METHODICAL GUIDELINE FOR ACCREDITATION

MSA – CP/ 01

SCOPE AND SCOPE SPECIFICATION OF ACCREDITATION OF CERTIFICATION BODIES CERTIFYING PRODUCTS

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Content

1   INTRODUCTION

1.1   FOREWORD

This methodical guideline defines the scope and the scope specification of accreditation of bodies certifying products according to ISO/EIC 17065: 2012 and it is obligatory for all employees of the accreditation body and applicants for accreditation.

2   REFERENCES

ISO/IEC 17065: 2012	Conformity assessment – Requirements for bodies certifying products, processes and services
MSA-02	SNAS logo and marks
MSA-04	Procedure for the accreditation
MSA-CP/03	Witness assessment of bodies certifying products
MSA-CP/05	Application of ETSI EN 319 403-1 V2.3.1 by assessment of CAB certifying products according to eIDAS

3   DEFINITIONS

Definitions in this MSA are in compliance with the definitions laid down in the References.

4   ABBREVIATIONS

CP	Certification Body Certifying Products
EA	European co-operation for Accreditation
EC	European Community
eIDAS	Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC
EÚ	European Union
GD	Guideline
IAF	International Accreditation Forum
IEC	International Electrotechnical Commission
ISO	International Organization for Standardization
MSA	Methodical Guideline for Accreditation
NV	Slovak Republic Government Regulation
SNAS	Slovak National Accreditation Service
SR	Slovak Republic
Z. z.	Collection of Acts

5 SCOPE AND SCOPE SPECIFICATION OF ACCREDITATION

5.1 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 products is active. The characteristics of the scope of accreditation will be laid down in the accreditation certificate too.

Under products in accordance with ISO / IEC 17065: 2012 belongs to products, processes or services.

For CAB certifying products according to sector-specific schemes, the requirements of ISO / IEC 17065: 2012 are complemented:

- ;
- for Organic Production by o EA-3/12;
- for Welding Processes by the EA-6/02;
- for Chain of Custody of forest products by TD SFCS 1006;
- for Provision of Trusted Services by Regulation eIDAS and accordingly ETSI EN 319 403-1;
- for maintenance of railway vehicles according to the ECM certification scheme o ERA 1172/002
- For the interoperability of the railway system in the EU according to the MNB Technical Document - Assessment scheme 000MRA1044-   and   where

relevant, the requirements defined in the certification scheme for sector-specific products.

5.2 SCOPE SPECIFICATIONS OF ACCREDITATION/SPECIFICATION OF ACTITIES

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

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

Table 1

Group of products	Item	Product name	Certification schemes	Regulations, standards

Group of products	Item	Product name	Certification schemes	Regulations, standards

5.3 INSTRUCTIONS OF HOW TO FILL IN THE TABLE

Column "Group of products": the serial numbers of the group of products and name of group of products, for which the CP performs certification, are given in ascending order. Group of products are created in terms of used legislation.

Column „Item": the serial numbers of the individual names of products, for which the CP performs certification, are given in ascending order.

Column „Product name": lists the names of products, which the CP certifies.

Column „Certifications schemes": lists all the certification schemes or systems for certification, under which certification in regulated and non-regulated sphere is carried out by CP.

Column „Regulations, standards": the relevant regulations and standards, according to which the CP 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: 97/23/EC (NV 576/2002 Z. z.));
- other legislation of the Slovak Republic, e.g. Act, Government Regulation;
- technical standards.

A technical standard listed in this column without indicating the year of publication does not mean allowing flexibility in the scope of accreditation. In such a case, the version/year of publication of the technical standard that was currently valid on the date of issuance of the accreditation certificate shall apply. In cases where it is necessary to distinguish between different editions or versions of the standard (e.g. in transitional periods when two different versions of the standard may be used at the same time), the year of the technical standard must be indicated.

Table 2

№	Name and address of workplaces	Identification of activities

№	Name and address of workplaces	Identification of activities

5.4 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 CP are given in ascending order.
Column „Name and address of workplaces": lists the name and address of all workplaces of CP.
Column „Identification of activities": lists the serial number of items from Table 1.

6 CHANGES IN THE SCOPE OF ACCREDITATION/SPECIFICATION OF ACTIVITIES

Changes in the scope are usually carried out within the framework of reaccreditation, extension of accreditation, special assessment or surveillance, when it is necessary to change the scope of accreditation based on the results of the assessment or the request of the accredited CAB. The required changes in these cases will be assessed by the assessment group and, as part of the conclusions from the assessment, will propose the granting of a new scope of accreditation with an updated specification of activities. This is done according to MSA-04.
The content of those items within the scope of accreditation that were not the subject of surveillance, reaccreditation, extension of accreditation or special assessment is not allowed to be changed without being assessed by an assessment group, which included an expert on the given item.
In case when CAB requests a change in the scope of accreditation of a formal nature (TL_607) outside of ongoing surveillance, reaccreditation, extension of accreditation or extraordinary assessment, SNAS will decide, based on the recommendation of the technical guarantor, whether the change needs to be assessed on site, or the change will be assessed only by documentation done by the technical guarantor and, if necessary, of an expert's opinion on request, related to the item of the scope of accreditation to which the change concerns.