



# **IAF Mandatory Document**



## **IAF Mandatory Document for the Upload and Maintenance of Data on IAF Database**

**Issue 1**

**(IAF MD 28:2023)**

The International Accreditation Forum, Inc. (IAF) facilitates trade and supports industry and regulators by operating a worldwide mutual recognition arrangement among Accreditation Bodies (ABs) in order that the results issued by Conformity Assessment Bodies (CABs) accredited by IAF members can be accepted globally.

Accreditation reduces risk for business and its customers by assuring them that accredited CABs are competent to carry out the work they undertake within their scope of accreditation. ABs that are members of IAF and their accredited CABs are required to comply with appropriate international standards and IAF mandatory documents for the consistent application of those standards.

ABs that are signatories to the IAF Multilateral Recognition Arrangement (MLA) are evaluated regularly by an appointed team of peers to provide confidence in the operation of their accreditation programs. The structure of the IAF MLA is detailed in IAF PL 3 - Policies and Procedures on the IAF MLA Structure and for Expansion of the Scope of the IAF MLA. The scope of the IAF MLA is detailed in the IAF MLA Status document.

The IAF MLA is structured in five levels: Level 1 specifies mandatory criteria that apply to all ABs, ISO/IEC 17011. The combination of a Level 2 activity(ies) and the corresponding Level 3 normative document(s) is called the main scope of the MLA, and the combination of Level 4 (if applicable) and Level 5 relevant normative documents is called a sub-scope of the MLA.

- The main scope of the MLA includes activities e.g. product certification and associated mandated standards e.g. ISO/IEC 17065. The attestations made by CABs at the main scope level are considered to be equally reliable.
- The sub scope of the MLA includes conformity assessment requirements e.g. ISO 9001 and scheme specific requirements, where applicable, e.g. ISO 22003-1. The attestations made by CABs at the sub scope level are considered to be equivalent.

The IAF MLA delivers the confidence needed for market acceptance of conformity assessment outcomes. An attestation issued, within the scope of the IAF MLA, by a body that is accredited by an IAF MLA signatory AB can be recognized worldwide, thereby facilitating international trade.

## **TABLE OF CONTENTS**

1. INTRODUCTION .....5

2. REFERENCES .....6

3. DEFINITIONS .....7

4. DATA REQUIREMENTS .....8

5. JUSTIFICATION FOR EXCLUSION ..... 11

6. CONFIDENTIALITY ..... 14

7. COMPLIANCE AND SANCTIONS ..... 15

8. COMMUNICATION ..... 16

ANNEX A ..... 18

ANNEX B ..... 19

Issue 1

Prepared by: IAF Technical Committee

Approved by: IAF Members

Issue Date: 26 October 2023

Name for Enquiries: Elva Nilsen

IAF Corporate Secretary

Contact: Phone: +1 (613) 454 8159

Email: [secretary@iaf.nu](mailto:secretary@iaf.nu)

Date: 12 October 2023

Application Date: 26 October 2024

**INTRODUCTION TO IAF MANDATORY DOCUMENTS**

The term “should” is used in this document to indicate recognised means of meeting the requirements of the standard. A Conformity Assessment Body (CAB) can meet these in an equivalent way provided this can be demonstrated to an Accreditation Body (AB). The term “shall” is used in this document to indicate those provisions which, reflecting the requirements of the relevant standard, are mandatory.

---

## IAF Mandatory Document for the Upload and Maintenance of Data on IAF Database

This document is mandatory for the consistent application of ISO/IEC 17011 and ISO/IEC 17021-1. All clauses of ISO/IEC 17011 and ISO/IEC 17021-1 continue to apply and this document does not remove any of the requirements in the abovementioned standards. This mandatory document (MD) applies for all IAF MLA signatory ABs providing accreditation under main scope ISO/IEC 17021-1 and their accredited Certification Bodies (CB) under this scope.

### 1. INTRODUCTION

1.1. In September 2022, IAFDB PL1 *Structure For The Management And Operation of IAF Database, LLC, Annex 1, Principles to be achieved with an IAF Database of Accredited MS Certifications* was revised. The revision included the insertion of a mandate to upload all accredited management system (MS) certifications to the IAF Database.

1.2. This MD:

- i) Outlines the mandatory requirements for ABs and CBs to achieve the IAF Database Principles.
- ii) Provides guidance as to how ABs and CBs will conform with those requirements.
- iii) Outlines sanctions for nonconformity with the requirements of this MD.

1.3. The purpose of the IAF Database is to support global industry and regulators who rely on accredited certification by verifying the validity of accredited MS certifications issued by CBs accredited by an IAF MLA signatory AB under ISO/IEC 17021-1. The IAF Database facilitates information requests in a harmonised and digital format necessary for industry and regulators and supports ABs and CBs to meet information request requirements detailed in **ISO/IEC 17021-1 and ISO/IEC 17011** respectively. The IAF Database will also make available market information in the form of aggregated analytics and benchmarks for ABs and CBs free of charge within the scope of the IAF Database Principles and in accordance with this MD and Anonymised Analytical Data for 3rd party users.

1.4. AB participation and conformity with this MD will demonstrate an AB meets publicly available information requirements for MS detailed in ISO/IEC 17011 clause 8.2.2.

1.5. CB participation and conformity with this MD will demonstrate a CB meets information request requirements detailed in ISO/IEC 17021-1 clause 8.1.2 (b) and (c).

1.6. ABs and their accredited CBs' participation and conformity with this MD may allow ABs to collect the data required for "Number of accredited certificates valid" of IAF MD 15, *IAF Mandatory Document for the Collection of Data to Provide Indicators of Management System Certification Bodies' Performance*, by using the data provided to each AB about their accredited CBs by the IAF Database.

1.7. ABs with existing certificate databases may integrate their databases with the IAF Database to automatically upload the Certified Entity Data to prevent the duplication of CBs uploading the same data in multiple databases; however it is the responsibility of the CB to ensure all Certified Entity Data is included in the IAF Database and that the CB conforms with this MD irrespective of whether the Certified Entity Data is uploaded by an AB or Scheme Owner on behalf of the CB or directly by the CB, or a combination of the two.

1.8. Where an existing MS national or sector scheme has a database/register, IAF Database will provide a digital connection (i.e. API), where appropriate, to allow the exchange of verification requests and to avoid duplication of data connections or upload by ABs or CBs in parallel systems.

## **2. REFERENCES**

2.1. IAFDB PL 1 *Structure for the Management and Operation of IAF Database, LLC* Issue 4 including Annex 1, *Principles to be achieved with an IAF Database of Accredited MS Certifications* ([IAFDB PL1:2022 and Annex 1](#)).

2.2. IAF/ILAC-A2 *IAF/ILAC Multi-Lateral Mutual Recognition Arrangements (Arrangements): Requirements and Procedures for Evaluation of a Single Accreditation Body*.

2.3. IAF MD 15 *IAF Mandatory Document for the Collection of Data to Provide Indicators of Management System Certification Bodies' Performance*.

2.4. IAF PL 9 *General Principles for the Use of the IAF CERTSEARCH Mark* ([IAF PL Documents](#)).

2.5. ISO/IEC 17000 *Conformity assessment — Vocabulary and general principles*.

2.6. ISO/IEC 17011 *Conformity assessment – General requirements for accreditation bodies accrediting conformity assessment bodies*.

2.7. ISO/IEC 17021-1 *Conformity assessment — Requirements for bodies providing audit and certification of management systems — Part 1: Requirements.*

### 3. DEFINITIONS

3.1. All definitions of ISO/IEC 17000 apply.

3.2. The following definitions relate specifically to IAF Database and this document:

- i) *Accreditation Body Data* means the information regarding a Certification Body that IAF requires the Accreditation Body to upload to the IAF Database and which is referred to in clause 4.1.1.
- ii) *Anonymized Analytical Data* means data collated or derived from Certified Entity Data and/or accreditation data in the IAF Database that is anonymised and aggregated.
- iii) *Certified Entity* means an entity that has been issued accredited management system certification(s) by a Certification Body accredited by an IAF MLA signatory accreditation body under main scope ISO/IEC 17021-1.
- iv) *Certified Entity Data* means information regarding a Certified Entity that IAF requires the Certification Body to upload to the IAF Database to enable users to confirm the information that is contained in a certificate and which is referred to in clause 4.2.1.  
Note: Certified Entity Data does not include Anonymized Analytical Data.
- v) *Database Administrator* is the administrator responsible for the day-to-day management of the IAF Database.
- vi) *IAF Database* means the IAF Database which is owned and maintained by or on behalf of IAF to store and process ISO/IEC 17021-1 MLA signatories ABs' Accreditation Body Data and their accredited Certification Body Certified Entity Data and AB and CB analytical data and Anonymised Analytical Data.
- vii) *IAF Database Management Committee/IAF DMC* means the committee which includes representatives from IAF member Accreditation Bodies, Regional Accreditation Groups, Certification Body Associations and User Groups who are responsible for overseeing the Database Administrator and providing governance in accordance with IAFDB PL 1 to ensure the IAF Database meets the needs of users and participating stakeholders. The IAF DMC is responsible for reviewing and determining acceptance of

---

AB justifications for exclusion and reporting the outcomes to the IAF Board of Directors. The IAF DMC reports to the IAF Board of Directors.

## **4. DATA REQUIREMENTS**

### **4.1. AB Data Obligations**

4.1.1 An AB will upload the following information into the IAF Database in relation to all CBs that it accredits under ISO/IEC 17021-1 by using one of the electronic methods made available in IAF Database as listed in ANNEX A A.1:

- i) CB name, CB acronym (where applicable), unique identification code.
- ii) CB office location address(es).
- iii) Scope of accreditation including the management systems standards, scheme and IAF Codes (when applicable) and countries/economies for which the Certification Body is accredited to issue certificates (when applicable).

Note: Where there is no limit to a specific list of countries, the AB may indicate all countries. If the CB has been granted a flexible scope of accreditation then the AB shall include details of this.

- iv) Accreditation status (active, suspended or withdrawn).

Note: Voluntary status changes must be indicated where applicable.

4.1.2 Additional information listed in ANNEX A A.3 may be voluntarily uploaded by the AB.

4.1.3 The AB will upload data to the IAF Database at least once a month so that the information uploaded in the IAF Database after each such update represents the then-current version of all accreditations under ISO/IEC 17021-1.

4.1.4 Monthly emails will be sent to the AB requesting it upload new data or update existing data, or where no changes are necessary to click a link to confirm the information is up to date.

Note: If the AB confirms the information is up to date for that month, it is considered to have met the monthly upload obligations in 4.1.3.

Note: The date when data was last updated/confirmed by the AB will be displayed on the IAF Database.

4.1.5 If an error and/or an omission in the Accreditation Body Data is identified, the Accreditation Body will upload amended, complete and corrected data within two weeks.



Note: If an AB has successfully linked its database with the IAF Database using one of the automatic upload methods and the AB's database is up to date, then it is considered to have met the obligations of clauses 4.1.3 and 4.1.4.

4.1.6 ABs will be responsible for sending CBs accredited by the AB under main scope ISO/IEC 17021-1 their invitation to participate in the IAF Database.

4.1.7 Where the AB is uploading certification data on behalf of the CB, the AB will make best endeavors to upload the data so that CBs can meet their CB Data obligations in clause 4.2. However, the responsibility for clause 4.2 conformance remains with the CB.

## **4.2 CB Data Obligations**

4.2.1 The CBs will upload the following information in relation to all Certified Entities that it certifies under ISO/IEC 17021-1 using one of the electronic methods made available in IAF Database as listed in ANNEX B B.1:

- i) Certified Entity name (legal business name(s) or secondary name as stated in the official national incorporation register).
- ii) Certified Entity Registered Address.  

Note: Where a Certified Entity Does not have a Registered address, the CB can upload either an address for receiving legal correspondence or the address of a registered office/agent.
- iii) Geographical location of each certified client or geographical location of the headquarters and all sites within the scope of a multi-site certification.
- iv) Certificate number (a unique identification code).
- v) Management System Standard and Scheme and/or other normative document.
- vi) IAF Sector Codes (when applicable).  

Note: Other sector codes such as NACE codes or other industry sectors may be uploaded and mapped to the IAF Sector Codes where necessary.
- vii) Scope of certification (the scope of certification with respect to the type of activities, products and services as applicable at each site without being misleading or ambiguous).  

Note: If the CB has granted a certificate under its own flexible scope of accreditation, the CB shall indicate that this is the case.
- viii) Certification issue date(s) (the effective date of granting, expanding or reducing the scope of certification, or renewing certification).

- ix) Certification expiry date.
- x) Certification status (active, suspended or withdrawn).  
Note: This information shall be maintained on the IAF Database for at least three years after the corresponding decision.
- xi) Certification body name and acronym (if applicable).
- xii) Accreditation body name and acronym (if applicable).
- xiii) Unique IDs specified by the CB which identify the Certified Entity and certification in the IAF Database. The Unique IDs can be alpha, numeric or alphanumeric and can include the following special characters @ # - + = \ / : ; , ~ \_ . and both IDs are a technical requirement of the IAF Database.
  - a) Client ID: The unique ID which identifies the Certified Entity in the IAF Database.
  - b) Certification ID: The unique ID which identifies the certification in the IAF Database.  
Note: The CB may use the same certification ID as the certificate number referenced in clause 4.2.1 iv) if the format criteria is satisfied.
- xiv) Other definitive legal registration information 'as necessary' (e.g. company registration number) where there may be a name conflict (i.e. two different companies who share the same name) or error with the name uploaded or where the Certified Entity Name cannot be found in the official national incorporation register.
- xv) Any other information required by the standard and/or other normative document used for certification.

Note: CBs can upload the required information in clause 4.2.1 in their local language or multiple languages.

Note: Additional information listed in ANNEX B B.3 may be voluntarily uploaded by the CB.

4.2.2 Where a CB uploads Certified Entity Data via an AB or scheme owner database which is integrated with the IAF Database, CBs are responsible for ensuring the information in clause 4.2.1 is included in the IAF Database.

4.2.3 The Database Administrator will provide a process where the CB can determine the prioritization of the data source in cases where the same data is being uploaded by the CB, AB and/or scheme.

4.2.4 The CB will upload data to the IAF Database at least once a month so that the information uploaded in the IAF Database represents the then-current version of all Certified Entity Data in the Certification Body's possession or under its control.

4.2.5 Monthly emails will be sent to the CB requesting it upload new data or update existing data, or where no changes are necessary to click a link to confirm that the information is up to date.

Note: If a CB or AB has successfully integrated its certificate database with the IAF Database using one of the automatic upload methods, i.e. API, and its certificate database is up to date, then it is considered to have met the obligations of clauses 4.2.4 and 4.2.5.

Note: The date when data was last updated/confirmed by the CB will be displayed on the IAF Database.

4.2.6 If an error and/or an omission in the Certification Body Data is identified, the Certification Body will upload amended, completed and corrected data within two weeks.

## **5 JUSTIFICATION FOR EXCLUSION**

### **5.1 AB Justification for Exclusion**

5.1.1 In accordance with the IAF Database Principles (IAFDB PL 1 Annex 1) Principle 11, an AB may not be able to perform some or all of its data obligations in clause 4.1.1 for justifiable reasons.

5.1.2 AB exclusions from its data upload obligations in clause 4.1.1 may be justified, in accordance with IAFDB PL1 Annex 1, on the following basis:

- i) Local/national regulatory or government requirements.
- ii) National or regional data privacy laws or data security laws.
- iii) Absence of mandate to do so (if government agency).

5.1.3 If, for an exceptional case, an AB is not able to perform any of its data upload obligations stated in clause 4.1.1 of this document, the AB will provide a written justification to the IAF DMC that includes:

- i) The data obligation that the AB considers it should be excluded from performing.
  - ii) The grounds upon which the AB considers it should be excluded from performing the data obligation in clause 5.1.2.
  - iii) Evidence (e.g. weblink to regulatory requirement and highlighting the relevant clause) of a justified exclusion in clause 5.1.2.
  - iv) Whether the data may be treated as 'confidential' rather than being excluded from the IAF Database.
-

5.1.4 The IAF DMC will be responsible for reviewing all AB justifications for exclusions to determine if the justification is acceptable or not and notifying the AB of the outcome of the review. The IAF DMC will periodically report the justification and outcome of reviews to the IAF Board of Directors.

5.1.5 Those ABs that have an accepted exclusion will be indicated in the IAF Database as 'non-participating' (refer to ANNEX A A.2 for participation status fields). This is to ensure that users of the IAF Database are aware that to confirm an accreditation they will need to contact the AB directly.

Note: Where a CB has a justification for exclusion accepted by the AB (see below), this will not affect the participation status of the AB.

5.1.6 If an AB justification for complete or partial exclusion from uploading data pursuant to clause 4.1.1 is accepted, the AB must still make sure its accredited CBs conform with this MD and, if the CB is requesting an exclusion from uploading data pursuant to clause 5.2, the CB will need to follow the process provided in clause 5.2.2 below.

5.1.7 Where the AB has an accepted exclusion for uploading data pursuant to clause 4.1.1, the Database Administrator will rely on accreditation information that is available in the public domain (including where it is displayed on the AB's website in relation to accreditation data of CBs).

## **5.2 CB Justification for Exclusion**

5.2.1 In accordance with the IAF Database Principles (IAFDB PL1 Annex 1) Principle 12, a CB may not be able to perform some or all of its data obligations in clause 4.2.1 for justifiable reasons.

5.2.2 CB exclusions from data obligations may be justified in accordance with IAFDB PL1 Annex 1, on the following basis:

- i) Local/national regulatory or government requirements.
- ii) National or regional data privacy laws or data security laws.
- iii) Absence of a mandate to do so (if government agency).

Note: Where a CB is a governmental agency and their government mandate prevents the CB from participating in the IAF Database.

5.2.3 If, for an exceptional case, a CB is not able to upload all or part of the information stated in clause 4.2.1, the CB will provide a written justification to the AB whose accreditation they hold that includes:

- i) The obligation that the CB considers it should be excluded from performing.
- ii) The grounds upon which the CB considers it should be excluded from performing the obligation identified in clause 5.2.2.
- iii) Where applicable, in the case of uploading of information, whether the data may be treated as 'confidential' rather than being excluded from the IAF Database.
- iv) Evidence (e.g. weblink to regulatory requirement and highlighting the relevant clause) of a justified exclusion in clause 5.2.2.

5.2.4 ABs will be responsible for reviewing all CB justifications and determining if each justification is eligible to be accepted.

5.2.5 The AB review and decision regarding CB justifications will be subject to examination through the peer evaluation process.

5.2.6 Where a CB holds more than one accreditation, the justification will be provided to the AB for the accreditation included on the certification. When there is more than one accreditation included on the certification, the CB will contact all of the ABs included.

5.2.7 Those CBs that have an accepted exclusion will provide at least quarterly, aggregated analytical data to IAF Database including the number of certifications for each standard and/or other normative document, scope, sector and geographical location (including the number of sites within the scope of a multi-site certification), to support aggregated analytics for all CBs and ABs.

5.2.8 Those CBs that have an accepted exclusion will be indicated in the IAF Database as 'non-participating' (Refer to ANNEX B B.2 for participation status fields). This is to ensure that users of the IAF Database are aware that to confirm the validity of a certification they will need to contact the CB directly.

5.2.9 Where a CB has an accepted exclusion for uploading data pursuant to clause 4.2.1, yet its Certified Entity requests that its certification information be uploaded to the IAF Database, the CB can either upload only the requested certification(s) on the IAF Database or the Database Administrator can upload the certification information and the CB can verify the certification is valid as per the requirements of ISO/IEC 17021-1 clause 8.1.2 (b) and (c).

5.2.10 For a CB that has submitted an exclusion (with justification) for review, the CB will have a documented process for maintaining the records of the submittal and to periodically review the exclusion for current applicability.

### **5.3 Complaints and Appeals**

5.3.1 If an AB does not agree with the IAF DMC review outcome of an exclusion, it may appeal the outcome in accordance with the IAF rules and procedures for complaints and appeals (e.g. IAF/ILAC-A2).

5.3.2 If a CB does not agree with the AB review outcome of an exclusion, it may appeal the outcome in accordance with AB process.

## **6 CONFIDENTIALITY**

6.1 Where data is capable of being uploaded but may not be suitable for, or capable of, publication to third parties, a CB is required to participate in the IAF Database, however, all or part of the information that it uploads may be treated as being confidential and the provisions of clause 6.2 will apply.

6.2 Where appropriate and justifiable, a CB may mark Certified Entity Data or parts of such data (e.g. client name) as 'confidential' within the IAF Database. Where this is the case, data marked confidential will not be visible to IAF Database users. Justifiable reasons are as below:

- i) Where the Certified Entity is certified for activities related to National Security.
- ii) Where publishing the location of, or scope of, activities of the certification could reasonably present a significant safety risk to the client, their employees, or the Certified Entity's customers.
- iii) Where there is a Government or regulatory requirement that such information is kept confidential.

6.3 Where a CB marks Certified Entity Data or part of Certified Entity Data as being 'confidential' in the IAF Database, that CB must provide to its AB, upon request, evidence in support of such information being marked 'confidential'. Such evidence must meet the requirements in clause 6.2 and must include a written request from the CB's Certified Entity to the CB that its information be kept confidential, together with the reasons detailing the justified reason. The request will outline the grounds for information to be kept confidential, providing evidence of justified confidentiality in 6.2 (e.g. weblink to regulatory requirement and highlighting the relevant clause). It will also state whether the justified reasons prevent all or some information from being published and/or certain fields from being excluded from upload into the IAF Database. CBs will be required to demonstrate Certified Entity confidential requests detailing the justified reason above, if required by their AB. A Certified Entity may distinguish if all information on the certification is to be kept confidential or selected fields only, i.e. location or scope.

6.4 Where Certified Entity Data is marked as 'confidential' and the CB has indicated that either the Certified Entity name and/or certificate number can be searched, then users who search IAF Database on the Certified Entity's name or certificate number will only be presented with the following details:

- i) Confirmation of the Certification Body that certifies the Certified Entity.
- ii) A statement that informs the user that information relating to certification or Certified Entity is confidential.
- iii) Any other fields the CB has requested to be visible, i.e. Standard, Scope.
- iv) An enquiry form of the Certification Body that awarded the certification, allowing the user to contact the Certification Body and receive a response via IAF Database should the verifier require further information.

## **7 COMPLIANCE AND SANCTIONS**

7.1 If concerns are identified regarding data provided by the AB for the IAF Database, one or more of the following may apply:

- i) The IAF Database Administrator may contact the AB and take specific actions (e.g. assistance uploading) with the participating AB to facilitate uploads.
- ii) The IAF DMC may be notified by the Database Administrator, IAF Secretariat, and/or IAF MLA Chair (e.g. based on peer evaluation results).
- iii) The IAF DMC may contact the AB for further action.

- iv) Additional actions may be taken by IAF in accordance with IAF rules and procedures.

7.2 Where a CB is not participating in the IAF Database, is not acting in conformance with this MD and has not provided an AB with an acceptable justification for exclusion, the AB will raise a nonconformity in accordance with clause 7.6.8 in ISO/IEC 17011 and, if necessary, initiate sanctions according to their policies.

7.3 Monitoring of CB data uploads will be undertaken by the Database Administrator and reported to the AB(s) concerned.

7.4 ABs will monitor CB data upload conformance during the assessment process over the accreditation cycle or by other means it deems appropriate, utilising the IAF Database dashboard and its reports as applicable to ensure that the MD requirements (including ISO/IEC 17021-1 requirements, if applicable) are being met, including:

- i) Uploads are being completed on time, by assessing the activity reports in the dashboard.
- ii) If applicable, exclusions and use of confidentiality within the IAF Database follow the MD process.
- iii) Any notifications sent to the CB regarding concerns with data have been addressed by the CB.

7.5 When a CB does not conform to this MD the AB will raise a nonconformity in accordance with clause 7.6.8 in ISO/IEC 17011 and, if necessary, the AB will initiate sanctions according to their policies.

Note: No sanction will be initiated if the reason for a CB's nonconformance to the IAF MD is due to a technical failure of the IAF Database.

7.6 When a CB is found to have misused the IAF Database, the DMC will inform the AB and the AB will investigate and initiate sanctions according to their policies if necessary.

## **8 COMMUNICATION**

8.1 All accepted justifications for exclusion (unless confidential) and database participation status of ABs and CBs will be noted on the IAF Database to inform the users why information may be absent from the IAF Database. This information allows the verification of the certification directly with the CB which has issued the certification, rather than through the Database. Refer to ANNEX A A.2 and ANNEX B B.2 for information relating to participation status for ABs and CBs respectively.



End of IAF Mandatory Document for the Upload and Maintenance of Data on IAF Database

**Further Information:**

For further information on this document or other IAF documents, contact any member of IAF or the IAF Secretariat.

For contact details of members of IAF see the IAF website: <http://www.iaf.nu>.

**Secretariat:**

Elva Nilsen  
IAF Corporate Secretary  
Telephone + 1 (613) 454-8159  
Email: [secretary@iaf.nu](mailto:secretary@iaf.nu)

**ANNEX A****A.1 AB ELECTRONIC UPLOAD METHODS**

The AB will upload the data using one of the electronic methods available in the IAF Database:

- a. Direct input into the IAF Database.
- b. System File Upload (using an excel or XML file).
- c. Upload utilising a File Transfer Protocol (FTP - using an excel or XML file).
- d. Automatic upload using an Application Programming Interface (API).
- e. Other upload methods that may be available in the future.

**A.2 AB PARTICIPATION STATUS**

Participating, Conformance	Participating Conformance shall be assigned to all ABs that conform with the IAF MD.
Participating, Non-Conformance	Participating Non-Conformance shall be assigned to all ABs that do not conform with the IAF MD.
Non-Participating	For ABs who have an accepted justification for exclusion.

Note:

- CBs with justified exclusions, i.e. 'Non-Participating' status, will not affect the AB Participation Status.

**A.3 AB VOLUNTARY DATA FIELDS**

1. The following additional information is voluntary and may be uploaded by the AB:

- a. CB Economy
- b. Description of the CB
- c. CB Website
- d. Generic contact information

## ANNEX B

### B.1 CB ELECTRONIC UPLOAD METHODS

The CB will upload the data using one of the following electronic methods available in IAF Database:

- a. Direct input into the IAF Database.
- b. System File Upload (using an excel or XML file).
- c. Upload utilising a File Transfer Protocol (FTP - using an excel or XML file).
- d. Automatic upload using an Application Programming Interface (API).
- e. Upload using an application programming interface via a CB on demand (API).
- f. Other upload methods that may be available in the future.

### B.2 CB PARTICIPATION STATUS MATRIX

Participating, Conformance	Participating Conformance shall be assigned to all CBs that conform with the IAF MD.
Participating, Nonconformance	Participating Nonconformance shall be assigned to all CBs that have activated database accounts however do not conform with the IAF MD.
Non-participating, Nonconformance	Non-participating, Nonconformance shall be assigned to all CBs that have inactive database accounts and do not conform to the MD.
Non-Participating	For CBs who have an accepted justification for exclusion, however conform with the requirements of the IAF MD and upload their statistical information as per clause 5.3.6.

Note:

- A CB's AB having a justification for exclusion, i.e. Non-Participating status, will not affect the status of the CB.
- CBs who have justified and accepted confidentiality requirements for Certified Entities and Certificate Information will not have their Participation status affected by this.
- CBs who have a justified and accepted exclusion for not uploading a proportion of their data will not have their Participation status affected by this.
- CBs who are either "Participating, Nonconformance" or "Non-Participating" will not be able to access Anonymised Analytical Data.

**B.3 CB VOLUNTARY DATA FIELDS**

The following additional information is voluntary and may be uploaded by the CB. Other voluntary fields may be added to the IAF Database as necessary:

- a. CB Logo
- b. CB Acronym, AB Acronym
- c. Certified Entity Trading Name
- d. Certified Entity English Name
- e. Multilingual Business Name
- f. Multilingual certification and CE information
- g. Link to CB digital certificate
- h. Pdf copy of certificate
- i. Company Website
- j. VAT/TAX ID
- k. Company/Business Registration Number
- l. Group Company relationship i.e. Ultimate Parent, Parent, Child (subsidiary)