



**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
EU	European Union
IEC	International Electrotechnical Commission
ISO	International Organization for Standardization
MSA	Methodical Guideline for Accreditation
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

## **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.

### **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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