Date: Jan 3, 2012
To: OASIS Sector Representatives
Accreditation Bodies
Subject: OASIS Assessment Modification Approval Process

The following changes are available in IAQG OASIS (http://www.iaqg.org/oasis).

Accreditation Bodies (AB) will now be able to define if Certification Body (CB) assessment modifications need to be routed to the Sector Representative for approval. AB’s can define this differently for different CB’s. The two primary activities are shown below.

Note: There are no permission changes to the certification modification process – all certification modifications must still be routed to the Sector Representative for approval.

1 – AB Activity: Giving permission to designated CB’s to publish assessment modifications without approval

1. Log in to OASIS as an AB
2. Use the “CB-Edit” application to find the CB
3. Select the “Application Privileges” button.
   a. For the “Certificate / Assessment Modify” application, select the one that applies

   Cert (Indirect) and Asmt (Direct) – This is the new option. This will enable the CB to publish assessment modifications directly (without approval), however certificate modifications must still be published indirectly (with approval).

   i. Note: If the CB has not been granted this permission by the AB, they will not see this option and will only have the options shown below. Permissions are only available for individual users associated with a CB and only then if those permissions have first been granted to the CB by their AB.

   b. Cert (Indirect) and Asmt (Indirect) – This was previously the only option. Both assessment modifications and certificate modifications must be published indirectly (with approval).

   c. No Access – This option is typically not used. It removes the CB’s ability to modify assessments.

4. If the CB has been given permission to Directly publish assessment modifications, please forward this communication to the CB Admin, so they can subsequently grant access to designated users (ref. the below instructions “Giving permission to designated users to publish assessment modifications without approval”).
2 – CB Activity: Giving permission to designated users to publish assessment modifications without approval

Once the AB has granted permission to modify assessments without approval to a CB, that CB can subsequently grant this permission to designated users within their organization using the “Users - Manage” application. This is accomplished by the CB Admin (CB individual with access to the “Users - Manage” application).

1. Log in as the CB Admin
2. Select the “Users - Manage” application
3. Find the user to edit
4. In the “Application Privileges” section, select the desired option for the “Certificate / Assessment Modify” application:

   a. **Cert (Indirect) and Asmt (Direct)** – This is the new option. This will enable the user to publish assessment modifications directly (without approval), however certificate modifications must still be published indirectly (with approval).

   b. **Cert (Indirect) and Asmt (Indirect)** – This was previously the only option. Both assessment modifications and certificate modifications must be published indirectly (with approval)

   c. **No Access** – This user will not have access to modify certs or assessments.

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Sincerely,

The IAQG Database Team