SNAS SLOVENSKÁ NÁRODNÁ AKREDITAČNÁ SLUŽBA
Karloveská 63, P. O. Box 74, 840 00 Bratislava 4

Policy

PL–22

SNAS POLICY FOR REVISION OF GRANTED SCOPES OF ACCREDITATION IN THE FIELD OF CERTIFICATION OF PRODUCTS, PERSONS AND MANAGEMENT SYSTEMS

Approved by: **Mgr. Martin Senčák**
Director

Effective from: **31.01.2020**	Edition: **1** Updating: **1**	Document label: **PL-22**

PURPOSE:
This document delineates SNAS policy for revision of granted scopes of accreditation in the field of certification of products, persons and management systems.

Elaborated by: **Ing. Gizela Pelechová**
Date of elaboration: **10.01.2020**

Verified by: **Ing. Pavol Kothaj**
Ing. Renáta Kuťková
Ing. Martina Džubáková, PhD.

By coming into force of this PL expired the validity of **PL-22** from August 15, 2016.

1 POLICY

Assessment of the competence of certification bodies to perform certification of products, persons and management systems is the key part of the accreditation process and surveillance for accredited certification bodies. SNAS comprehensively assesses the scope of accredited activities, or accreditation activities requested by the certification body. The scope of accreditation of the certification body is assessed in such a way as to enable the certification body to demonstrate its competence to perform certification of products, persons and management systems as a whole or in a representative scope.

In connection with the preparation of the assessment in the field of accreditation of bodies certifying products, persons and management systems for the purpose of reaccreditation and surveillance, SNAS requires the following from certification bodies:

1. Certification bodies must submit following the call SNAS before the reaccreditation the Analysis and action plan on the prescribed form (www.snas.sk) of their scope of accreditation, i.e. lists of valid, suspended and transferred certificates, for each item in the scope of accreditation according to a relevant annex to the application (scope of accreditation). By the item in the scope of accreditation we understand in the case of the certification of products each group of products (according to MSA-CP/01), in the case of the certification of persons each type/category of activities (according to MSA-CO/01), in the case of certification of management systems each EA code/category of the food chain/technical area of medical devices by the relevant management system (according to MSA-CS/01).

2. When assessing for the purpose of reaccreditation the certification body must prove that performs certification of products and persons for every item requested in the scope of accreditation. In the field of management system certification, the certification body must prove that has performed certification within accreditation cycle in each technical cluster / cluster / main technical area / technical area (hereinafter referred to as "cluster") as set out in MSA-CS/15. When during the accreditation cycle has not performed any certification in the cluster and has demonstrated the competence in other ways (e.g. by demonstrating qualified personnel for all specific certification functions), this cluster will be marked with "*" with note, that in this cluster accredited certificate can be issued after performance of witness assessment within this cluster. In the case of application of a simplified witness assessment program for two accreditation cycles, the certification body must prove adequate compliance with this program in accordance with MSA-CS/15 within reaccreditation in the first cycle and must prove fulfilment the program in accordance with MSA-CS /15 within reaccreditation in the second cycle.

3. When assessing for the purpose of reaccreditation, the items in the scope of the accreditation which are not covered by certificates and where the certification body has not proved its competency to perform the certification of products, persons and management systems, will be excluded from its scope of accreditation.

4. The accredited certification body is obliged to submit an annual analysis of its scope according to point 1, stating planned dates for the performance of individual audits/tests/conformity assessments by 31st January of the following calendar year at the latest and, if changes have taken place since the given date, also prior to assessment by SNAS. The relevant forms are available on the SNAS web site www.snas.sk.

2 RELATED DOCUMENTS

ISO/IEC 17011	Conformity assessment. Requirements for accreditation bodies accrediting conformity assessment bodies
MSA-04	Procedure for accreditation
MSA-06	Responsibilities of SNAS and conformity assessment bodies
MSA-CP/01	Scope and scope specification of accreditation of bodies certifying products
MSA-CO/01	Scope and scope specification of accreditation of bodies certifying persons
MSA-CS/01	Scope and scope specification of accreditation of bodies certifying management systems
MSA-CS/15	Witness assessment for accreditation of certification bodies certifying management systems according to IAF MD 17:2015