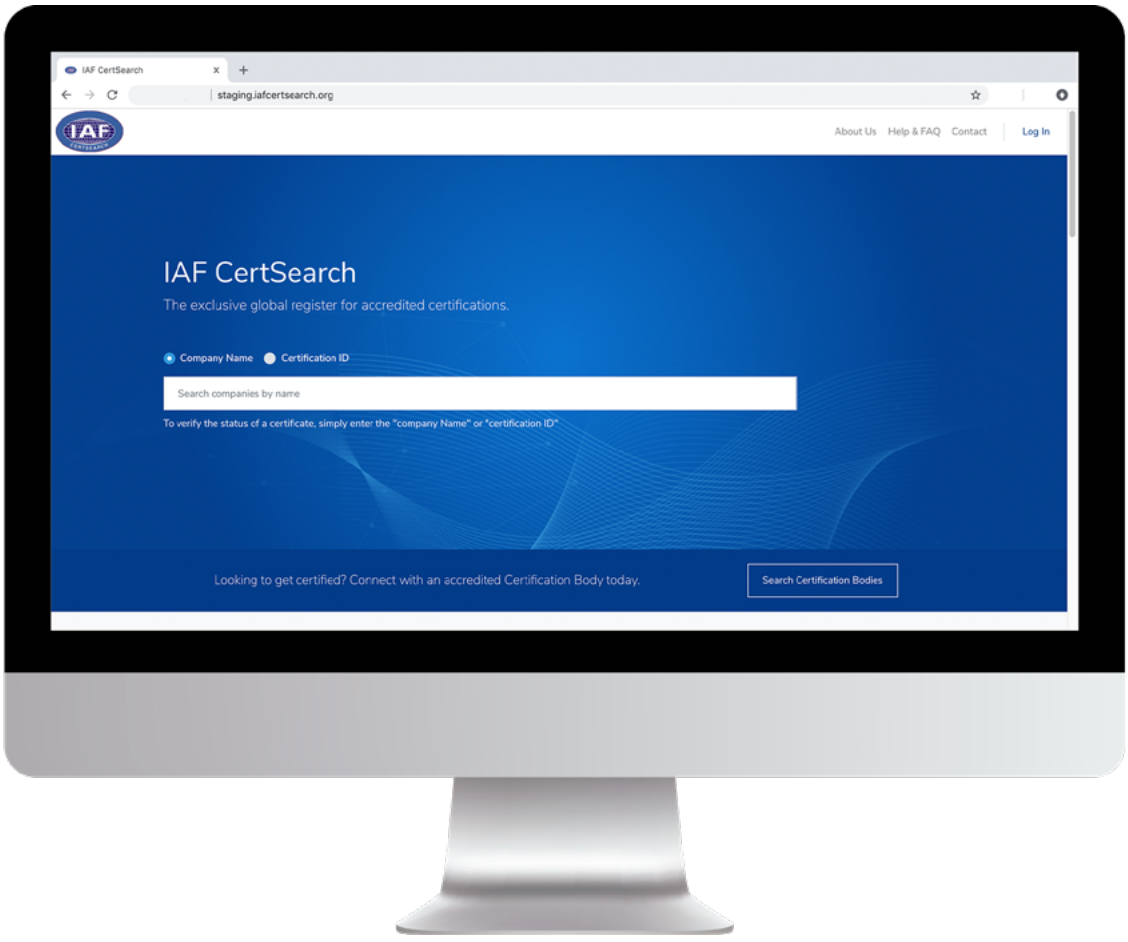
The diagram below demonstrates the data flows between the network and IAFCertSearch and how IAF CertSearch is integrated with the IAF CertSearch Digital Mark to validate accredited organizations. The diagram also shows the opt-in to the Quality Trade Market Place that will be available to organizations holding Accredited Certification.



What is the IAF CertSearch

The purpose of IAF CertSearch is to validate individual accredited certifications.

IAF CertSearch is a tool that a user can use to validate the legitimacy of an accredited certification. The user will type in either the company name or certificate id into the search bar. If the user knows the company name, they will be directed to the company page where they can see all certifications that company holds. If they wish to validate an individual certificate they can click on the certificate where they can see the certificate details including Standard, Scope, Status (no dates are shown), Certification Body and Accreditation Body. In cases where they type in the certificate id into the search bar they will be taken directly to that certification page.



The Certified Entity will have a profile page, as will the Accreditation Body and Certification Body. It is only possible to validate a certification if the users knows either the Certified Entity name or certificate ID. No user is able to download or view a list of certifications issued by a Certification Body, Accreditation Body, standard or economy. A user will be able to search and validate up to 5 certifications per day and 20 per day if they have created an account and identified themselves. The database is solely designed to validate individual certifications. It is also not possible to search for products or services of certified entities via IAF CertSearch as it does include this data; that is what the trade marketplace is designed for.

In order for the IAF CertSearch database to operate it needs to receive data from all stakeholders.

- IAF provides data on IAF Accreditation Bodies and their Scopes;
- Accreditation Bodies provide data on their Certification Bodies and their scopes;
- Certification Bodies provide data on the certified entities and their certifications.

IAF CertSearch will include a list of Accreditation Body members and active Certification Bodies. Users can search for a Certification Body or Accreditation Body, view their profile and make contact via a contact form.

What is the IAF CertSearch Digital Mark

The purpose of the IAF CertSearch digital mark is to increase awareness.

The IAF CertSearch Mark is a digital logo, with embedded code, that enables a user to click on the IAF CertSearch Mark and it will direct them to the IAF CertSearch database where they can validate the active certificate(s) the Certified Entity holds.

The mark technology has been designed to improve the integrity of our network by providing transparency in the validation search process.

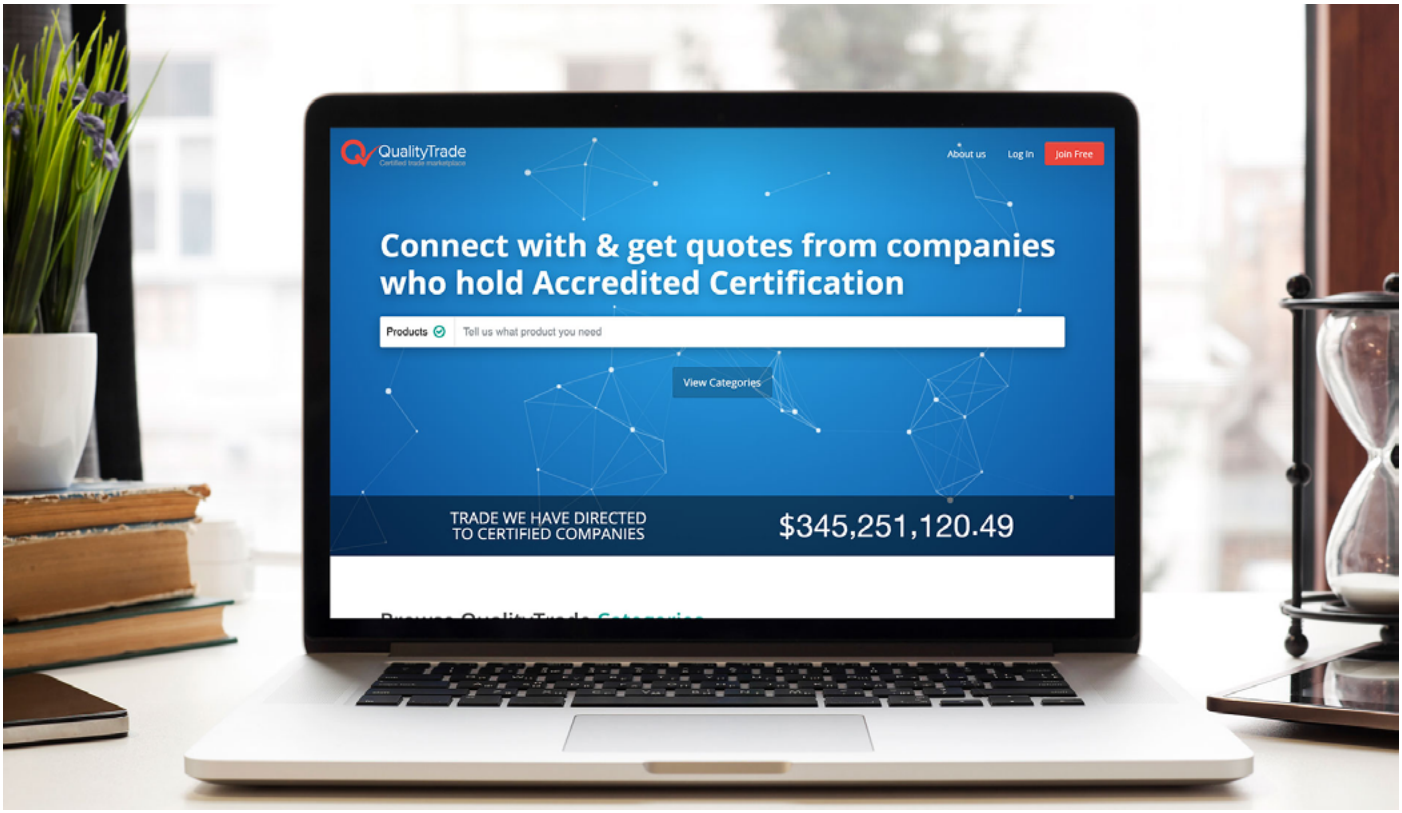
The IAF CertSearch Mark is only available to organizations who hold active certifications in IAF CertSearch. The IAF CertSearch Mark is a digital Mark which can be voluntarily placed on the website of the Certified Entity and dynamically links to their profile in IAF CertSearch. If the status of the certificate changes then the mark will automatically disappear. It will only appear on the website if the organization holds one or more accredited certifications.

The Mark serves a number of benefits: first and foremost it helps the Certified Entity demonstrate they hold a valid accredited certification; it provides a real time function to validate the accredited certification(s); each mark also indirectly helps increase the awareness of accredited certification and the IAF CertSearch database.

Accreditation Bodies and Certification Bodies will also receive their own IAF CertSearch Mark which can be placed on their website and will link to their IAF CertSearch profile.

Introduction to the voluntary Certified Trade Marketplace - QualityTrade.com

Separate to IAF CertSearch, QualityTrade.com is a voluntary trade marketplace exclusive to companies who hold valid accredited certifications. The Certified Trade Marketplace functions as an independent entity but has been designed to be exclusively dedicated to our industry and Certified Entities who want to opt-in and generate more trade within the accredited network.



What are the Benefits of the Certified Trade Marketplace

The purpose of the Certified Trade Marketplace is to generate trade

Whereas IAF CertSearch is solely about validating accredited certification, QualityTrade.com is solely focused on generating trade for accredited certified companies.

Having a dedicated trade marketplace for accredited certified companies is a significant selling point certification and differentiator of accredited certification, helping educate business and governments about accredited certification and increasing value for those accredited certified companies.

Over the last 12 months, QualityTrade.com has generated over $400 million in trade leads for certified companies. It has received trade leads from leading organisations like Tesla, Oracle, McDonalds, MIT University, with more exciting leads and trade growth forecast in 2019. It also helps to inform certified Entities of relevant government and industry tenders.

The Certified Trade Marketplace is a voluntary service for those participating in IAF CertSearch. Certified Entities will need to opt in to the Certified Trade Marketplace. The contacts uploaded for IAF Certsearch are for the purpose of IAF CertSearch and will not be used by QualityTrade to send direct marketing material for the Certified Trade Marketplace.

The Certified Trade Marketplace relies on IAF CertSearch to ensure only valid accredited certified companies are included in the marketplace, if certifications are either suspended or terminated the Certified Entity profile on in the Certified Trade Marketplace is also suspended or terminated until such

Section 3

The IAF CertSearch Benefits

Validation and its Benefits

With international trade and requirements for compliance growing, unlocking more true benefits with the use of technology and tools to enable the unlocking of the full value of Accredited Certification.

Security and protecting the interests of Accreditation Bodies, Certification Bodies and Certified Entities is the cornerstone of IAF CertSearch. The technical solution not only provides a global database which makes it easy to validate accredited certifications improving the integrity of the industry, but it also offers a digital mark which links to IAF CertSearch, increasing awareness and education of accredited certifications and provides a Certified Trade Marketplace which is exclusive to accredited certified companies which increases the value of accredited certification.

Presently, those seeking to verify an accredited certification are limited with validation solutions there is no central location where all accredited certifications can be validated. This allows for misuse where organization claim they have an accredited certification when in fact they don't. Whilst some industry groups are fully supportive of accredited certification and mandate accredited certification they find it extremely difficult to implement this stance as it is very difficult to validate accredited certifications across the globe.

Whilst industry and government are aware of standards and, in general, certification, a significant proportion are not aware of accredited certification and its benefits, nor are they aware of the difference between accredited certification and non-accredited certification. If organization trade with companies who have fraudulently claimed accredited certification or trades with companies who have a non-accredited certification who don't meet the standard, this indirectly damages the reputation of accredited certification particularly if the industry users are not fully aware of the difference between accredited and non-accredited certification.

These validation and awareness challenges enables organizations to misuse the brand of accredited certification, for example:

- ✖ Organizations who have held an accredited certification in the past continue to claim they hold an accredited certification despite it expiring. If this is possible, there can be little motivation to renew certifications.
- ✖ Some organizations fraudulently claim to hold an accredited certification when in fact they don't.
- ✖ Organizations who hold a non-accredited certification but claim to their customers it is the same as an accredited certification.
- ✖ Organizations who claim they meet the standard but don't have an accredited certification to support it.

As a result of these challenges, all levels of the accredited network are impacted, affecting the intended value of accredited certifications. Creating a clear digital distinction on what is accredited certification and how it can be validated will go a long way to motivating companies to obtain a legitimate accredited certification.

Global Benefits

The IAF network consists of 83 Accreditation Bodies, and approximately 7,500 Certification Bodies who have issued over 1,650,000 accredited certifications to well over 1 million organizations. Accredited certifications all over the world are having a significant positive impact on organizations helping them to produce quality products and services and improving environmental and social conditions globally.

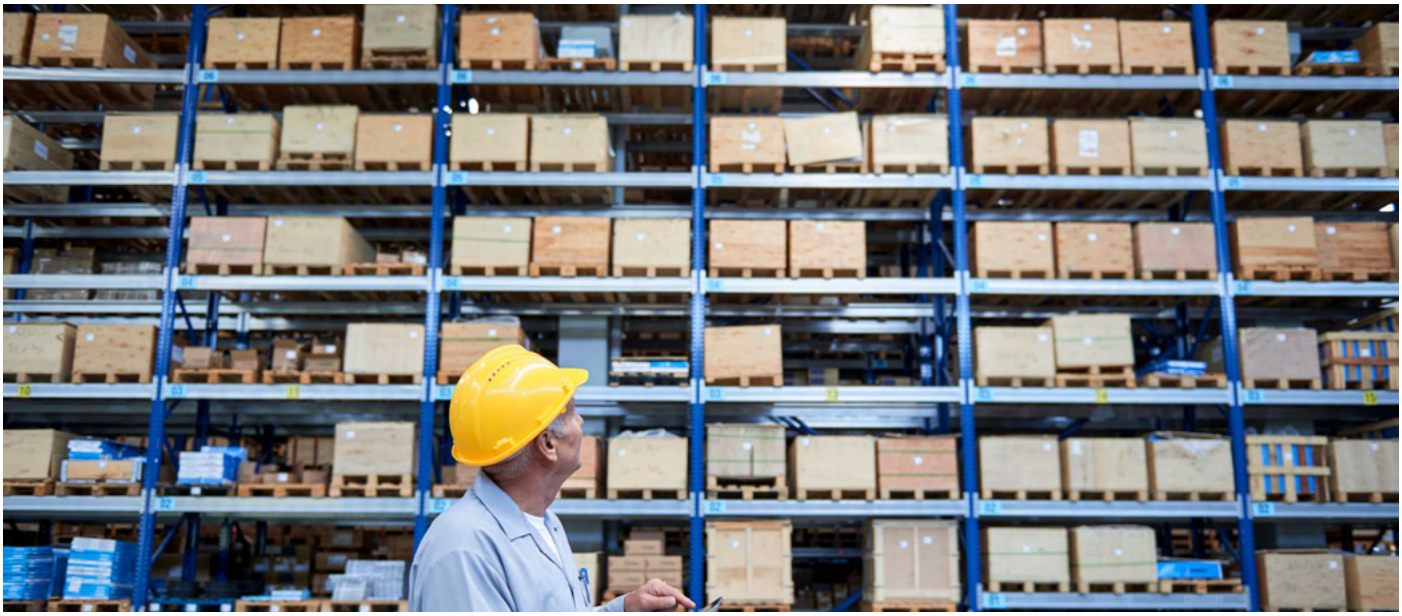
- The digital infrastructure is being created to enhance the network of accredited certification. The linked technology platforms of IAF CertSearch, the IAF CertSearch Mark and the QualityTrade Certified Trade Marketplace will increase value for all members of the network.

- IAF CertSearch will be digitally promoted by industry associations, industry users, global trade organizations, regulators, governments, IAF, Accreditation Bodies, Certification Bodies and Certified Entities from all over the world educating users on the benefits of accredited certification.

- Businesses and governments are demanding greater transparency across organizations and supply chains and accredited certifications that can be validated make it possible for businesses and governments to develop compliant supply chains.

- IAF CertSearch coupled with the Certified Trade Marketplace enables Certified Entities to better develop compliant supply chains by finding and trading with other Certified Entities.

- IAF CertSearch and its supporting technology will increase awareness, education, value and integrity of accredited certification. It will further differentiate accredited certification and highlight the benefits of accredited certification. This increased awareness and support from industry will drive stronger demand for accredited certification from those who don't hold accredited certification and also additional demand from those who do hold an accredited certification to increase the number of certifications.



Benefits for Accredited Certification Bodies

- At a commercial level, secure validation is an enabler for:
  - Widespread adoption of accredited certification and subsequently increasing opportunities for Certification Bodies
  - Motivating non-accredited organizations to adopt accredited certification.
- Each accredited Certification Body will receive a Company Profile on the database as a valid Certification Body and the database has been designed to create exposure through links attached to each Certification within the IAF CertSearch platform.
- The IAF CertSearch will be promoted around the world as the source of truth to find Accredited Certification Bodies and validate the certification issued by Accredited Certification Bodies.
- The Certified Trade Marketplace is exclusive for accredited certified companies: Certification Bodies' clients will have access to this value adding service. The Certified Trade Marketplace is only available to those organizations who hold valid certifications from Accredited Certification Bodies.
- IAF CertSearch makes it easy to validate accredited certifications issued by Certification Bodies accredited by IAF Members.

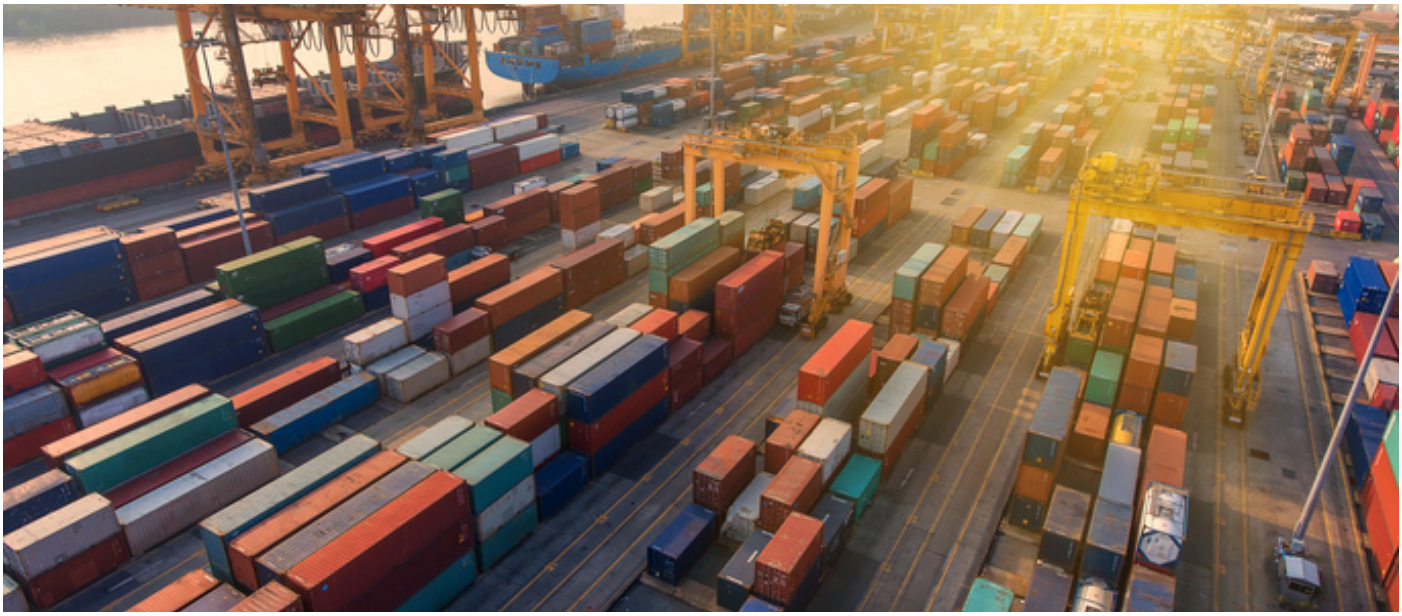
- IAF CertSearch provides the ability to search for individual certifications in cases where the search user knows the company name or certificate ID (known entities).

- IAF CertSearch provides the ability to validate accredited certifications from any economy in real time in any language.

- The validation user can log in, they can view their recent searches in their Dashboard.

- The validation user can identify a number of organizations they wish to watch and be alerted if there is a change to the status of their suppliers certification. This is helpful for those organizations who are seeking to maintain a certified supply chain and require suppliers to hold valid accredited certifications.

- IAF CertSearch provides an efficient tool for industry and governments to validate certifications saving them time and reducing risk and making it easy for them to maintain a compliant supply chain of accredited certified suppliers.



Features for Accredited Certification Bodies

- The platforms have been designed to be compliant with all international privacy and data regulations and structured to ensure that the data provided by your organization remains secure.
- IAF CertSearch will provide the first list of Accredited Certification Bodies at a global level.
- The IAF CertSearch platform, and its linked technology of the IAF CertSearch Mark and the Certified Trade Marketplace will help position accredited Certification Bodies as a leader in the evolution and digitalisation of the global accredited network.
- Accredited Certification Bodies' clients certifications will be included in IAF CertSearch
- Certification Bodies who participate will receive a live profile as an accredited Certification Body.
- The accredited Certification Profile will include key information about each accredited Certification Body and include a 'contact us' form. Details of accredited standards will be included in your profile area.
- Each accredited Certification Body logo will appear on every active certificate included in IAF Cert-Search which will link to your organisation profile page. The profile will also be included under the appropriate Accreditation Body and in the list of IAF accredited Certification Bodies.

- In the list of accredited Certification Bodies, those seeking to find an accredited Certification Body can search by Certification Body name and filter by Accreditation Body, standard and economy.

- Every time a user validates a client certificate they will see the accredited Certification Body logo and be able to click through to your profile and see information on your organization.

- IAF CertSearch Digital Mark: Each accredited Certification Body will receive a dynamic IAF CertSearch Digital Mark which can be placed on its website and link to its Certification Body profile in IAF CertSearch identifying that the Certification Body is a valid accredited Certification Body, with accreditation from an IAF member.

- Statistics: In each Certification Body's dashboard, the Certification Body has log-in access to real time statistics on the certifications, Certified Entities and standards covered by that Certification Body.

- Auto Upload: Each accredited Certification Body will have the ability to feed data into the database via live feeds or every 24 hours. Once the auto upload is established, no or minimal labor is required to keep data up-to-date.

- Manage Data: In each accredited Certification Body dashboard area, each accredited Certification Body will have the ability to search, review and edit individual Certified Entity and certification data.

Features for Certified Entities

- Certified Entities will be listed in the IAF CertSearch so that their certifications can be validated by businesses and governments domestically and internationally.

- IAF CertSearch Mark: Certified entities will receive a dynamic IAF CertSearch Digital Mark which can be placed on their website and will link to their profile in IAF CertSearch identifying the certifications that they hold. It will demonstrate they are part of the global accredited network. Only those who have an active certification can receive the mark. If the status of the certificate changes the Mark will be removed in real time.

- Certified Entities can view their own certifications to ensure their certifications are listed and accurate.

- Certified Entities can add English or multilingual trading names as approved and or edited by their accredited Certification Body.

- Certified Entities can personalise their profile once activated, like uploading an organisation logo.

- Certified entities can receive and manage enquiries received via their profile in IAF CertSearch once activated.

- Certified Trade Marketplace - Certified Entities will have the ability to activate their profile on the exclusive Certified Trade Marketplace. Certified Entities participating in the Certified Trade Marketplace and gain access to quotes, government and industry tender opportunities. The entities can promote their goods and services and receive trade enquiries.

Features for Accreditation Bodies

- Profile Page: Accreditation Bodies will receive a profile identifying the Accreditation Body as an IAF Accreditation Body member, identifying IAF MLA status and detailing their accredited Certification Bodies who are participating in IAF CertSearch.

- The Accreditation Body logo will appear on every certificate that the Certification Bodies include in IAF CertSearch.

- There will be a list of Accreditation Bodies. Users can search by Accreditation Body name and filter by standard and economy.

- Accreditation Bodies can provide the IAF CertSearch database to all of their Accredited Certification Bodies to support the requirement for validation.

- Accreditation Bodies will receive real time statistics including on their accredited Certification Bodies, certifications, Certified Entities and standards in their network.

- IAF CertSearch Mark: Accreditation Bodies will receive a dynamic IAF CertSearch Mark which can be placed on the website of the Accreditation body, linking to the Accreditation Body profile page in IAF CertSearch.

- Auto Upload: A process to auto upload and maintain data in real time, ensuring no or minimal labor is required.

- Account Settings: Offers the ability to create staff user profiles. The Accreditation Body can create different roles and responsibilities dependent on the user type.

- Receive Enquiries: Receive enquiries in relation to accreditation via the contact form on each Accreditation Body's profile page.

Growing Awareness and Education for Accredited Certification

IAF CertSearch and its supporting technology will increase awareness, education, value and integrity of accredited certification. It will further differentiate accredited certification and highlight the benefits of accredited certification.

IAF will lead a strong awareness program. It will call on supporting industry bodies, government bodies, regulators, global trade associations, Accreditation Bodies, Certification Bodies and Certified Entities to promote the IAF CertSearch database. The awareness program will send a strong message about accredited certification. The message from each of these groups will be to educate their networks that if they are seeking to validate an accredited certification, the IAF CertSearch database is the place to do so. Additionally, if anyone is seeking to find an accredited Certification Body they should engage with those who are listed on the IAF CertSearch database.

This increased awareness and support from industry will drive stronger demand for accredited certification from those who don't hold accredited certification.

Broader Economic, Social and Environmental Impacts

Through the implementation of IAF CertSearch and its linked technology, the awareness of accredited certification will be increased, improving the integrity of accredited certification and increasing channels of trade for accredited Certified Entities.

As the number of certified organizations increases and the amount of trade directed to accredited Certified Entities increases this will have a range of positive impacts, including *Economic*, *Social*, *Health*, *Safety* and *Environmental*.

Section 4

Data Security and Protection

IAF CertSearch security ensures:

- No data is sold
- Data is owned by the Certification Bobies and Accreditation Bodies
- No validation user can download or view lists of certifications by Certification Body or Accreditation Body
- A Certification Body can't see the certifications of another Certification Body
- No dates are shown, just active status of certifications
- Users IPs are tracked to prevent misuse and blocked if a breach of terms of use occurs
- Captcha codes will be used throughout the site to prevent misuse
- Users are limited to validations of 5 certifications per day, users who identify themselves are limited to 20 validations a day
- Bank level login authentication security for Accreditation Bodies and Certification Bodies users (optional)

The work carried out by the IAF on creating the database has been thoroughly and carefully managed. Through the IAF Database LLC's Management Committee (DMC) there has been considerable dialogue with Accreditation Bodies, accredited Certification Bodies and Industry. It is well understood that support and the success of the database relies on maintaining a secure database which can't be misused by those in or outside of the industry, negatively impacting accredited Certification Bodies or Accreditation Bodies.

Establishing the security structure to protect the interest of Accreditation Bodies, accredited Certification Bodies and Certified Entities has been the cornerstone of IAF CertSearch; security of data is of the utmost importance for IAF CertSearch. IAF CertSearch is not a tool where another Certification Body or

User experience security measures

- The IAF CertSearch database is a tool where a user can validate individual certifications using the "company name" or "certification ID". Users will not be able to generate "lists" of any kind as this could negatively affect the Certification Bodies or Certified Entities. For the avoidance of doubt users will "not" be able to search for certifications by Certification Body, Accreditation Body, by standard or economy - validation users must know the company name or certificate ID.

- A user will be able to search and validate up to 5 certifications per day and 20 per day if they have created an account and identified themselves.

- The IP address of the users will be tracked. Once a user has validated 5 certifications they will be blocked from further searches in that day; if they sign up and identify themselves they can validate 20 certifications per day in total.

- Putting users behind a login is another measure to track usage and prevent misuse.

- Users are tracked for misuse and blocked if a breach of the IAF CertSearch terms of use occurs. Penalties for breaching the terms of use will apply.

- Captcha codes (Completely Automated Public Turing test to tell Computers and Humans Apart) will be used to prevent any attempted misuse from robots and data miners.

- Certification dates will "not" be visible, just an indication on the status of the certification, as showing dates could negatively affect the accredited Certification Bodies.

- No Certification Body will be able to view the certifications of another Certification Body.

- Accreditation Bodies will not be able to view the certifications of another Accreditation Body's Certification Bodies certifications. An Accreditation Body can only view certifications of their Certification Bodies

Security Infrastructure

- The database structure will be an internal network access and CORS API limit, IP Restriction with white IPs listing. This means those using the database will not be able to access the database as it is in a different unique system. It will also track the IP of every user coming to the database and block those that go over the predefined thresholds.

- An outside party can only access the retrieval data layer with search so they're unable to access secure data.

- All data located on the servers is also encrypted so any kind of misuse attempt would be useless.

- IAF CertSearch utilises the services of Amazon Web Service (AWS). IAF CertSearch data is encrypted on an isolated section of the AWS services. To satisfy requirements of the GDPR, Amazon Web Services is certified under the United States-European Commission Privacy Shield and is located in the United States.

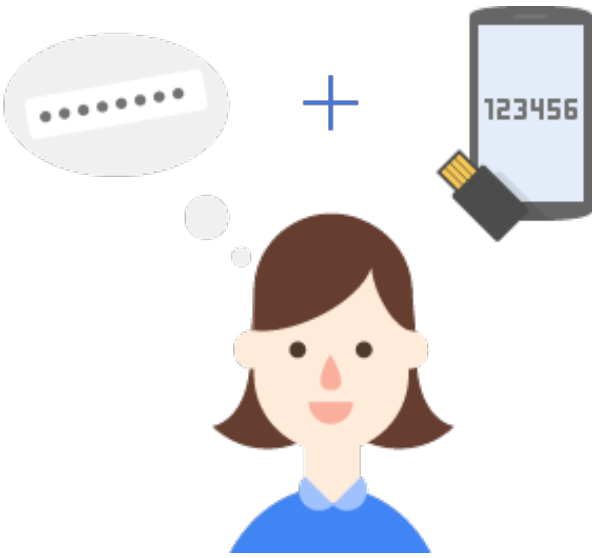
-

Bank level login security authentication (optional)

Accredited Certification Bodies and Accreditation Bodies who opt in will have the ability to utilize two phase authentication via Google authentication. When applying two phase authentication Certification Body and Accreditation Body users will be required to enter their email and password and in addition enter a token that they have received via their personal device. This prevents misuse in cases where an accredited Certification Body or Accreditation Body may have lost their login details.

Data Protection Officer - in relation to personal data.

In reference to managing the processing of personal data and to ensure personal data is protected the IAF Database LLC and the contractor, Quality Trade Pty Ltd, both have a dedicated Data Protection Officer to ensure the processing of personal data is compliant with the applicable data protection rules and laws.



Legal

IAF Database LLC is a wholly owned subsidiary of The International Accreditation Forum, Inc. (IAF), set up for the sole purpose of managing and operating the IAF CertSearch database.

IAF Database LLC consists of a Database Management Committee (DMC) including representatives from Accreditation Bodies, Certification Bodies and Industry, see below a list of the DMC members. The

DMC's role is to represent the IAF in managing the IAF CertSearch database to serve the interest of the IAF, its members and Accredited network.

IAF Database LLC reports to the Chairman of IAF Board of Directors.

Representing	Members	Organization
Accreditation Body Members	Brahim Houla (Chair)	**GAC** - Gulf Cooperation Council Accreditation Center
	Lori Gillespie	**ANAB** - American National Standards Institute - American Society for Quality National Accreditation Board LLC
	Emanuele Riva	**ACCREDIA** - Italian National Accreditation Body
	Kylie Sheehan	**JAS-ANZ** - Joint Accreditation System of Australia and New Zealand
Association Members	Sheronda Jeffries	**TIA** - Telecommunications Industry Association - QuEST Forum Business Community
	Marcus Long (Vice-Chair)	**IIOC** - Independent International Organization for Certification
	Wayne Terry	**ABCB** - Association of British Certification Bodies
	Grant Ramaley	**DTA** - Dental Trade Alliance
	Ivan Savov	**EFAC** - European Federation of Associations of Certification Bodies

IAF Database LLC has signed a legally binding agreement with a technology company Quality Trade Pty Ltd based in Sydney Australia, who is the contractor responsible to develop and maintain the IAF CertSearch database. Quality Trade and has received data from the IAF and the Accreditation Bodies and will open the register to Certification Bodies to upload their data and go live in 2019.

Privacy Laws and GDPR

The IAF Database LLC and the contractor abide by all laws, all privacy laws including the recently revised GDPR.

All users who create an account in IAF CertSearch will be required to consent to the privacy policy and the terms of use prior to being granted an account. Before Certification Bodies and Accreditation Bodies upload data they will be required to consent that they had the authority to upload their accreditation data and or certification data.

Privacy laws vary from country to country in relation to company and personal data. It is the responsibility of the Accreditation Body and or the Certification Body to ensure they have the necessary authority to upload the organization and or personal data for the purpose of validating accredited certification under the IAF CertSearch global database.

Legitimate Interest Assessment

As per the General Data Protection Regulation a Legitimate Interest Assessment has been conducted.

The assessments confirms there are significant benefits to users and the Public, to be able to verify validity of certificates and for the entities to fulfil their obligations to make their information for certification/accreditation publicly available, according to the requirements of ISO/IEC 17011:2017 and ISO/IEC 17021-1:2015.

The beneficiaries of the processing are the Accreditation Bodies, Certification Bodies, and Certified Entities, federal, state and local administrations, business entities, the Public.

Non-processing of this data is highly likely to have negative impact on the accuracy and availability of certification data and thus negatively impact the ability of the users of the database to verify validity of certificates.

The processing is ethical, as it collects minimal personal data to assure effectiveness of purpose of processing and processing is only for the purpose of providing the verification service. The processing is minimal and provides significant global economic and societal benefits.

See the legitimate interest assessment in Appendix 8.

The current terms and conditions that Accreditation Bodies have with their Certification Bodies and that Certification Bodies have with their clients will vary. However many Accreditation Bodies and Certification Bodies already have under their existing terms and conditions the ability to pass on their certification data to related parties, authority bodies, regulator, governments, Accreditation Bodies, service providers and others. As per the legitimate interest assessment, IAF Database LLC validates the legitimate interest in obtaining the certification data and personal data. IAF is the governing body and providing this service for the purpose of accredited certification and to support users and the Public, to be able to verify validity of certificates and for the entities to fulfil their obligations to make their

information for certification/accreditation publicly available, according to the requirements of ISO/IEC 17011:2017 and ISO/IEC 17021-1:2015.

Certification is organizational data and not to be confused with personal data for the purpose of GDPR. It is also worth noting that both Accreditation Bodies and Certification Bodies have the ability to send the activation links to their Certification Bodies and Certified Entities respectively to ensure the process is efficient. Once the Accreditation Body or Certification Body has activated they have provided their consent for the accreditation and or certification data to be included and searchable in IAF CertSearch.

General Resources

IAF Database Business Case Files (Vancouver 2017 GA)

IAF Database, LLC - Certification of Formation

Structure of IAF Database, LLC (Issue 2)

Database Principles (2018) - Annex 1 to IAFDB PL 1

IAF Database, LLC DMC Member list

IAF Database, LLC Contract with QualityTrade

Terms of use, Privacy policy, and management provisions

Privacy Policy
https://iafcertsearch.org/policies/privacy

Terms of Use
https://iafcertsearch.org/policies/terms

Data Management provisions
See Appendix 7

Legitimate Interest Assessment
See Appendix 8

Section 5

Data Hierarchy

The IAF will feed information in real time on who the active IAF Accreditation Body members are and their accredited scopes.

The Accreditation Bodies will feed information on who are their active accredited Certification Bodies are and their accredited scopes. [Accreditation Bodies with existing registers can feed certification data directly for it to be searchable]

Accredited Certification Bodies must provide certification data on their Certified Entities for the certifications to be searchable within IAF CertSearch. Once the certifications are uploaded and searchable the Certified Entities can activate the account. .

If Accreditation Bodies do not provide the required data on their accredited Certification Bodies, they will not receive a profile on the global database. In similar circumstances, if the accredited Certification Bodies do not provide the necessary data on their certified entities, their profile will be absent as well, along with their Certified Entities.

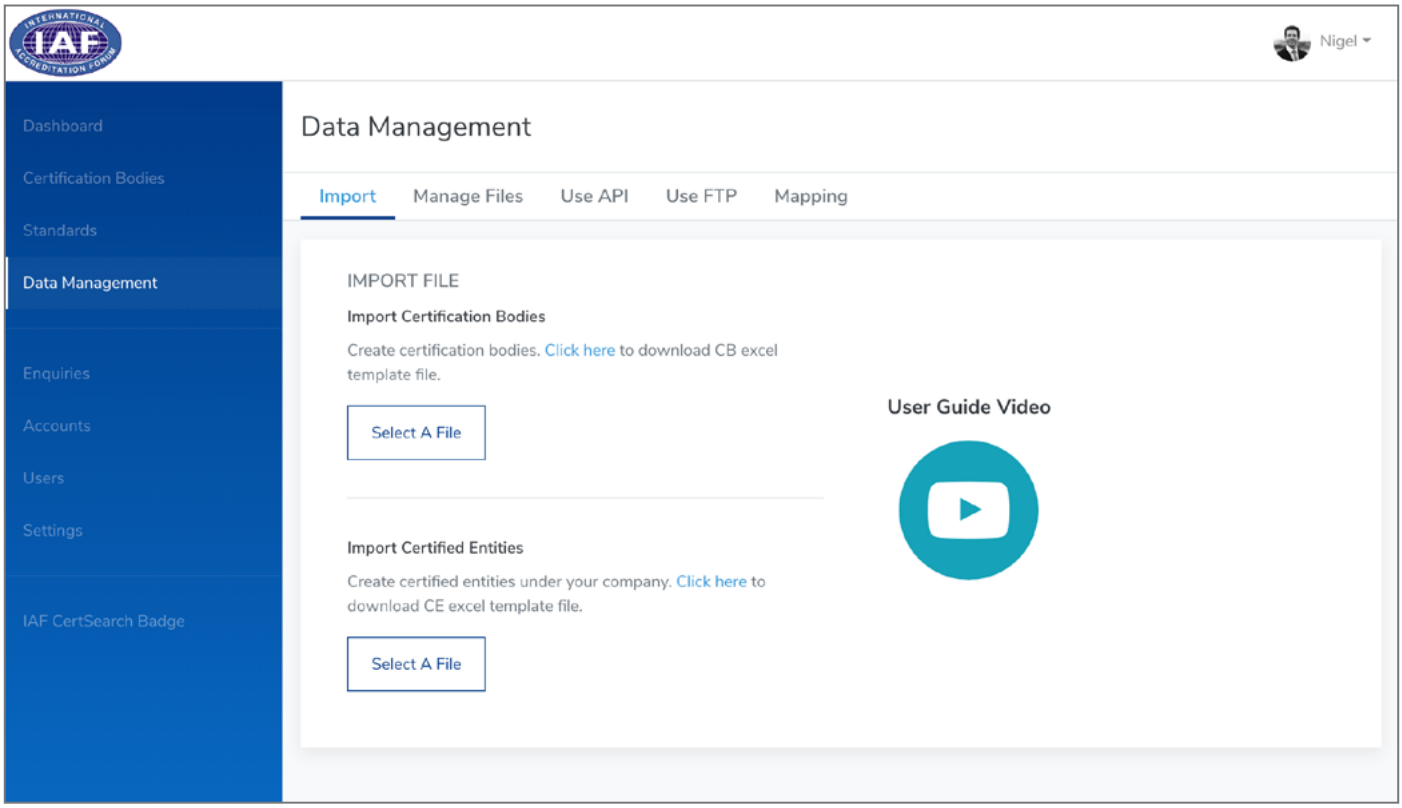
Section 6

Data management

Data can be uploaded into IAF CertSearch either automatically or manually. There are two automatic options and two manual options.

IAF CertSearch Data Management

This is a screen shot of the Certification Body Data Management section within the IAF CertSearch account area. It provides clear instructions on how to upload data.



Automatic options

Once the automatic options have been established there will be no further work required to upload data and maintain data, it will be automatically uploaded into IAF CertSearch.

Automatic Option 1 - FTP (File Trasnfer Protocol) - CBs can set up a File Transfer Protocol, CBs would place a file on a server where IAF CertSearch can obtain the file every 24 hours. If there are any changes to the data IAF CertSearch will make the changes in the database every 24 hours.

Automatic Option 2 - API (Application Program Interface) - Certification Bodies can set up an Application Program Interface which will feed data into the IAF CertSearch database in real time from their system. Any changes in their system can be reflected in the IAF CertSearch database in real time.

Manual options

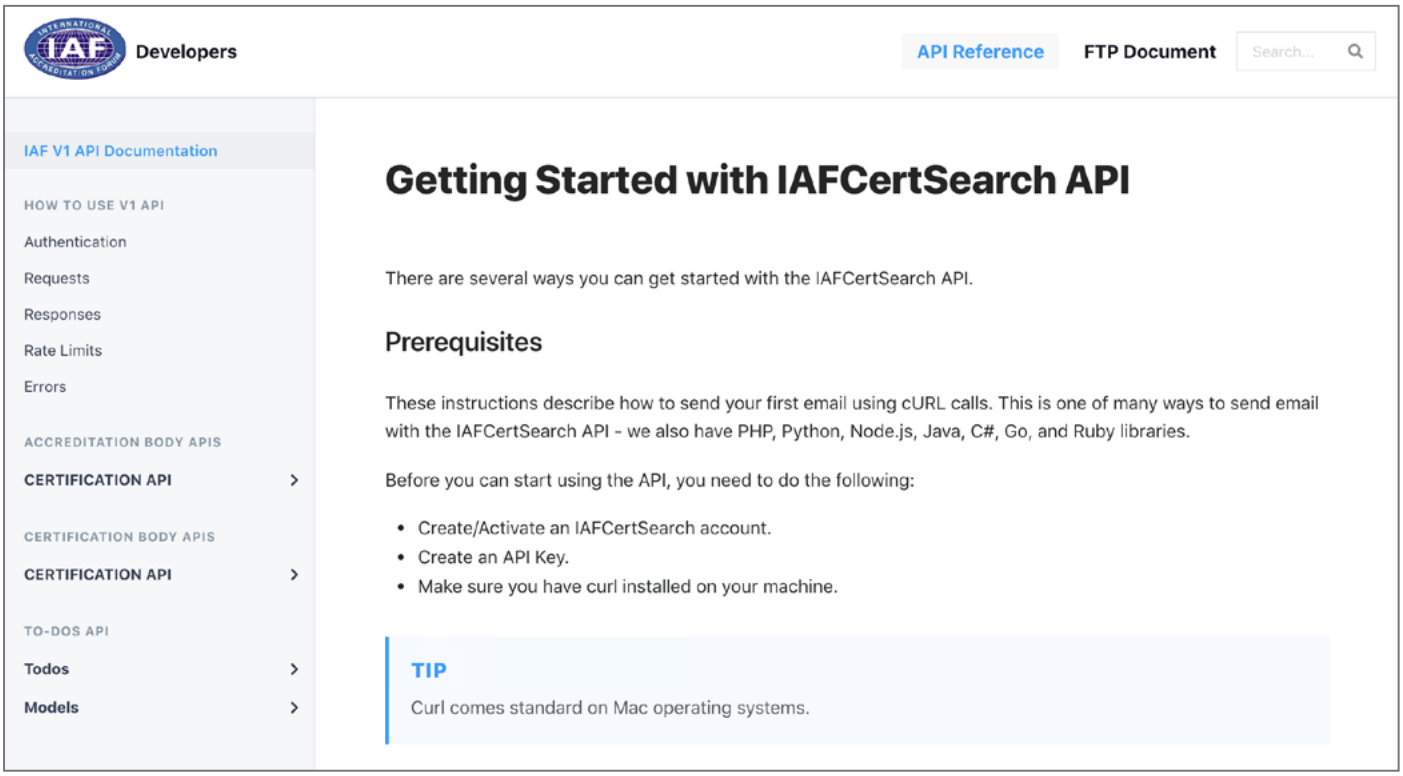
Manual Option 1 - CSV File - The user will have the ability to manually upload single or multiple entries via a CSV in IAF CertSearch after sign in 24/7.

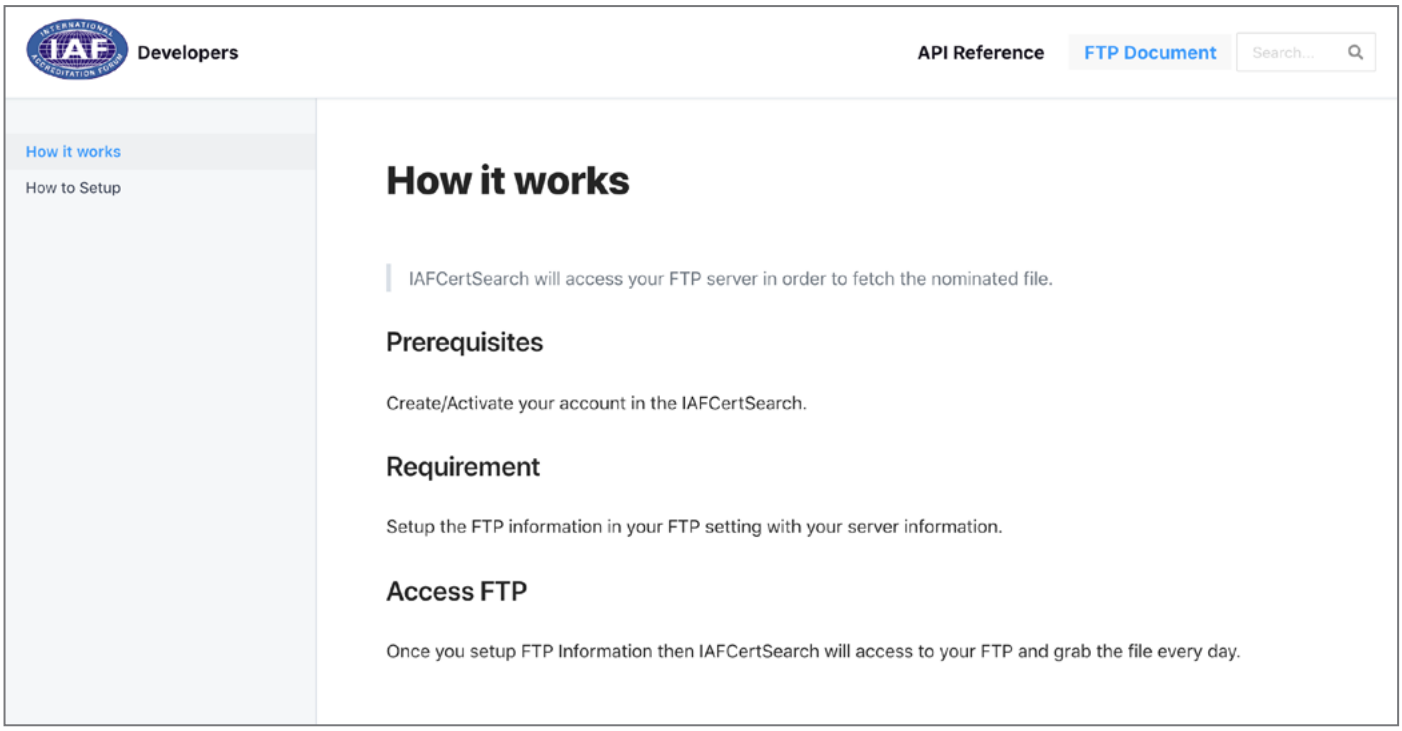
Manual option 2 - Single entry creation - Certification Bodies will have the ability to upload and edit single records after sign in, 24/7

The upload options provide solutions for all types of accredited Certification Bodies. IAF CertSearch strongly advises that either of the automatic options are utilised. The automatic options require no or minimal work once established and they also ensure the data is kept up to date.

As seen below, there are clear instructions, detailed user guides, demonstration videos and FAQs on how to upload data via either of the four options. This information is included in each accredited Certification Body's dashboard area.

API Documents





Section 7

Timeline

01 Letter to ABs ✓

Aug 2018

IAF to send a letter to all IAF member Accreditation Bodies requesting mandatory data on their organization and their accredited Certification Bodies to be sent to IAF CERTSEARCH

02 Data from IAF ✓

Sep 2018

IAF to provide data to IAF CERTSEARCH on active IAF members and their IAF MLA scopes

03 Data from ABs ✓

Sep 2018

IAF member Accreditation Bodies to provide data on their organization and data on Certification Bodies in the templates provided

04 Letter to CBs ✓

Sep 2018 - Oct 2018

IAF member Accreditation Bodies to send a letter to their accredited Certification Bodies introducing the IAF CERTSEARCH

05 Information Pack ✓

Feb 2019

IAF CERTSEARCH to send a detailed information pack to share with ABs and CBs

06 Account Activation

June 2019

IAF CERTSEARCH to send activation invitations to IAF, IAF member Accreditation Bodies and Certification Bodies

07 Data from CBs / Automated Upload

June - July 2019

Once IAF CertSearch is live, the certifications will be searchable. Once certifications are searchable certified entities can activate their accounts.

08 Letter to CEs

June - October 2019

Certification Bodies will inform their certified clients (Certified Entities) about IAF CertSearch.

09 Launch

October 2019

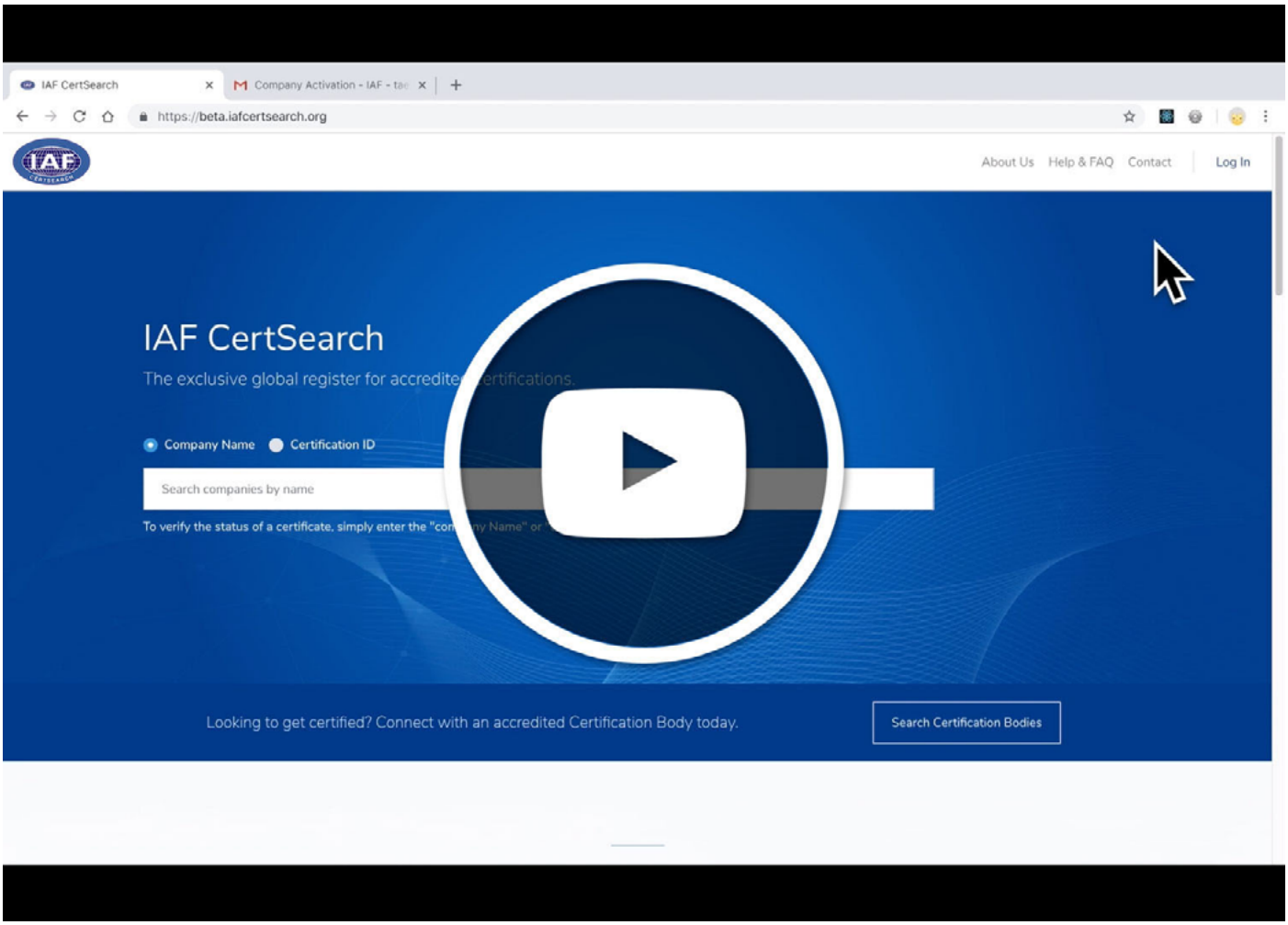
Once certifications are searchable, Certification Bodies to send activation invitations to Certified Entities to activate their accounts on IAF CERTSEARCH. Certification Bodies will decide whether they send activation invitation to Certified Entities or IAF CertSearch or direct the Certified Enity to claim via IAFCertSearch.org

Public Announcement will occur following the IAF General Assembly on 30 October 2019.

Section 8

Demonstration

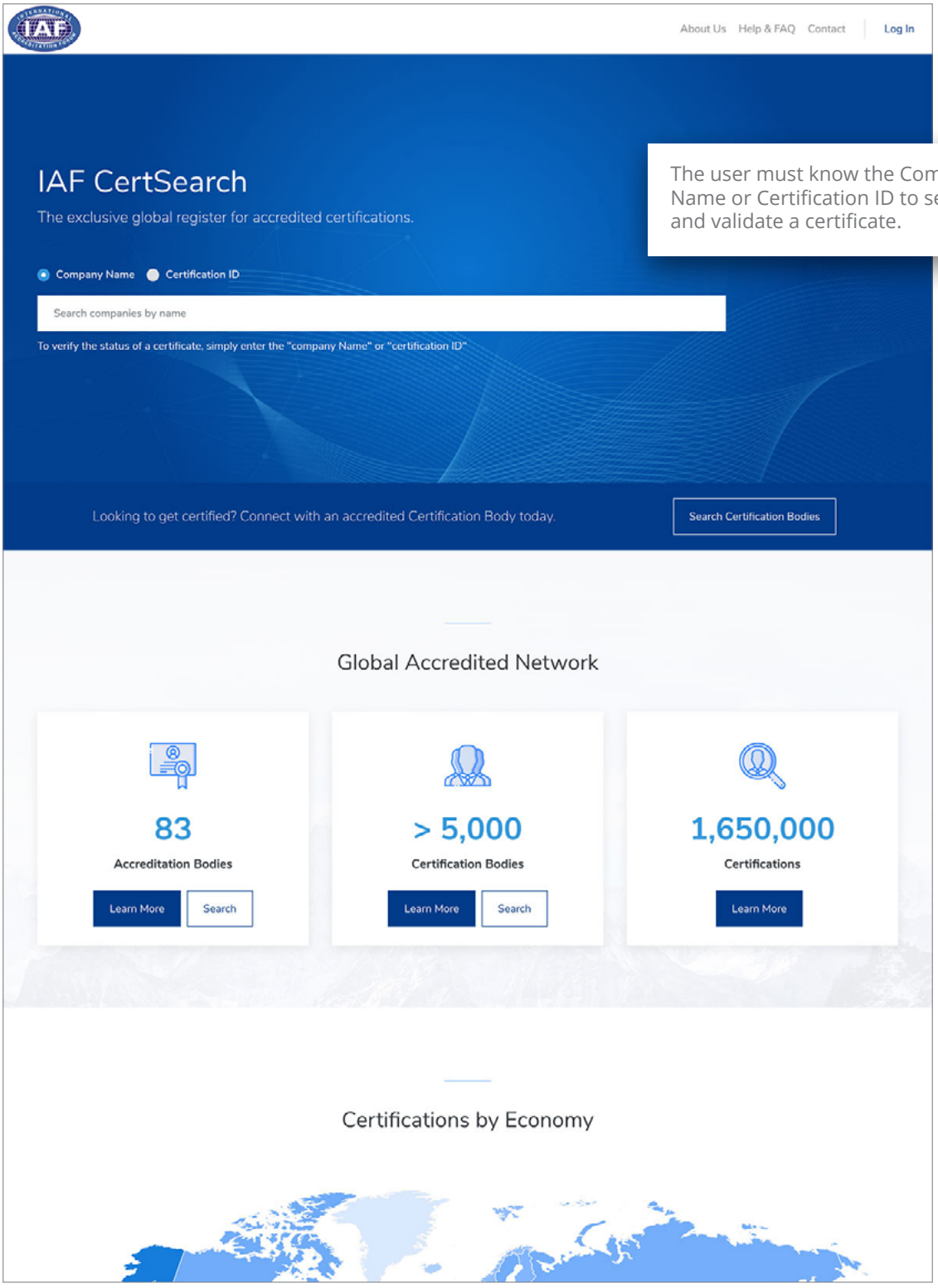
Please see a short demonstration video of IAF CertSearch. This demonstration video was created for IAF Members in 2018 and shown at the IAF General Assembly. This shows the concept of IAF CertSearch and its features.



https://youtu.be/4ZZTMX3rGNg

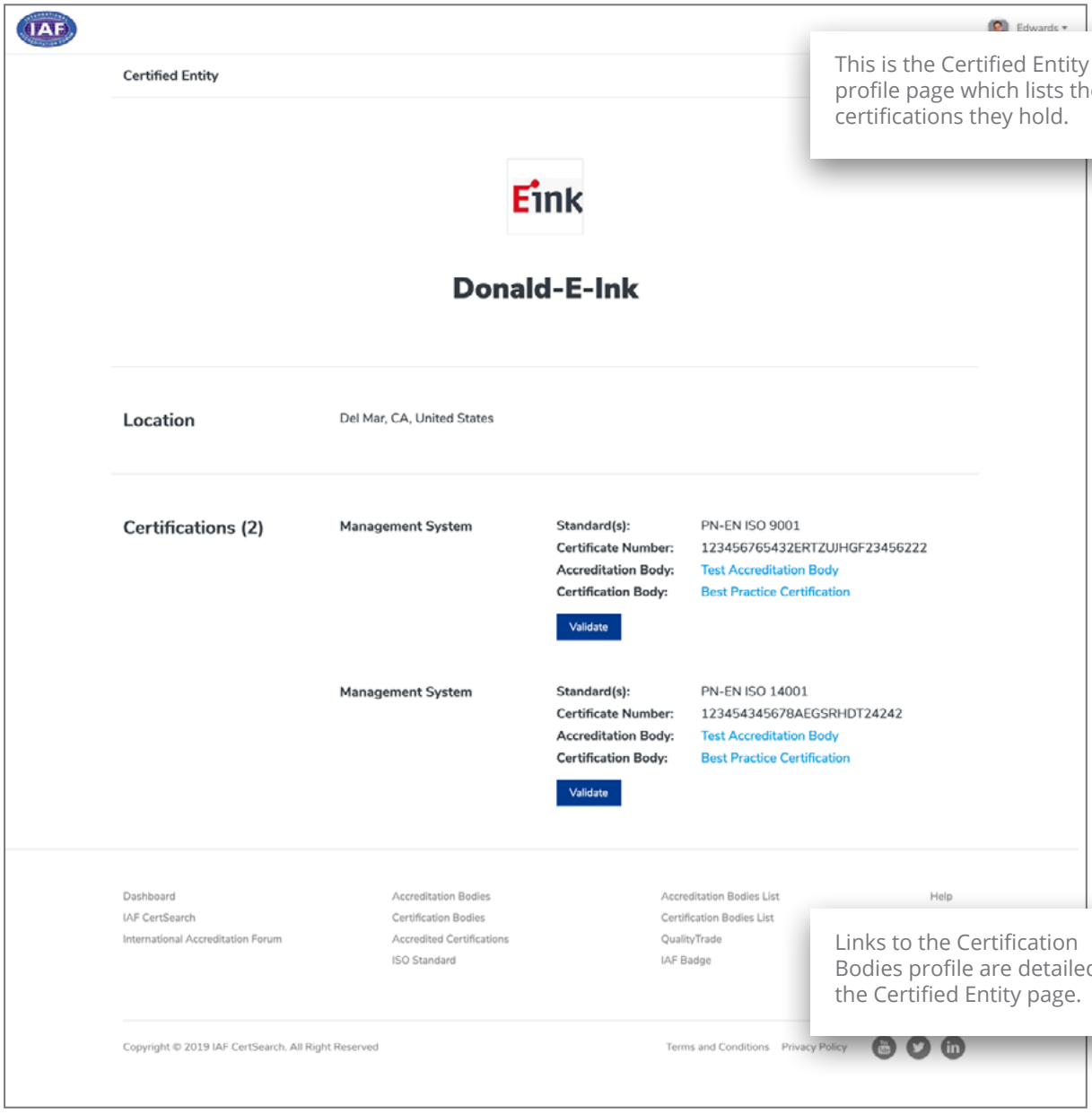
General Demonstration Video - as seen at IAF General Assembly 2018

Validation User

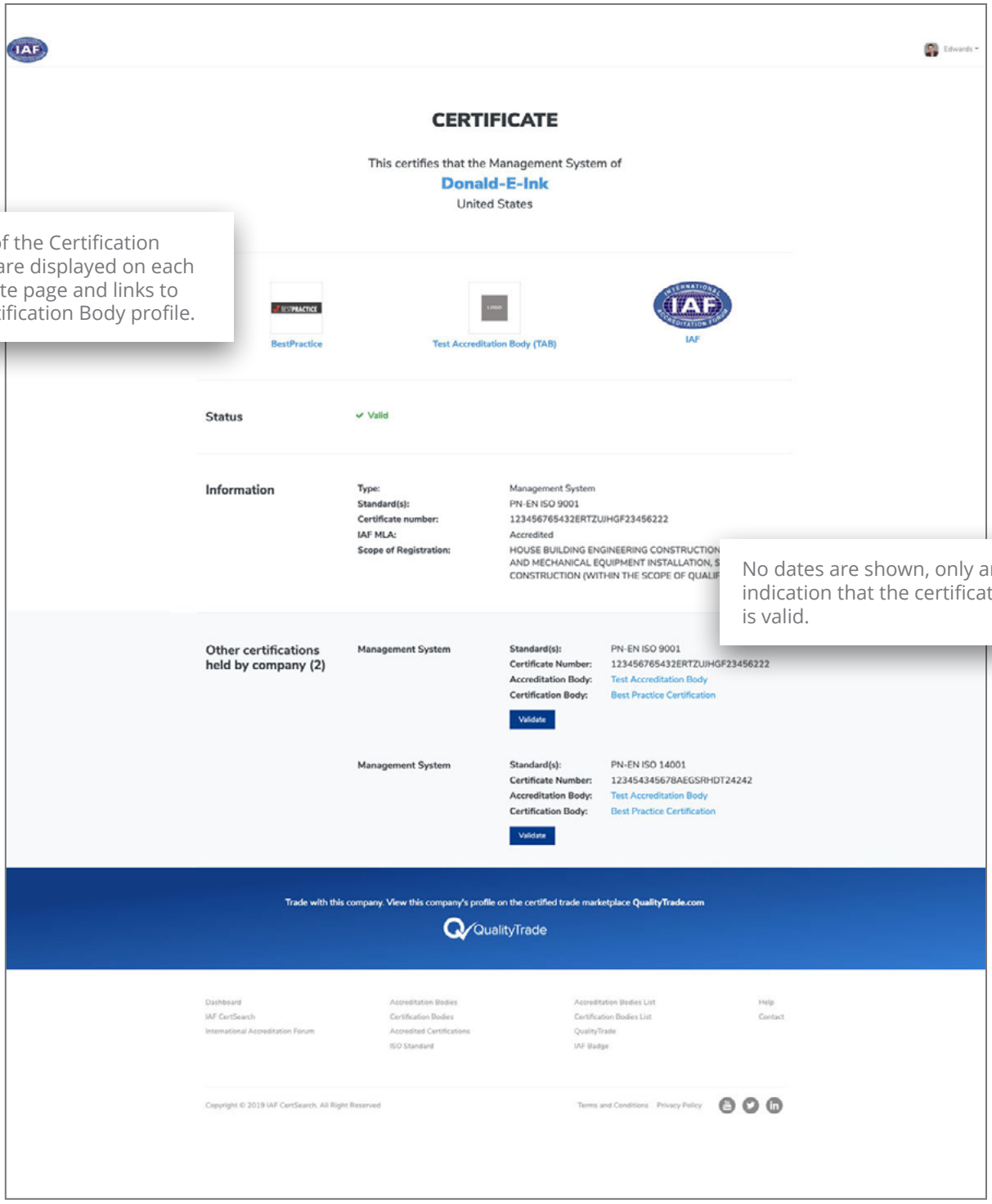


The user must know the Company Name or Certification ID to search and validate a certificate.

Certified Entity



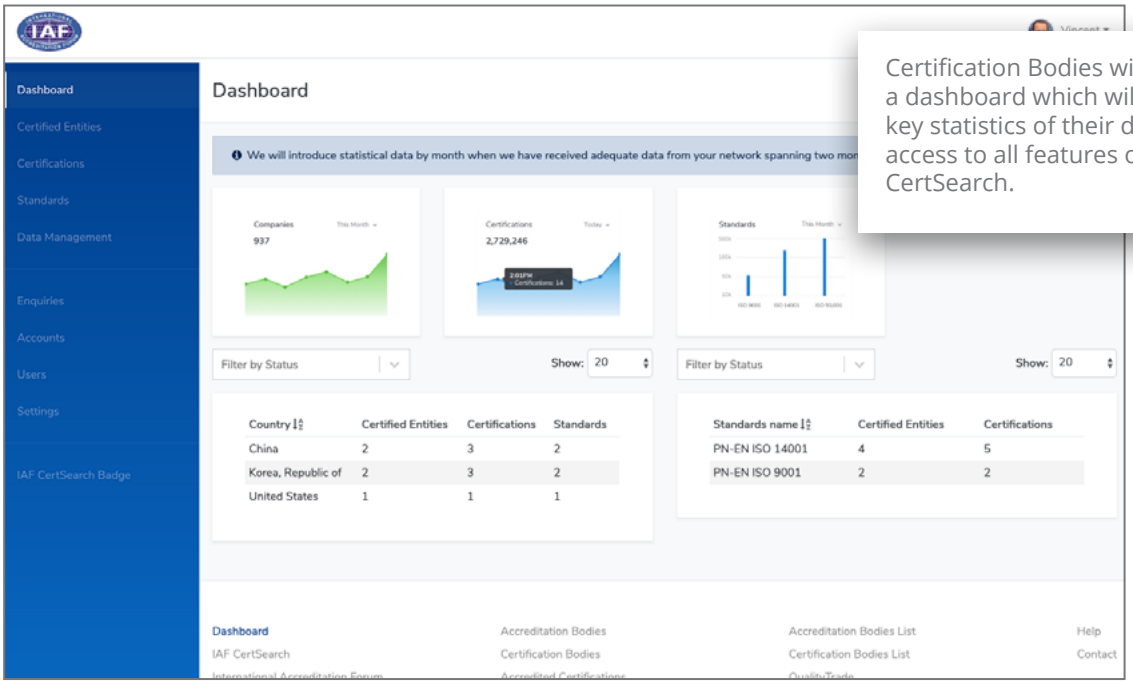
Certificate



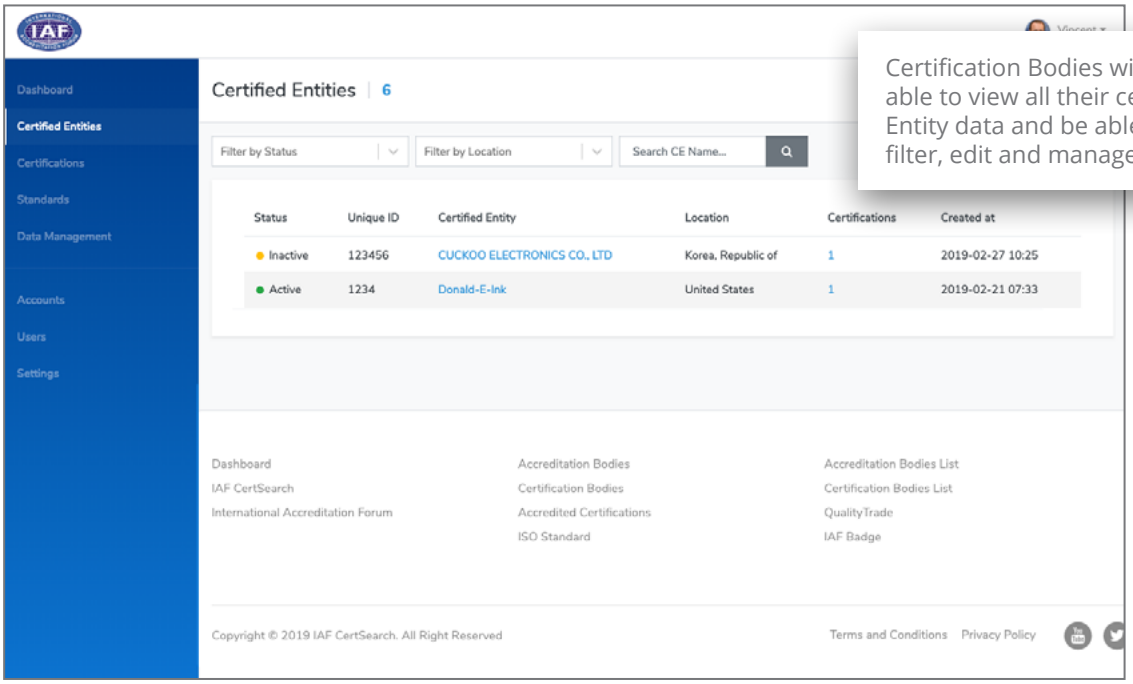
Logo's of the Certification Bodies are displayed on each certificate page and links to the Certification Body profile.

No dates are shown, only an indication that the certification is valid.

Certification Body Demonstration

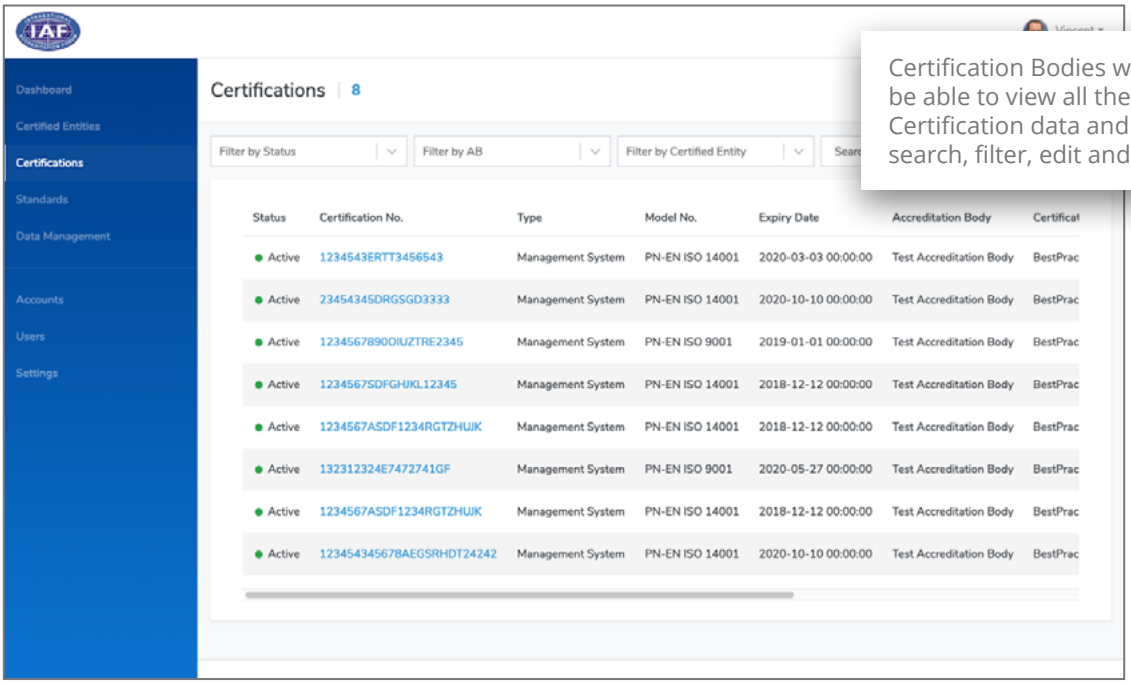


Certification Bodies will receive a dashboard which will include key statistics of their data and access to all features of IAF CertSearch.

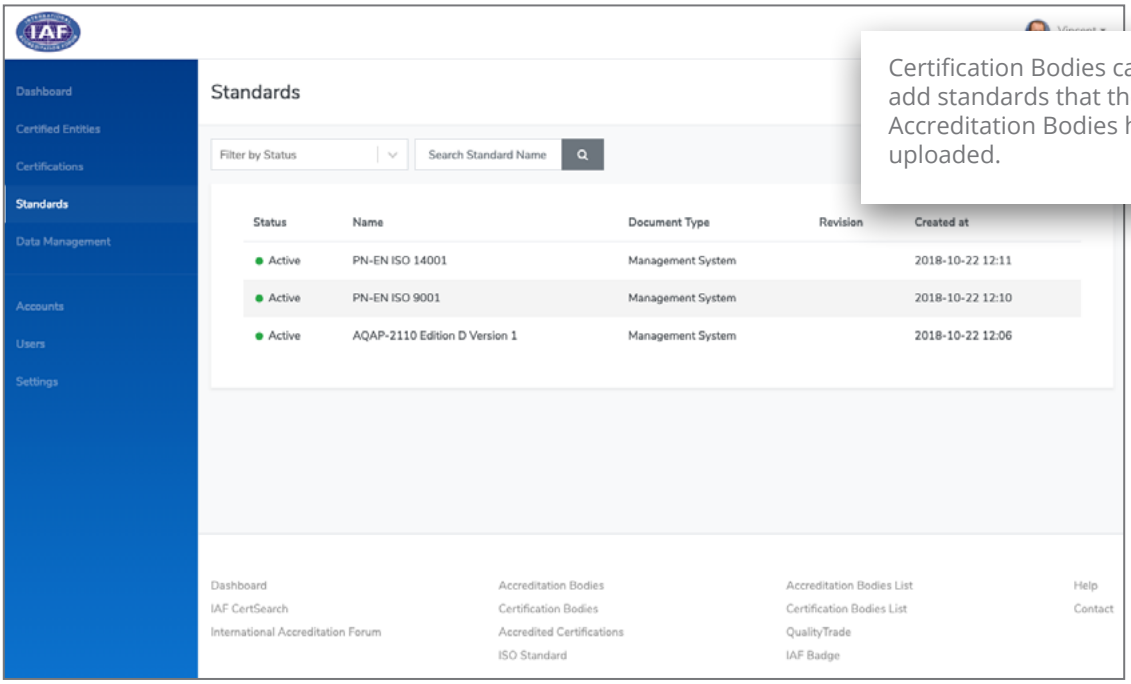


Certification Bodies will be able to view all their certified Entity data and be able search, filter, edit and manage.

Certification Body Demonstration

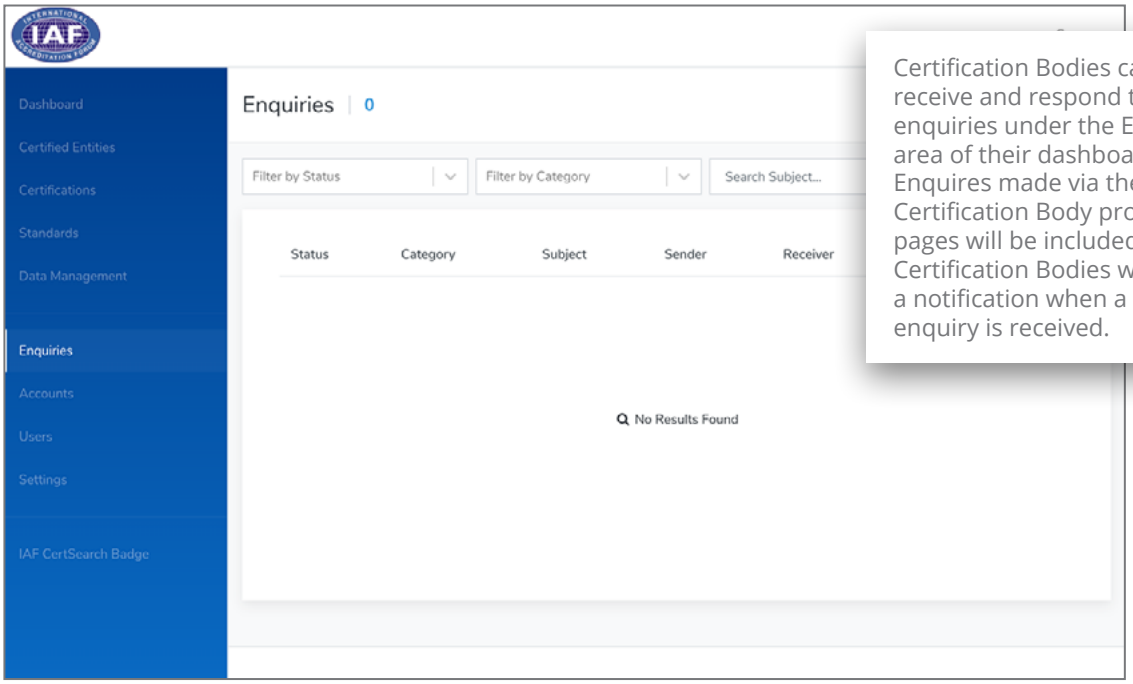


Certification Bodies will be able to view all their Certification data and be able search, filter, edit and manage.

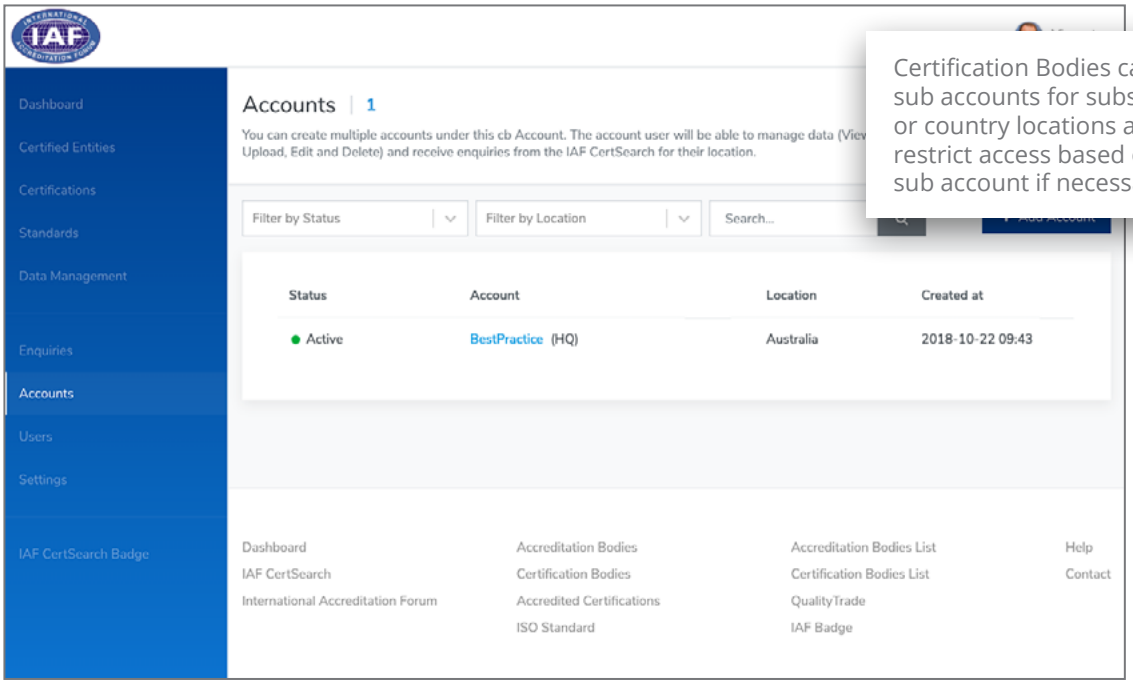


Certification Bodies can add standards that their Accreditation Bodies have uploaded.

Certification Body Demonstration

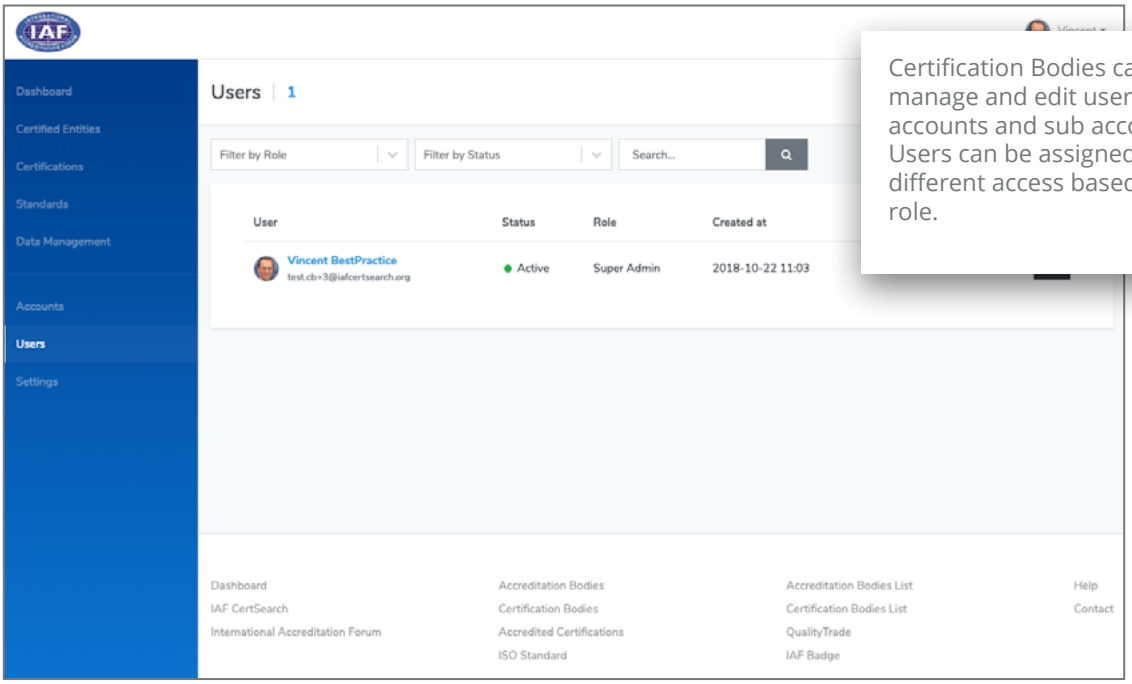


Certification Bodies can receive and respond to enquiries under the Enquiries area of their dashboard. Enquires made via the Certification Body profile pages will be included here. Certification Bodies will receive a notification when a new enquiry is received.

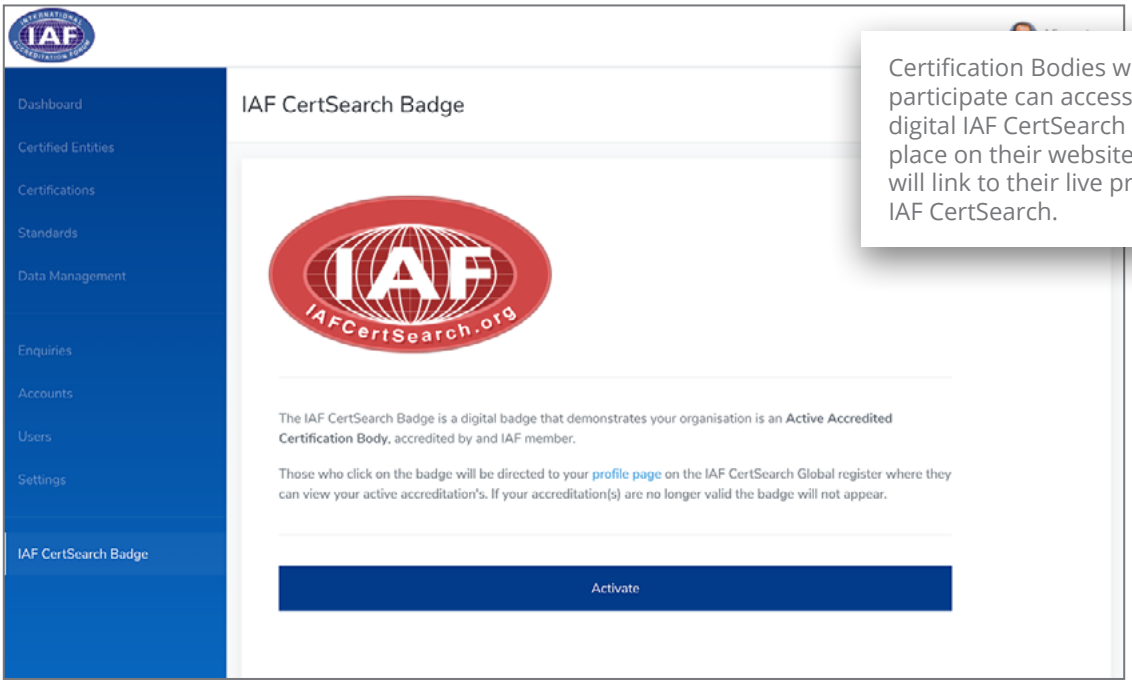


Certification Bodies can set up sub accounts for subsidiaries or country locations and restrict access based on the sub account if necessary.

Certification Body Demonstration

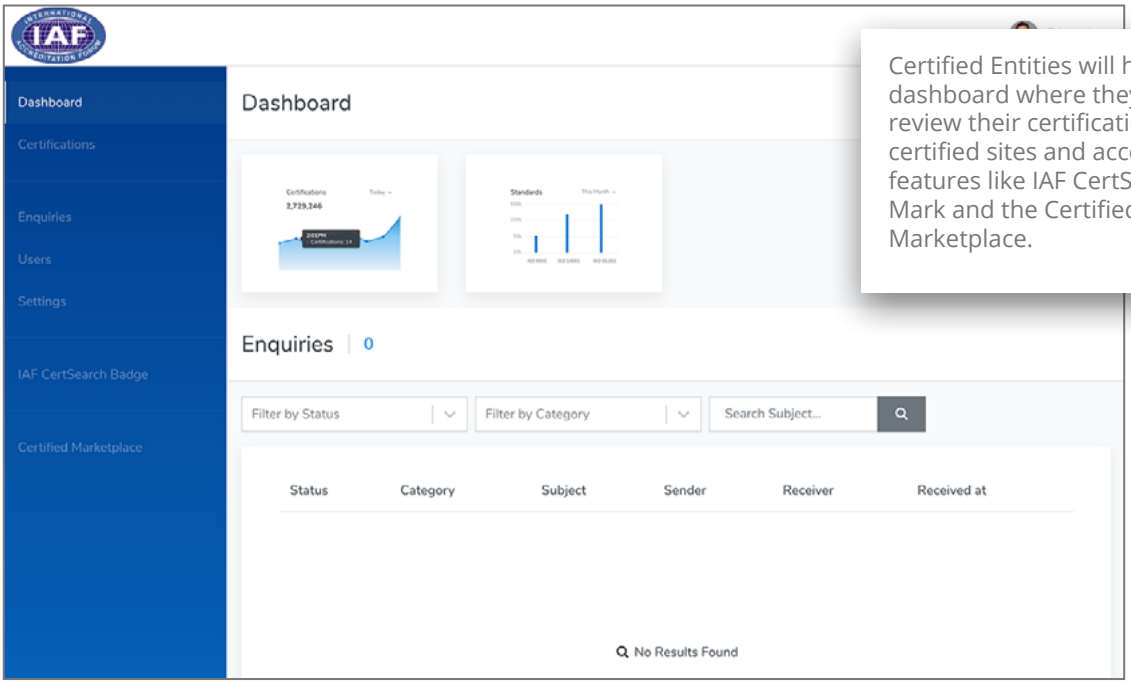


Certification Bodies can create, manage and edit users within accounts and sub accounts. Users can be assigned different access based on their role.

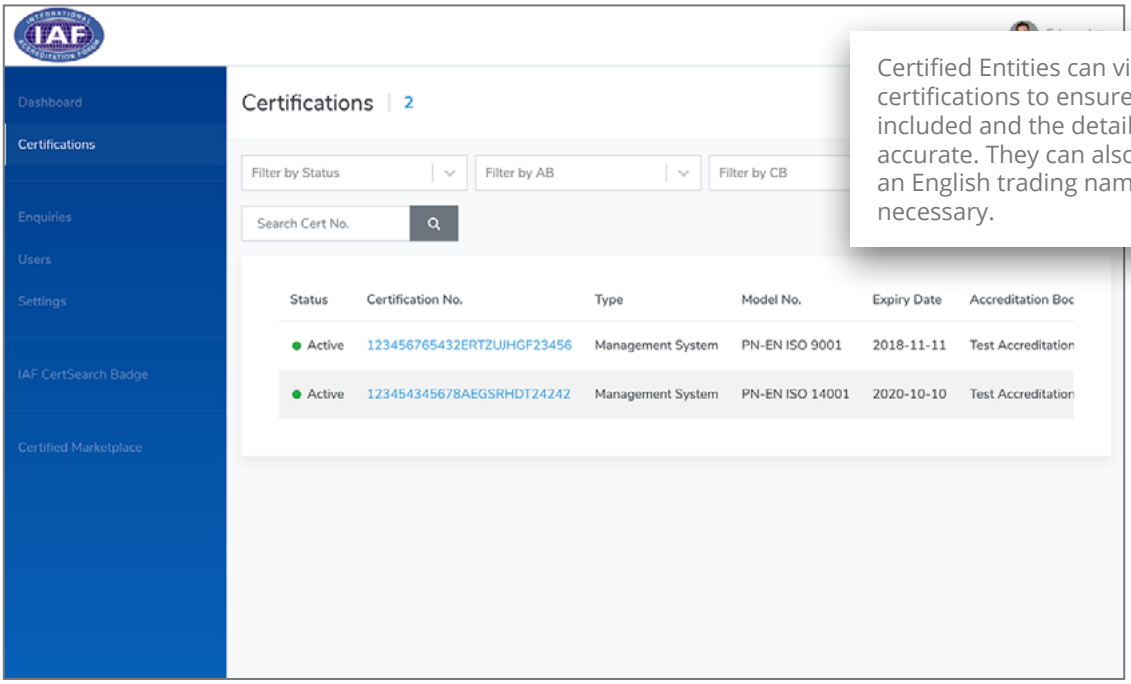


Certification Bodies who participate can access their digital IAF CertSearch mark to place on their website which will link to their live profile on IAF CertSearch.

Certified Entity Demonstration

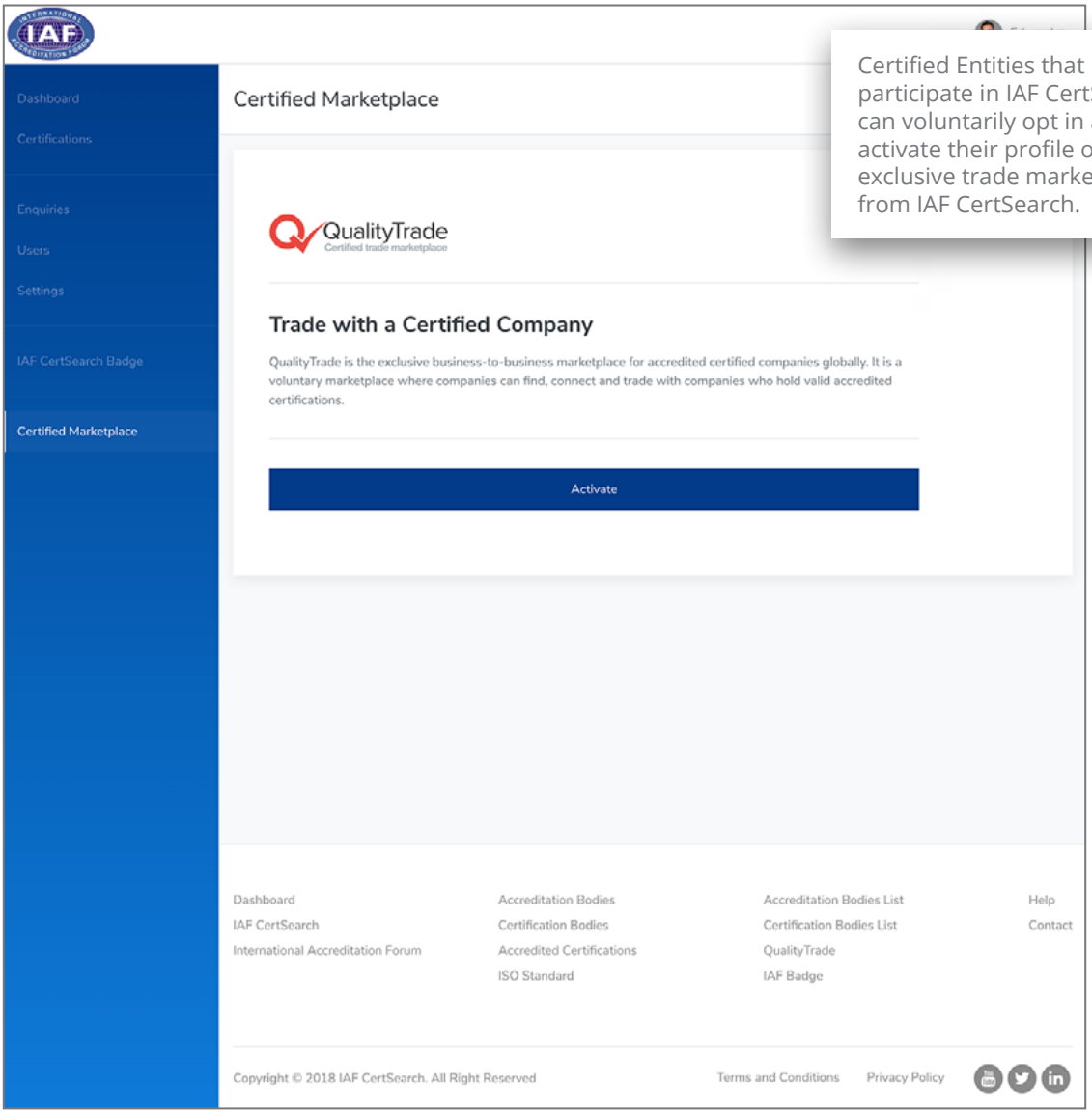


Certified Entities will have a dashboard where they can review their certifications, certified sites and access the features like IAF CertSearch Mark and the Certified Trade Marketplace.



Certified Entities can view their certifications to ensure all are included and the details are accurate. They can also add an English trading name if necessary.

Certified Entity Demonstration



Certified Entities that participate in IAF CertSearch can voluntarily opt in and activate their profile on the exclusive trade marketplace from IAF CertSearch.

Appendix

1. Background & History

There was strong interest to develop a global database which did not increase costs for the IAF, Accreditation Bodies, accredited Certification Bodies and Certified Entities.

The process of developing the current accredited global database dates back to 2014 and led to the creation of the IAF Database Management Committee (DMC), formed of representatives from Accreditation Bodies, Industry Users and Certification Bodies.

The DMC has led the process, securing the relevant approvals from IAF members to progress the global database, including developing the guiding principles for the database, which were approved by the IAF members (See agreed principles below)

In 2017, IAF, alongside a third-party consultant, ran an independent tender process requesting market-leading technology companies to put forward innovative ways that would not increase costs, not sell data and that would add value to the network in a sustainable model. A contractor from Australia was selected, Quality Trade Pty Ltd, who JAS-ANZ, the Australian and New Zealand Accreditation Body has been working with since 2013. The Quality Trade technology solution offers exceptional value as it is entirely aligned to the interests of AB, Certification Bodies and Certified entities, they exclusively provide technology for the accredited network which creates exceptional value, they are legally bound to protect the data and not sell the data.

IAF have established a wholly owned subsidiary to manage the IAF CertSearch database. IAF Database LLC's sole responsibility is to manage and operate all aspects of the IAF CertSearch database and work with Quality Trade to ensure that the database is operated in accordance with the contract, the principles and in line with all privacy and data laws.

To date, Quality Trade have already developed the IAF CertSearch database, offering considerable benefits to each user as seen below.

2. Principles

The following principles, which were approved by IAF Members:

1. The primary purpose of the IAF database is to provide accurate data on accredited management systems (MS) certifications issued by a certification body (CB) accredited by an IAF MLA signatory member accreditation body (AB) under main scope ISO/IEC 17021-1.

2. 2. The IAF database will need to include accurate data on IAF MLA signatory member ABs under main scope ISO/IEC 17021-1 and the MS standards and schemes (including national, sector schemes, etc.) for which they provide accreditation, (even if not under IAF MLA), for the purpose of confirming that a CB is accredited by an IAF member that is signatory under main scope ISO/IEC 17021-1.

3. The IAF database will need to include accurate data on each CB accredited by each IAF MLA signatory member AB under main scope ISO/IEC 17021-1, and the scope(s) of accreditation, for the purpose of confirming accredited certifications eligible to be included in the IAF database.

4. Must be self-funding, but revenue and expense neutral.

5. CBs responsible to provide and maintain correct certification data.

6. ABs responsible to provide and maintain correct accreditation data.

7. IAF responsible to provide and maintain correct membership data.

8. To electronically link to CB, AB and other databases (of MS certifications), where possible, for automatically uploading data into the IAF database.

9. Establish a governance and operational structure that includes IAF AB, CB, and user members and that is not dependent on the IAF secretariat.

10. The information accessible to users of the IAF database should address as many languages as possible.

11. Participation is to be mandatory for IAF MLA signatory member ABs under main scope ISO/IEC 17021-1 to identify accredited CBs and to identify the MS standards and schemes (including national, sector schemes, etc.) for which they provide accreditation (even if not under IAF MLA). The IAF database will be voluntary for the CBs and their clients for all standards and schemes. If, for any valid reason (for example local/national regulatory or governmental requirements) an AB is not able to provide this information, then the AB may opt out of providing the data. Where an AB is unable to supply the

information, then AB concerned should inform IAF of their inability to supply data.

12. Data is to be limited to information necessary to confirm that an accredited certification has been issued by a CB accredited by an IAF MLA signatory member accreditation body under main scope ISO/IEC 17021-1. Data is to be limited to confirming the current status of a given certification and the name, related normative document, scope of certification and geographical location.

13. Specific data analyses and reports to be available to CBs, ABs and other stakeholders, consistent with privacy laws and as agreed by clients, CBs and ABs, with an appropriate mechanism for recovering costs for providing these analyses and reports, but with a general principle of not selling data.

14. The IAF database will need to have controls necessary to prevent or limit unauthorized data mining (to prevent competitive poaching) as well other security measures to ensure data integrity and protect against unauthorized access to, and use of, the data.

15. Any change to the Principles for the database needs to be approved by IAF members.

3. Activation process

Certification Body Activation User Guide Video

https://youtu.be/2V5yJKPPVGM

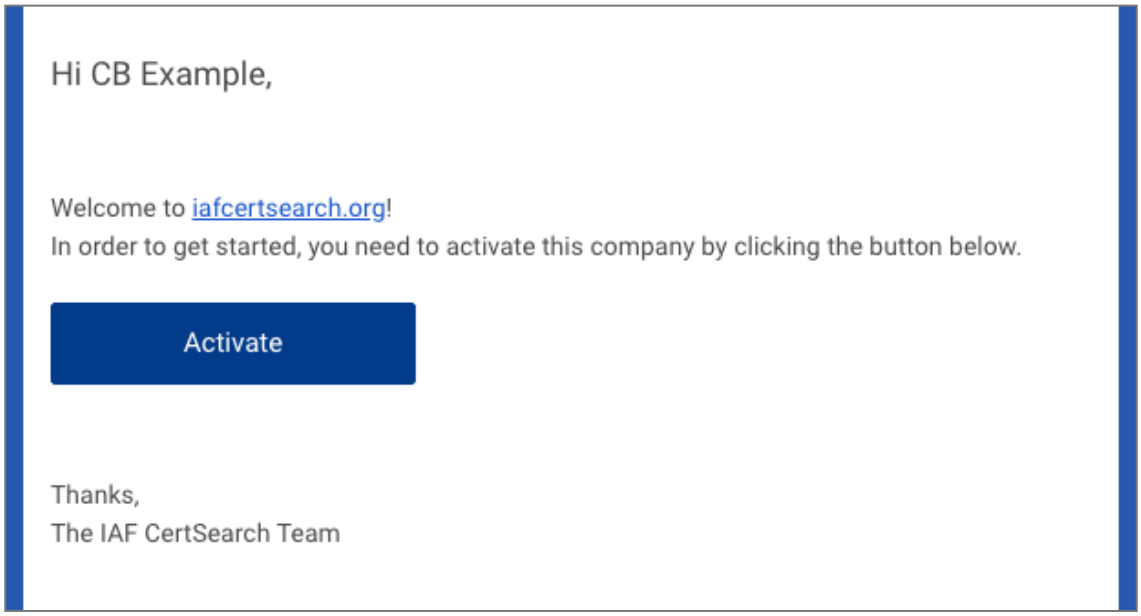
Accredited Certification Body Activation

It is extremely simple to activate a Certification Body account.

Step 1 IAF CertSearch will send the email below. It will be sent to the email address that the Accreditation Body provided IAF CertSearch for the Certification Body. Alternatively you can contact the Accreditation Body or IAF CertSearch to send the Certification Body customised activation link.

Step 2 Click on the activate button and then be directed to IAF CertSearch sign up process. This email (and the activation link) is specific to the dedicated Certification Body only, once activated you will see the accreditation data that the Accreditation Body has uploaded. If the accreditation data is not correct the Certification Body will need to contact their Accreditation Body to make the relevant changes.

Step 3 Sign up - The Certification Body will be prompted to create a password, and will be then be prompted to review and agree to IAF Certsearch terms and conditions, privacy policy and Data Management provisions. Following this Certification Bodies will be directed to their dashboard and will be free to upload their data and for certifications to be searchable and use all the features of IAF CertSearch.



Certified Entity Activation

Certification bodies have requested for multiple ways for certified entities to be able to activate their account. Below are the three options now available:

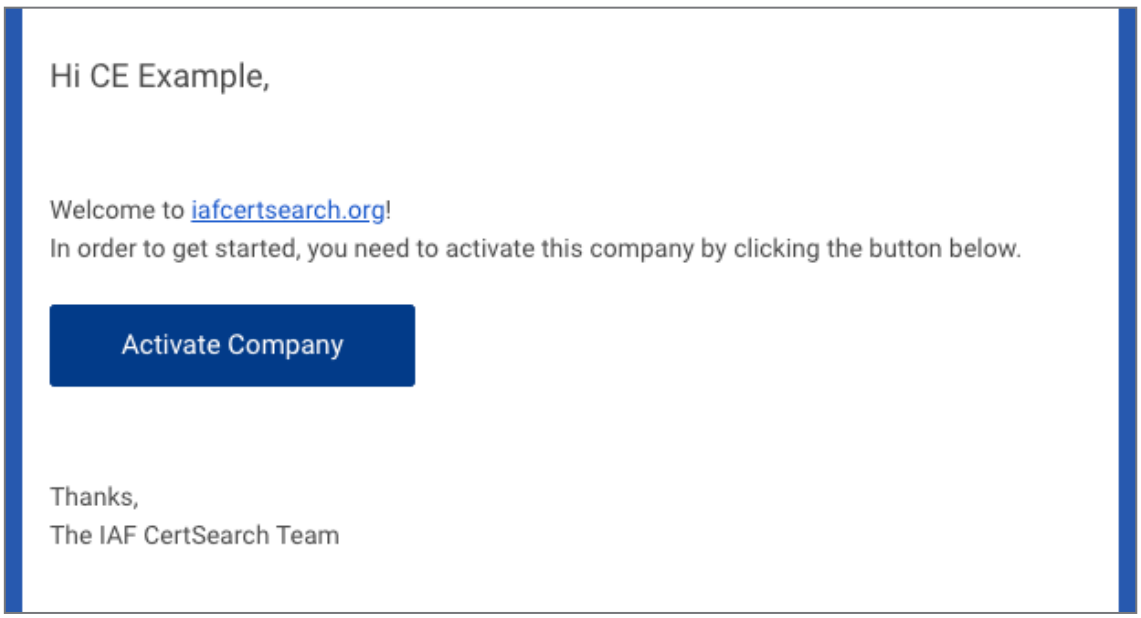
Certification bodies can export the customised activation invitation links from IAF CertSearch and send to their clients directly.

Certification bodies can upload an email into IAF CertSearch.org, and the system can send and email invitation.

Certified entities can claim their account directly in IAF CertSearch. The condition for this option is that CBs must upload client url/website into IAF CertSearch so when they claim their account the system can match their email address with their companies url/website uploaded by the certification body.

Step 1 Whichever option the Certification Body chooses for the certified entity to receive their links, The Certified Entity will need to click on the link/activate button and then they will be directed to the IAF CertSearch sign up process. The activation link is specific to the Certified Entity, once activated they will see the certification data that the Certification Body has uploaded and which is searchable.

Step 2 Sign up, the Certified Entity will be prompted to sign up and create a secure password. The Certified Entity will then be required to agree to IAF Certsearch terms and conditions and the privacy policy. Following this the Certified Entity will be free to use all the features of IAF CertSearch. If the certification data is not correct the Certified Entity will need to contact the Certification Body to make the relevant changes.



4. Technology Contractor

Quality Trade Pty Ltd is a leading technology company specialising in developing software based technology solely for the Accredited Network.

Quality Trade has a deep understanding and excellent working relationship with all stakeholders within the industry including IAF, Accreditation Bodies, Certification Bodies, Certified Entities and buyers of products and services provided by Certified Entities. Prior to developing IAF CertSearch, QualityTrade has been working with JAS-ANZ for five years increasing the value of accredited certification through technology.

Quality Trade's focus is to build technology that maximises the value of accredited certification, specifically making it easy to validate and trade with accredited certified organizations. Quality Trade has complete alignment and intrinsic purpose to ensure the IAF database is a success.

Quality Trade have a legally binding agreement to develop and maintain the IAF CertSearch database for IAF Database LLC and are also legally bound to provide valid accredited Certified Entities with the opportunity to join the Certified Trade Marketplace.

Quality Trade has significant experience in developing and managing technology solutions on a mult-national level, with experience managing security and privacy in over 60 countries.

Quality Trade has developed the Certified Trade Marketplace exclusive to accredited certified companies which has delivered considerable value to the network over the last few years, 2018 alone Quality Trade generated over $400million in trade opportunities for Accredited Certified Entities that are signed up in the marketplace. Quality Trade has now completed the development of the IAF CertSearch global database and the technology which supports the IAF CertSearch digital mark.

In 2019 Quality Trade are on track to deliver further significant trade through partnerships with some of the largest procurement software businesses and government platforms. The pipeline will deliver hundreds and thousands of business opportunities and government tenders to the Accredited Certified organisations participating in the Certified Trade Marketplace.

Quality Trade was founded in 2013 and is based in Sydney, Australia.

5. Certified Entity Data fields required from Certification Bodies

Below is a list of the fields that the Certification Body is required to upload and maintain for each Certified Entity. If Certification Bodies have different field names they can use the **mapping tool** in their Data Management area to match their fields name with the IAF CertSearch field name. An example of each field will be included in the Data Management areas of IAF CertSearch in addition to detailed instructions for the data feed processes.

Field Name	Description
Certification Identity Number	Mandatory Field provided by the CB for internal use of IAFCertSearch. "Certification Identity Number" is a unique identification for the Certificate. The "Certification Identity Number" makes it possible to identify which Certifications are in the CB network what data in the database belongs to the Certification. When the CB uploads additional data in the future (certification data i.e. status) the system will look up the "Certification Identity Number" to maintain integrity of data. The "Certification Identity Number" can be any alpha-numeric number.
Certificate Number	Certificate number shown on the certificate itself.
Certification Status	Certification Status Include the terms that the CB uses to define the status of the certification. Commonly used terms are: Active, Withdrawn, Suspended, Cancelled or Hidden. Active (valid) Withdrawn (expired) Suspended Cancelled (terminated) Hidden (where details of a certification have been uploaded but it is not yet active / live) If terms vary from the above terms the IAF CertSearch will provide a mapping process.
Accreditation Status	Has this certificate been issued under and existing accreditation or is this an unaccredited certificate. Enter either "Accredited" OR "Unaccredited"
Certification Type	This will be management system. This field is required as some CB systems include product certification also, so we have included a field for Certification type.
Certification Scope	Certification Scope as detailed on the certificate.
Certification Original Issue Date	Original certification date is an optional field. (YYYYMMDD)
Certification Expiry Date	Certification expiry date as detailed on the certificate (YYYYMMDD)

Field Name	Description
Certified Entity Name	This is a mandatory field.
Certified Entity Trading Name	Trading Name and English Name are optional fields.
Certified Entity Email	Key Contact email. Either a generic email or personal email can be uploaded. Whilst IAF Database LLC has a legitimate interest in obtaining certification data and email contact for the purpose of the IAF Database, IAF Database LLC recommend obtaining consent prior to uploading any personal emails. The email is needed in cases when the CB is seeking to send the invitation to the Certified Entity so they can activate their profile in the IAF CertSearch. Alternatively the CB can send the activation link to the CE directly or directly to claim their account via iafcertsearch.org.
Certified Entity Key Contact	Key Contact from the Certified Entity
Certified Entity Phone	Certified Entity Ohone number. Include any coutnry and area codes.
Certified Entity Unique Id	Mandatory Field provided by the CB "Certified Entity Unique ID" also referred to as a client ID. The "Certified Entity Unique ID" / Client ID is a unique identification number for the organisation. The entity ID makes it possible to identify which individual certifications belong to the one organization. The "Certified Entity Identity Number" can be any alpha numeric number.
Certified Entity Street Address	The main entity address for the Certified Entity
Certified Entity City	City of the main entity address for the Certified Entity
Certified Entity State	State of the main entity address for the Certified Entity. If no state, leave blank.
Certified Entity Zip code/Post code	Zip code or post code of the the main entity address for the Certified Entity
Certified Entity Country/Economy	Country/Economy of the main entity address for the Certified Entity
Additional Site Street	Site address for the Certified Entity
Additional Site City	City of the site address
Additional Site State	State of the main entity address for the certified entity. If no state, leave blank.
Additional Site	Zip code or postcode of the the main entity address for the Certified Entity

Field Name	Description
Additional Site Zipcode/Postcode	Postcode / Zip
Additional Site country/economy	Country/Economy of the main entity address for the Certified Entity
Scheme Name	Scheme Name
Standard name	Standard including version
Certification Body Name	Certification Body name must be entered exactly the same for any reference to the certification body. The system relies on the Certification Body Name to match data uploaded by the AB. If the Certification Body name is spelt differently then that data will not be added to the CB account.
Certification Body Acronym Name	Certification Body Acronym Name
Accreditation Body Acronym	Accreditation Body Acronym CBs must apply the exact AB acronym that IAF CertSearch uses for that Accreditation Body. This way we can map CB certifications under the correct accreditation. You can view the Acronyms for all ABs within Data Management under “User guides”. You can also use Data mapping if your system AB acronym output is different to IAF Cert-Search.

6. Certification Body Data fields required from Certification Bodies

Below is a list of the fields that the Certification Body is required to upload and or maintain and or confirm for their own organization. These fields are matched with the Accreditation Bodies data to ensure only Accredited Certifications are included in IAF CertSearch. If Certification Bodies have different field names they can use the mapping tool in their Data Management area to match their fields name with the IAF CertSearch field name. An example of each field will be included in the Data Management areas of IAF CertSearch in addition to detailed instructions for the data feed processes. If data from the Accreditation Body is incorrect the Certification Body will be required to contact their Accreditation Body.

Field Name	Description
Certification Body Name	Certification Body Name
Certification Body Acronym	Certification Body Acronym
Website	Certification Body website
Key Contact	Key Contact from the Certification Body
Email Address	Key Contact email. This is a mandatory field. Either a generic email or personal email can be uploaded. Whilst IAF Database LLC has a legitimate interest in obtaining certification and accreditation data and email contact for the purpose of the IAF Database, IAF Database LLC recommend obtaining consent prior to uploading any personal emails. The email is needed so the Certification Body can activate their profile in the IAF CertSearch. Alternatively the AB can send the activation link to the CB directly.
Phone	Certification Body Phone number. Include any country and area codes.
Fax	Certification Body Fax number
Country/Economy	Country/Economy of the main accredited entity address
Description	A general description of the Certification Body. The description should be factual and limited to 200 words. The description will be on the profile page of the IAF CertSearch describing the organization. The CB will have the ability to edit the description in their IAF CertSearch dashboard. If the AB does not have this information then leave it blank.
Location Type	There are two options to choose from; "Head office" (main accredited entity office) or "Branch Office"
Street	Street

Field Name	Description
City	City
State	If state is not applicable leave blank
Country/Economy	Country/Economy of the address
Zipcode/Postcode	Zip code / postcode
Scheme/Program	Scheme/Program
Certification Standard Code	Certification Standard code. Include version if you have it.
Accreditation First Issue Date	Optional field Original accreditation date (YYYYMMDD)
Accreditation First Issue Date	Most recent accreditation date (YYYYMMDD)
Accreditation First Issue Date	Accreditation expiry date (YYYYMMDD)
Scope Type	Scope Type
Scheme/Program	Scheme/Program (this must match the “Scheme/Program” included in the “CB Standards & Schemes” spreadsheet
Sector/IAF code title	Sector / IAF code title
Sector/IAF code	Sector / IAF numeric code
All Sectors	(1 or 0) Insert “1” if the scheme covers all sectors otherwise insert “0” and enter the sector in column D and the sector code in column E
Country/Economy	Country/economy in which the Certification Body is eligible to issue accredited certificates

7. Data Management Provisions for Accreditation Bodies and Certification Bodies

The Database

IAF Database LLC and its service provider have developed the Database to enable the validation of current accredited certifications held by organisations issued by a Certification Body who is accredited by and IAF Member Accreditation Body Member. In addition, the Database enables the validation of current Certification Bodies who are Accredited by an IAF Accreditation Body Member and the validation of current IAF Member Accreditation Bodies and other IAF members.

ELIGIBILITY:

To be eligible to use our Database, you must represent and warrant that:

- Accreditation Bodies have an active membership with the International Accreditation Forum
- Certification Bodies hold valid accreditations from an IAF Accreditation Body member

Four processes for uploading data to the Database

Accreditation and Certification Bodies may choose from four processes to upload data into the Database:

- Manual single entre - upload;
- Manual multiple entry - CSV upload;
- Automated - File Transfer Protocol (FTP); and
- Automated - Application Programming Interface (API).

By registering and validating a Database account, you are deemed to accept the Privacy Policy, Terms of Use and these Data Management Provisions.

Accreditation and Certification Bodies:

- are responsible for ensuring that the certification and accreditation data they upload is up to date, correct and accurate;
- warrant that they have necessary rights, permissions and authorities to upload data to the Database; and

- acknowledge and undertake to ensure that organisations are sent their Database activation link in a timely manner so that they can activate their account, control their information and participate in the Database.

Accreditation Bodies agree to upload all accreditation data on all their Certification Bodies as this is mandatory. If Certification Bodies data is not uploaded by the Accreditation Body then the Certification Bodies and their Certified Entities are unable to be recognised in the Database. If Certification Bodies do not upload their data on the Certified Entities then the Certified Entities will not be recognised in the Database.

By registering and validating a Database account Accreditation Bodies provide consent for the International Accreditation Forum to transfer the data it has received from your organisation to the IAF Database LLC for the purpose of populating and operating the IAF CertSearch the global database.

By registering and validating a Database account Certification Bodies provide consent for their Accreditation Body to transfer the data the Accreditation Body has received from your organization to the IAF Database LLC for the purpose of populating and operating the IAF CertSearch the global database.

IAF Database LLC has not verified any data or any content on the Website and cannot and does not provide any assurances or warranties whatsoever regarding the accuracy or completeness of any such data or content uploaded by any account holders.

IAF Database LLC does not warrant the accuracy of any information that has been uploaded by Accreditation Bodies, Certification Bodies, Certified Entities, Users or the International Accreditation Forum.

Accreditation and Certification Bodies are responsible for maintaining the confidentiality of their account information and the IAF Database LLC recommends that passwords are not disclosed to any third party. Actual or suspected unauthorized use of passwords and accounts should be reported to the IAF Database LLC immediately. The IAF Database LLC makes no representations nor gives any warranties in respect of any password or other security mechanisms in place on the Site.

8. Legitimate Interest Assessment

As per the General Data Protection Regulation a Legitimate Interest Assessment has been conducted which confirms that IAF and IAF Database LLC has a legitimate interest in obtaining personal data, certification data and accreditation data for the purpose of IAF Global Database, IAFCertSearch.org.

The assessments confirms there are significant benefits to users and the Public, to be able to verify validity of certificates and for the entities to fulfil their obligations to make their information for certification/accreditation publicly available, according to the requirements of ISO/IEC 17011:2017 and ISO/IEC 17021-1:2015.

The beneficiaries of the processing are the Accreditation Bodies, Certification Bodies, Certified Entities, federal, state and local administrations, business entities, the Public.

Non-processing of this data is highly likely to have negative impact on the accuracy and availability of certification data and thus negatively impact the ability of the users of the database to verify validity of certificates.

The processing is ethical, as it collects minimal data to assure effectiveness of purpose of processing and processing is only for the purpose of providing the verification service. The processing is minimal and provides significant global economic and societal benefits.

The General Data Protection Regulation requires that the Controller of the personal data being processed, performs a Legitimate Interest Assessment Test to verify the balance between the benefits of processing and the rights of the data subjects. IAF Database LLC has a procedure for this test and has performed an assessment, the results of which are summarized below.

The legitimate interest assessment test covers the processing of personal data processed within the database. The subjects whose data is processed are entity representatives, managers, contact persons and subjects who register to use the service.

The objective of the processing is to provide contact information for the Accreditation Bodies, Certification Bodies, and Certified Entities. The objective of the processing for users of the database is for secure access, and traceability of activities for appropriate use according to the rules of access and use of the services for certificate verification purposes.

The benefits from processing the data is for the registered users to be able to communicate effectively with the Controller (IAF Database LLC) and Processor (Quality Trade Pty Ltd). The users of the database will be able to access data that is accurate and available when needed, will assure secure access and traceability and ability to communicate with the Controller and the Processor.

There are significant benefits to users and the Public, to be able to verify validity of certificates and for the entities to fulfil their obligations to make their information for certification/accreditation publicly available, according to the requirements of ISO/IEC 17011:2017 and ISO/IEC 17021-1:2015.

The beneficiaries of the processing are the Accreditation Bodies, Certification Bodies, and Certified Entities, federal, state and local administrations, business entities, the Public.

Non-processing of this data is highly likely to have negative impact on the accuracy and availability of certification data and thus negatively impact the ability of the users of the database to verify validity of certificates.

This type and form of processing personal data for the above purposes has already been carried out by five Accreditation bodies and many Certification Bodies successfully and their experience and good practices have been used as input in the current database structure and rules for processing.

The processing is ethical, as it collects minimal data to assure effectiveness of purpose of processing and processing is only for the purpose of providing the verification service. The processing is minimal and provides significant global economic and societal benefits.

Assessment Decision:

Legitimate interest applies. Date of decision: 2019-February-26

Approved by: Brahim Houla Date of approval: 2019-February-26

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