

## Policy

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# SNAS POLICY AND PROCEDURE ON THE ASSESSMENT OF CERTIFICATION BODIES CERTIFYING ENERGY MANAGEMENT SYSTEMS ACCORDING TO REQUIREMENTS OF STANDARDS ISO/IEC 17021-1:2015 AND 50003: 2021

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**PURPOSE:** This document determines the SNAS policy and procedure on transition to the accreditation of certification bodies certifying energy management systems according to the requirements of the standards ISO / IEC 17021-1: 2015 and ISO 50003: 2021 in accordance with IAF document MD 24: 2021.

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## 1 POLICY

SNAS assesses the competence of certification bodies certifying the energy management systems (EnMS) according to the requirements of the standards ISO/IEC 17021-1: 2015 and ISO 50003: 2021.

New version standard ISO 50003: 2021 was published on May 2021, which replaces the standard ISO 50003: 2014.

SNAS in accordance with conditions of transition to the new version standard ISO 50003:2021 published on December 8<sup>th</sup>, 2021 in the IAF document MD 24: 2021, sets the 30 months transition period for implementation of the ISO 50003: 2021 **which is ending on 30<sup>th</sup> November, 2023.**

To this date, fulfilling the conditions below, all accredited CBs, which meet the requirements of ISO/IEC 17021-1: 2015 and ISO 50003: 2014 have to demonstrate competence to perform certification EnMS according to new version standard ISO 50003: 2021, which SNAS verify during planned or extraordinary assessments. In case of their fulfillment, SNAS will decide on to issue or retention of accreditation for the performance of certification EnMS according to standard ISO 50001: 2018.

## 2 ASSESSMENTS PROCEDURE AND TERMS

On the basis of the application for accreditation or reaccreditation, SNAS will assess the compliance with the requirements of ISO/IEC 17021-1: 2015 and ISO 50003: 2021 for performing of certification according to standard ISO 50001: 2018 **from 31<sup>st</sup> May, 2022.** CBs accredited for certification of EnMS may request an assessment of compliance with the requirements of ISO 50003: 2021 **from 10<sup>th</sup> March, 2022.**

CBs accredited for certification of EnMS according to standards ISO/IEC 17021-1: 2015 and ISO 50001: 2018, shall notify SNAS in written form **until 5<sup>th</sup> March, 2022** at the latest, whether they have implemented in their management system the requirements for certification according to ISO 50003: 2021 or notify the date when they will implement these requirements; however, **no later than on 31<sup>st</sup> May, 2023.**

During planned or extraordinary assessments or by documentation review, SNAS will verify the fulfilment of requirements for certification according to ISO 50003: 2021. All assessments for verification of implementation of the requirements for certification according to ISO 50003: 2021 shall be carried out until **31<sup>st</sup> July, 2023, at the latest.**

The CBs accredited for certification of EnMS must demonstrate the readiness for the certification according to the standards ISO/IEC 17021-1: 2015 and ISO 50003: 2021 **within 30<sup>th</sup> September, 2023** and SNAS, will decide to issue the accreditation for EnMS

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certification according to standards ISO/IEC 17021-1: 2015 and ISO 50003: 2021, **no later than 30<sup>th</sup> November, 2023.**

The findings from the assessments will be classified in accordance with the system published by SNAS and they must be resolved within a period according to the Act. No. 505/2009 Coll. on the accreditation of the conformity assessment bodies (including amendments to certain acts), as amended, but not later than two months after they were identified and recorded.

*Notes 1: Certificates of accreditation issued during the transitional period will include two standards, i.e. ISO 50003: 2014 and ISO 50003: 2021. Certificates of accreditation issued for EnMS certification according to ISO 50003: 2014 will be canceled after 30<sup>th</sup> November, 2023.*

*Notes 2: Certification Bodies can conduct audits (initial, surveillance and recertification) according to ISO 50003: 2014 only to 30<sup>th</sup> November, 2023.*

### 3 SUMMARY OF KEY CHANGES

The main changes as indicated in ISO 50003 include but are not limited to:

- the definitions have been updated to include the audit time, the duration of the audit and terms related to multi-site audits;
- the phrase “maintained documented information” has been used to represent procedures, work instructions or other forms of documents that provide the who, what, when, how or why information;
- the phrase “retained documented information” or “record of audit evidence” has been used to represent records that demonstrate or provide evidence of the execution of a requirement;
- the structure has been updated to align with ISO/IEC 17021-1:2015;
- the phrase “man-days” has been changed to “audit days”;
- for audit day calculations, the number of energy types have been changed to those that comprise at least 80% of total consumption;
- the weighted values for complexity have been modified;
- the sampling requirements for multi-site EnMS have been updated;
- the use of IAF MD documents as they relate to Annexes A and B has been clarified;
- the information on EnMS effective personnel has been clarified in A.2;
- Tables A.3 and A.4 have been modified from audit duration to audit time;
- technical areas have been removed and requirements for technical competency added.

SNAS will continue to use technical areas to determine the scope of accreditation and to determine the required witness assessments; and

- related to energy performance improvement the following have changed:

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- a. The definition in 3.6 of ISO 50003:2014 for “Energy performance improvement” has been removed, but the term is defined in ISO 50001 which is a normative reference
- b. For surveillance audits the focus has switched for an organization to be required to demonstrate “implementation of actions for energy performance improvement” rather than to demonstrate “achievement of energy performance improvement”.

#### 4 KEY TIMESCALE

Activity	Due Date
<b>AB</b>	
<b>AB to be ready to assess to the new version of ISO 50003 no later than</b>	<b>9 months from end of publication month of document* - 28<sup>th</sup> February 2022</b>
<b>AB to use new version of ISO 50003 for all initial accreditation assessments after</b>	<b>12 months from end of publication month of document* - 31<sup>st</sup> May 2022</b>
<b>AB transitions of all CABs completed</b>	<b>30 months from end of publication month of document* - 30<sup>th</sup> November 2023</b>
<b>CAB</b>	
<b>CAB to use new version of ISO 50003 for all initial clients after accreditation for new version of ISO 50003</b>	<b>Date determined for each CB based on transition date</b>
<b>CAB to use new version of ISO 50003 for all clients no later than</b>	<b>30 months after end of publication month of document*/** 30<sup>th</sup> November 2023</b>

\* ISO 50003 revision was published in May 2021.

\*\* For existing certified clients: As requirements for audit time determination have changed in the 2021 edition, it is acceptable that the contract between the CAB and the client is revised to follow new requirements, at the latest, at the first recertification audit following the CAB’s transition of accreditation (based on recertification timing, this may occur after the end of the transition period).

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## 5 TRANSITION PROCESS ACTIONS

### 5.1 AB ACTIONS

Activity	YES/NO	Notes:
<b>AB's Arrangements</b>	YES	<p>Plan and prepare to be ready to assess to the new version at the earliest opportunity and at latest according to set due date.</p> <p>Identify the changes between new and old version.</p> <p>Ensure timely communication to CABs on required transition arrangements including any interim deadlines within the transition period.</p> <p>Ensure that relevant personnel affected by the changes are competent for the revised version and transition process.</p> <p>NOTE: ABs are encouraged to plan and commence required actions at the earliest opportunity</p>
<b>CAB Document Review</b>	NO	
<b>CAB Technical Document Review</b>	YES	Review of the CAB's Gap Analysis, transition/implementation plan, relevant documentation for the changes including evidence of implementation and other relevant information deemed necessary by the AB.
<b>Technical Assessment at CAB Head Office (on-site or remote) Review)</b>	IF APPLICABLE	If AB is able to review required changes and implementation by CAB as a result of the CAB technical document review then a CAB head office assessment is not required. If AB is not able to, then an office assessment is required.
<b>CAB Witnessed Assessment(s)</b>	NO	-

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Activity	YES/NO	Notes:
Others	NO	-
Is extra time likely to be needed for the transition?	YES	Minimum of 1 assessment day to confirm transition of the CAB
Other	YES	AB to make the transition decision, to the revised document, when all identified outstanding issues have been appropriately addressed and competence has been demonstrated.

## 5.2 CAB ACTIONS

Activity	YES/NO	Notes
CAB's Arrangements	YES	<p>Plan and prepare to apply to AB for transition and be ready to apply new requirements according to the set due dates.</p> <p>Complete Gap Analysis.</p> <p>Develop transition plan to address the following:</p> <p>Identify the changes between new and old version. Typical processes considered for changes can include sales/quoting, auditing process, competence management and communication with existing certified clients.</p> <p>Analyse impact of changes on relevant activities/processes and identify required actions to ensure conformance (e.g., management system/documents, IT tools).</p> <p>Implement required actions</p>

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Activity	YES/NO	Notes
		<p>Ensure that relevant personnel affected by the changes are competent for the revised version and transition process. Personnel may include, but not be limited to, auditor, reviewers of audit report, certification decision maker, contract reviewer, planner.</p> <p>TE: CABs are encouraged to plan and commence required actions at the earliest opportunity.</p>

### 5.3 OTHER

Certified clients will be affected by the changes. Most likely changes include:

- changed requirements for audit time determination which may affect the required audit time specified in the contract with the CAB.
- changed approach related to energy performance improvement.

## 6 RELATED DOCUMENTS

ISO/IEC 17021-1: 2015 Conformity assessment. Requirements for bodies providing audit and certification of management systems. Part 1: Requirements

ISO 50001: 2018: Energy management systems. Requirements with guidance for use.

ISO 50003: 2021 Energy management systems. Requirements for bodies providing audit and certification of energy management systems.

IAF MD 24: 2021 Transition Requirements for ISO 50003:2021

Act. No. 505/2009 Coll. on the accreditation of conformity assessment bodies (including amendments to certain acts), as amended

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