



Bangladesh Accreditation Board

ANNUAL PERFORMANCE AGREEMENT

Between

Bangladesh Accreditation Board

and

Secretary, Ministry of Industries

July, 2014 - June, 2015

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Preamble

The Annual Performance Agreement is made and entered into this on the 31 day of March, 2015.

BETWEEN

**Director General,
Bangladesh Accreditation Board, Ministry of Industries**

AND

**The Secretary
Ministry of Industries,**

The parties hereto agree as follows:

Section 1: Ministry's / Division's Vision, Mission, Strategic Objectives and Functions:

1.1 Vision: To be the most credible and competent accreditation body in the region to contribute to overall economic development of the country.

1.2 Mission: Providing globally recognised accreditation services through
- enhancing confidence in conformity assessment activities,
- fostering MRA/MLA with regional and international organization,
and promoting consumer protection, market competition and trade facilitation.

1.3 Functions:

1. Providing accreditation services to the Testing and Calibration Laboratories according to ISO/IEC 17025
2. Providing accreditation services to the Medical Laboratories according to ISO 15189.
3. Providing accreditation services to the Certification Bodies according to ISO/IEC 17021
4. Providing accreditation services to the Inspection Bodies according to ISO/IEC 17020
5. Conducting Assessor Courses on different International Standards.
6. Arranging Technical Training to implement standards and office management.
7. Conducting BAB Refreshers Courses for assessors.
8. Organising National Conclave with all type of stakeholders.
9. Celebrating World Accreditation Day in a befitting manner.
10. Publishing Newsletter, annual report, Souvenir regularly to create mass awareness.
11. Participating in Working Group (WG), Technical Committee (TC) of International peer organizations.

1.4 Strategic Objectives :

1. To provide accreditation services in line with national, regional and international standards.
2. To continue capacity building programmes for AB and CAB.
3. To create awareness among stakeholders.
4. To maintain good rapport with International peers.

Section 2
Strategic Objectives, Priorities, Activities, Performance Indicators and Targets:

Column 1	Column 2	Column 3	Column 4		Column 5	Column 6				
Strategic Objectives	Weight of Strategic Objective	Activities	Performance Indicators (PI)	Unit	Weight of PI	Target / Criteria Value				
						Excellent	Very Good	Good	Fair	Poor
						100%	90%	80%	70%	60%
Ministry/Division Strategic Objectives										
[1] To provide accreditation services in line with national, regional and international standards	50	[1.1] Providing Accreditation services to the Testing and Calibration Laboratories according to ISO/IEC 17025	[1.1.1] number of Accredited Lab	Number	25	24	22	20	19	18
		[1.2] Providing Accreditation services to the Medical Laboratories according to ISO 15189.	[1.2.1] number of Accredited Lab	Number	10	2	-	1	-	-
		[1.3] Providing Accreditation services to the Certification Bodies according to ISO/IEC 17021	[1.3.1] number of Accredited CB.	Number	10	2	-	1	-	-
		[1.4] Providing Accreditation services to the Inspection Bodies according to ISO/IEC 17020	[1.4.1] number of Accredited IB.	Number	5	2	-	1	-	-

[2] To continue Capacity building programmes for AB and CAB	25	[2.1] Conducting Assessor Courses on different International Standards.	[2.1.1] Number of assessor increased	Number	10	200	190	185	180	170
		[2.2] Conducting BAB Refreshers Courses for assessor Pool.	[2.2.1] Number of courses arranged	Number	6	2	-	1	-	-
		[2.3] Arranging Technical Training to implement standards and office management.	[2.3.1] Number of courses arranged	Number	5	3	2	1	-	-
		[2.4] In house courses	[2.4.1] Number of courses arranged	Number	4	3	2	1	-	-
[3] To create awareness among the stack holders.	15	[3.1] To Celebrate World Accreditation Day in a befitting manner	[3.1.1] number of participants.	Number	5	260	240	200	180	150
		[3.2] Arranging conclave/ workshop/ symposium with all sort of stakeholders	[3.2.1] number of participants	Number	5	250	200	180	150	120
		[3.3] Publications	[3.3.1] number of publications	Number	5	4	3	2	1	-
[4] 4. To maintain good rapport with International peers.	10	[4.1] Working Group (WG),	[4.1.1] number of participations.	Number	5	4	3	2	1	-
		[4.2] Technical Committee (TC)	[4.2.1] number of participations.	Number	5	4	3	2	1	-

Section 3
Trend Values of the Performance Indicators:

Strategic Objectives	Activities	Performance Indicators	Unit	Actual Value for FY 12-13	Actual Value for FY 13-14	Target Value for FY 14-15	Projected Value for FY 15-16	Projected Value for FY 16-17
Ministry/Division Strategic Objectives								
Bangladesh Accreditation Board	[1.1] Providing Accreditation services to the Testing and Calibration Laboratories according to ISO/IEC 17025	[1.1.1] number of accreditation awarded.	Number	5	17	24	35	50
	[1.2]] Providing Accreditation services to the Medical Laboratories according to ISO 15189	[1.2.1] number of Accreditation awarded	Number	0	0	1	3	6
	[1.3] Providing Accreditation services to the Certification Bodies according to ISO/IEC 17021.	[1.3.1]] number of Accreditation awarded	Number	0	0	2	4	8
	[1.4] Providing Accreditation services to the Certification Bodies according to ISO/IEC 17020.	[1.4.1] number of Accreditation awarded.	number	0	0	1	3	6
	[1.5] Conducting Assessor Courses on different ISO Standards.	[1.5.1] Number of assessor increased.	number	25	95	200	250	300

Strategic Objectives	Activities	Performance Indicators	Unit	Actual Value for FY 12-13	Actual Value for FY 13-14	Target Value for FY 14-15	Projected Value for FY 15-16	Projected Value for FY 16-17
	[1.6] Arranging Technical Training to implement standards and office management.	[1.6.1] number of the courses arranged	Number	0	3	4	5	6
	[1.7] Conducting BAB Refreshers Courses for assessor Pool.	[1.7.1] number of the courses arranged	number	1	2	2	3	3
	[1.8] In house courses	[1.8.1]number of the courses arranged		0	3	3	4	4
	[1.9] Arranging laboratories conclave with all sort of stakeholders	[1.9.1] number of the program arranged.	Number	0	0	1	1	1
	[1.10] To Celebrate World Accreditation Day in a befitting manner	[1.10.1] number of the program arranged	Number	1	1	1	1	1
	[1.11]To take part Working Group (WG), Technical Committee (TC) on International arena.	[1.11.1] participation on WG,TC	Number & Date	5	7	8	9	10

Section 4:

Description of the Performance Indicators, Implementing Departments/Agencies and Measurement Methodology:

Sl. No.	Performance Indicators	Description	Implementing Department/Agencies	Measurement and Source of Data	General Comments
1	[1.1.1] Accreditation of Laboratories.	The assessment team shall ensure that Laboratory is capable to comply with ISO/IEC 17025:2005. Accreditation process includes 1. Application Registration 2. Appointment of a case officer 3. CAB file opening, consent, 4. Appointment of LA 5. Adequacy and document review 6. Assessment 7. TRP 8. TC 9. Accreditation Awarding. 10. Upload the Certificate with scopes in the website. 11. Surveillance/Re-assessment.	Lab & Certification	BAB.	
2	[1.2.1] Accreditation of Certification Body	Assessment team shall be ensured that Certification Body complies with ISO/IEC 17021:2011. Accreditation process includes. 1. Application Registration 2. Appointment of a case officer 3. CAB file opening, consent, 4. Appointment of LA 5. Adequacy and document review	Admin & Finance	BAB.	

Sl. No.	Performance Indicators	Description	Implementing Department/Agencies	Measurement and Source of Data	General Comments
		<ul style="list-style-type: none"> 6. Assessment 7. TC 8. Accreditation Awarding. 9. Upload the Certificate with scopes in the website. 10. Surveillance/Re-assessment. 			
3	[1.3.1] Accreditation of Inspection Body	<p>Assessors shall be ensured that Certification Body complies ISO/IEC 17020:2012. Accreditation process including</p> <ul style="list-style-type: none"> 1. Application Registration 2. Appointment of a case officer 3. CAB file opening, consent, 4. Appointment of LA 5. Adequacy and document review 6. Assessment 7. TC 8. Accreditation Awarding. 9. Upload the Certificate with scopes in the website. 10. Surveillance/Re-assessment. 	Admin & Finance	BAB.	
4	[1.4.1] To continue Capacity building programmes for AB and CAB.	<p>To enhance the assessor pool BAB conducts Assessor course on different courses like: ISO/IEC 17025, ISO 15189, ISO/IEC 17021, ISO/IEC 17020, ISO/IEC 17043 etc. To keep the assessors up to date about International Standards and BAB QMS Refreshers courses are</p>	Assessor & Training	BAB.	

Sl. No.	Performance Indicators	Description	Implementing Department/Agencies	Measurement and Source of Data	General Comments
		arranged frequently.			
5	[1.5.1] To create awareness among the stack holders.	As Accreditation is new in our country, we have to arrange awareness programs like: workshop, seminar, conclave, WAD celebration etc.	All department of BAB	BAB.	
6	[1.6.1 To maintain good rapport with International peers.	BAB is the signatory of APLAC MRA. BAB is to attend different Plenary meeting, WG, TC, annual meeting etc.	All department of BAB	BAB.	

Section 5: Specific Performance Requirements from other Ministries/Divisions

Organization Type	Organization Name	Relevant Performance Indicator	What is your requirement from this organization	Justification for this requirement	Quantify your Requirement from this Organization	What happens if requirement is not met
Statuary Body	BSTI	Accreditation of Lab, CB, IB	Standards/ILC/PT NML Traceability Technical Persons	Main element	As required	Accreditation awarding will be hampered.
Statuary	BCSIR	Accreditation of	ILC/PT	To facilitate	As required	Accreditation awarding

Body		Lab	Traceability Technical Persons	accreditation process		will be hindered.
Govt., Private, autonomous	Lab CB IB	Accreditation of Lab, CB, IB	Application PT/ILC Technical Persons	To facilitate accreditation process	As required	Not possible to conduct accreditation
Ministry	Ministry of Industries.	International participation	GO for participating in international affairs.	Important	As required	Not possible to participate in the international activities.
Ministry	Ministry of Foreign affairs.	International participation	GO for participating in international affairs.	Important	As required	Not possible to participate in the international activities.
Ministry	Ministry of Commerce	-	-- accreditation of	Removal TBT Sanitary/ Phyto- sanitary Certification Body	As required	Publicity of BAB activity in international arena will not established.
Ministry	Ministry of Agriculture	CB laboratory accreditation	Accreditation Application Stakeholder Committee member	To facilitate Foods and vegetables exports.	As required	Export of fruits and vegetable may suffer
Ministry	Ministry of Health	laboratory accreditation	Accreditation Application Stakeholder Committee member	To Contribute to the overall development of healthcare System	As required	Accreditation to medical Lab will be hampered.
Ministry	Ministry of Power and Mineral resources	Certification of Energy auditing	Application from Energy Stakeholders Committee	To Contribute to implement a energy saving system in the country	As required	The rational use and saving of energy will be hampered.
Ministry	Ministry of Food	laboratory accreditation	Application from the laboratory Stakeholders Committee	To implement national food safety act.	As required	The nation will suffer bad health.

Section 6: Outcomes of the Ministry/Division

N/A

Outcome / Impact	Jointly responsible for influencing this outcome / impact with the following organisation (s) / departments/ministry(ies)	Performance Indicator (s)	Unit	Actual FY 12-13	Actual FY 13-14	Target FY 14-15	Projection FY 15-16	Projection FY 16-17

Whereas,

I, The Director General, Bangladesh Accreditation Board, Ministry of Industries, representing BAB, Government of the People's Republic of Bangladesh commit to the Secretary, Ministry of Industries, representing the, Ministry of Industries, Government of the People's Republic of Bangladesh to deliver the results described in this agreement.

I, The Secretary, Ministry of Industries, on behalf of the Ministry of Industries, Government of the People's Republic of Bangladesh commit to the Director General, Bangladesh Accreditation Board, to facilitate the necessary funds and resources for delivery of the results described in this agreement.

Signed:

.....
Director General
Bangladesh Accreditation Board.

Date

.....
Secretary
Ministry of Industries

Date

Appendix-1

Acronyms

Sl. No	Acronym	Description
1	AB	Accreditation Body
2	APLAC	Asia Pacific Laboratory Accreditation Cooperation
3	BAB	Bangladesh Accreditation board
4	BSTI	Bangladesh Standards and testing Institution
5	BCSIR	Bangladesh Council for Scientific & Industrial Research
6	CAB	Conformity Assessment Body
7	CB	Certification Body
8	GO	Government Order
9	IB	Inspection Body
10	ILC	Inter Laboratory Comparison
12	NML	National Metrology Laboratory
13	PT	Proficiency Testing
14	TC	Technical Committee
15	TRP	Technical Review Panel
16	WAD	World Accreditation Day