



SNAS

SLOVENSKÁ NÁRODNÁ AKREDITAČNÁ SLUŽBA

METHODICAL GUIDELINE FOR ACCREDITATION

**WITNESS ASSESSMENT OF BODIES
CERTIFYING PERSONS**

MSA-CO/03

Edition: 3

Updating: 0

BRATISLAVA

November 2017

Elaborated by: Ing. Renáta Kuřková

Verified by: Ing. Gizela Pelechová

Approved by: Mgr. Martin Senčák – Director

Effective from: November 3, 2017

By coming into force of this MSA expired the validity of MSA-CO/03 from September 30, 2013.

This MSA has not been proof-read.

This MSA may not be reproduced and copied for resale

Access to MSA: [http:// www.snas.sk/](http://www.snas.sk/)

CONTENT**Page**

| | | |
|----------|-------------------------------------|----------|
| 1 | INTRODUCTION | 4 |
| 2 | ABBREVIATIONS USED | 4 |
| 3 | RELATED DOCUMENTS | 4 |
| 4 | WITNESS ASSESSMENT PROCEDURE | 4 |
| 5 | WITNESS ASSESSMENT REPORT | 5 |

1 INTRODUCTION

This methodical guideline regulates the procedure for witness assessment 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 ABBREVIATIONS USED

| | |
|------|--|
| CO | Certification Body Certifying Persons |
| IEC | International Electrotechnical Commission |
| ISO | International Organization for Standardization |
| MSA | Methodical Guideline for Accreditation |
| PS | Assessment Group |
| SNAS | Slovak National Accreditation Service |

3 RELATED DOCUMENTS

| | |
|---------------------|---|
| ISO/IEC 17024: 2012 | Conformity assessment. General requirements for bodies operating certification of persons |
| MSA-04 | Procedure for the accreditation |
| MSA-CO/01 | Scope and scope specification of accreditation of bodies certifying persons |

4 WITNESS ASSESSMENT PROCEDURE

Witness assessment is an integral part of the assessment process, which monitors and evaluates the procedure of the members of the team of examiners during the examination.

The assessment group (PS) evaluates the preparation for performance of examination, performance of examination and assesses overall course of performance of examination, including efficiency and the way of its performance, as well as compliance with the documented procedures, regulations and standards during the examination.

During the accreditation, one witness assessment is carried out for each field of the categories of activities (according to MSA-CO/01).

During the re-accreditation, the witness assessment is carried out for each field of the categories of activities except for those activities that have been witnessed during the last assessment.

During the extension of accreditation scope, the witness assessment is carried out as for accreditation and in the range of activities that are the subject of extension.

During the surveillance, the witness assessment is carried out for each field of the categories of activities and in the range of activities that are the subject of surveillance.

5 WITNESS ASSESSMENT REPORT

From the witness assessment a Report is elaborated, in which the course of the examination is assessed and its compliance with valid regulations of the CO, documented in its documentation.

Witness assessment report contains:

- the number of accreditation service, number of the registered member of the CO, number of the accreditation certificate of the CO,
- standard according to which the assessment is carried out,
- the names and surnames of the members of the PS and their functions,
- the name and address of the applicant of the CO, the name and address of the workplace of the CO,
- the date of execution of witness assessment,
- type of accreditation service, which is the witness assessment part,
- item of the scope of accreditation, witness assessed team of examiners, the name and surname of the candidate,
- evaluation:
 - the preparatory phase – preparation for performance of examination (examination materials/technical equipment; program of the examination; the appointment of the team of the examiners; communication with candidate),
 - performance of the examination – the opening of the examination (opening; explanation of the course of examination), allocation of tasks (compliance with the program of the examination; the performance of the tasks of the individual members of the team of examiners; keeping records), examination (written/oral/practical part of the examination; security of examination materials, security of examination; conditions for administering examination; the status of the technical equipment; supervision of examination; evaluation of examination results), the termination of the examination (notice of examination results; information about the next steps; conclusion),
 - the efficiency and way of performance of examination (adherence to the program of the examination; the skills, the consistency, the presentation skills of the individual members of the team of the examiners), compliance with documented procedures/regulations/standards during the examination,
 - overall – a positive and a negative site, suggestions for improvement, the number of identified and eliminated nonconformities, the conclusion (the competence of the individual members of the team of the examiners in relation to the listed item of the scope of accreditation).

© SNAS 2017