



SNAS

SLOVENSKÁ NÁRODNÁ AKREDITAČNÁ SLUŽBA

METHODICAL GUIDELINE FOR ACCREDITATION

**SCOPE AND SCOPE SPECIFICATION
OF ACCREDITATION OF BODIES
CERTIFYING PERSONS**

MSA–CO/01

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1 INTRODUCTION

This methodical guideline defines the scope and the scope specification of accreditation of bodies certifying persons according to ISO/IEC 17024: 2012 and it is obligatory for all employees of the accreditation body and applicants for accreditation.

2 ABBREVIATION USED

CO	Certification Body Certifying Persons
Coll.	Collection of acts
EU	European Union
IEC	International Electrotechnical Commission
ISO	International Organization for Standardization
MSA	Methodical Guideline for Accreditation
NBU	National Security Authority
NV	Government Regulation
SNAS	Slovak National Accreditation Service
SR	Slovak Republic

3 RELATED DOCUMENTS

ISO/IEC 17024: 2012	Conformity assessment. General requirements for bodies operating certification of persons
MSA-02	SNAS logo and marks
MSA-04	Procedure for the accreditation
MSA-CO/03	Witness assessment of bodies certifying persons
Act No. 69/2018 Coll.	on cyber security and on amendments to certain acts
Decree No. 436/2019 Coll.	on cyber security audit and the auditor's knowledge standard
NBU Certification Scheme	Certification scheme for verifying the professional competence of the auditor

4 SCOPE AND SCOPE SPECIFICATION OF ACCREDITATION

4.1 SCOPE OF ACCREDITATION

Scope of accreditation is a general definition of activities of an organization, accredited or seeking accreditation.

Scope of accreditation characterizes in words all fields, in which the certification body certifying persons is active, indicating the sphere of application.

The characteristics of the scope of accreditation will be laid down in the accreditation certificate too.

For certification bodies certifying persons under a sector-specific scheme - Cyber Security Auditor, the requirements of ISO/IEC 17024: 2012 are supplemented by the requirements set out in the binding certification scheme of the National Security Authority (NBU) published on its website.

4.2 SCOPE SPECIFICATION OF ACCREDITATION / SPECIFICATION OF ACTIVITIES

The scope specification of accreditation is a detailed description of the activities for performance of which is an organization accredited.

The specification of activities is a range of activities accreditation of which an organization seeks and which, as for form, is identical with the scope specification of accreditation.

The scope specification of accreditation is laid down in the application for accreditation and it will be laid down in the annex to the accreditation certificate too.

The scope of accreditation of CO is expressed by the following table (Table 1), which includes all activities of which may be accredited CO.

Table 1

Item	Activity type/category	Certification schemes	Regulations, standards

Instructions of how to fill in the table

Column "Item": the serial numbers of the individual activity types/categories, for which the CO performs certification, are given in ascending order.

Column "Activity type/category": lists the activity types/categories, for which the CO certifies the persons. The certification scheme is presented in the form that contains the version of the certification scheme or the date of its issuance.

Column "Certification schemes": lists all the certification schemes, under which certification is carried out by CO.

Column "Regulations/standards": the relevant regulations and standards, according to which the CO performs activities, are given, for example:

- harmonized European Union legislation, e.g. Directive, Regulation and in parentheses, followed by the implemented EU legislation into the legal system of the Slovak Republic, e.g. Act, Government Regulation (for example: 2014/68/EU (NV SR 1/2016));
- other legislation of the Slovak Republic, e.g. Act, Government Regulation;
- technical standards.

Table 2

№	Name and address of workplaces	Identification of activities

Instructions of how to fill in the table

Table 2 is filled in only if activities are carried out at several workplaces.

Column „№“: the serial numbers of the individual workplaces of CO are given in ascending order.

Column „Name and address of workplaces“: lists the name and address of all workplaces of CO.

Column „Identification of activities“: lists the serial number of items from Table 1.

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