

**Statute****ST - 05****SNAS EVALUATION COMMISSIONS**

**Approved by:**      **Ing. Štefan Král, PhD.**  
                                 **Director SNAS**

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## 1 INTRODUCTION

This document stipulates the statues and rules of procedure of Evaluation Commissions established by SNAS.

## 2 ABBREVIATION USED

HK-LI	SNAS Evaluation Commission for accreditation of laboratories and inspection bodies
HK-CO	SNAS Evaluation Commission for accreditation of certification bodies and verifiers
AIS	Accreditation information system
IP	Internal regulation
ST	Statute
TL	Form

## 3 RELATED DOCUMENTS

ISO/IEC 17011	Conformity assesment. Requirements for accreditation bodies accrediting conformity assessment bodies
	SNAS Quality Manual
IP-02	Preparation and Control of the Assessment
IP-06	Monitoring in SNAS
Act No. 53/2023 Coll.	Act on Accreditation of Conformity Assessment Bodies as amended

## 4 ESTABLISHMENT OF SNAS EVALUATION COMMISSIONS

Copies of the instruments of establishment of SNAS Evaluation Commissions for accreditation of laboratories and inspection bodies and for accreditation of certification bodies and verifiers are in Annexes 1 and 3.

## 5 STATUTE OF SNAS EVALUATION COMMISSIONS

### 5.1 MISSION OF THE HK

5.1.1 SNAS Evaluation Commissions are an advisory body to the Director. They are established by the SNAS Director. They are composed of internal and external SNAS personnel.

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5.1.2 The mission of the SNAS Evaluation Commissions is to discuss and assess whether a procedure is adequate and correct for assessment of cases from the scope of accreditation for which it is intended. The commissions, in conducting their activities, apply the independence, impartiality and transparency principles in line with the documents of the relevant international accreditation organizations. The outcome from their assessment is a resolution, recommendation or non-recommendation to grant SNAS accreditation to the concerned entity.

## **5.2 SNAS EVALUATION COMMISSION FOR ACCREDITATION OF LABORATORIES AND INSPECTION BODIES**

SNAS Evaluation Commission for accreditation of laboratories and inspection bodies (HK-LI) is intended for the following areas:

1. Accreditation of:
  - Calibration laboratories,
  - Testing laboratories,
  - Medical laboratories,
  - Proficiency testing organizers,
  - Inspection bodies,
  - For notification of measurement of emissions from stationary sources,
2. Attestation of fulfilment of authorization/notification requirements (for the above areas)

## **5.3 SNAS EVALUATION COMMISSION FOR ACCREDITATION OF CERTIFICATION BODIES AND VERIFIERS**

SNAS Evaluation Commission for accreditation of certification bodies and verifiers (HK-CO) is intended for the following accreditation areas:

- Products certification bodies,
- Management systems certification bodies,
- Persons certification bodies,
- Environmental verifiers,
- For notification/authorization purposes,
- Greenhouse gas emissions verifiers.

## **5.4 MEMBERS OF SNAS EVALUATION COMMISSIONS**

The members of SNAS Evaluation Commissions are appointed and withdrawn by the Director (TL 602). They include SNAS employees and other impartial officials from interested entities with regard to their specialization and experience in accreditation schemes that are provided by SNAS (qualifications requirements for HK members are in ST-02, Annex 3). HK members who are external personnel sign a “Statement” (TL 02)

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in which they undertake the commitment to maintain secrecy of matters they will learn in relation to deliberations of the SNAS evaluation commission and are related to protection of copyright and confidential information.

The SNAS Evaluation Commissions are managed by SNAS Evaluation Commission chairs who generally are the heads of the respective SNAS departments.

The lists of SNAS evaluation commissions are in Annexes 2 and 4.

## **6 RULES OF PROCEDURE FOR SNAS EVALUATION COMMISSIONS**

### **6.1 RIGHTS AND RESPONSIBILITIES OF HK MEMBERS**

#### **6.1.1 The HK chair:**

- Sets the date for SNAS HK meetings,
- Manages the course of the SNAS HK deliberations,
- Is responsible for the SNAS HK activities,
- Produces in AIS record in the part “HK meeting” that also includes the resolution,
- Determines relevant corrective actions on the basis of non-conformities and shortcomings identified during the accreditation process,
- In the chair’s absence the deliberations of the SNAS Evaluation Commission are managed by the vice chair or another authorized member.

#### **6.1.2 HK members:**

- Attend deliberations of the respective SNAS Evaluation Commission personally or remotely, through information and communication technologies,
- Give their positions on correctness of the assessment procedure, legitimacy and correct formulation of findings and on pertinence to eliminate non-conformities,
- Formulate proposals of positions and recommendations for the concerned SNAS Evaluation Commission,
- Have the right to demand that the minutes from the SNAS Evaluation Commission include their individual formulated positions to the discussed cases,
- Supervise the objectiveness, consistency and observance of the necessary extent of the assessment,
- Consistently maintain secrecy of matters they will learn in relation to deliberations of the SNAS Evaluation Commission which are related to protection of copyright and confidential information.

#### **6.1.3 The HK SNAS secretary:**

- Is not a commission member but carries out the administrative and organizational activities associated with the commission’s activities,
- Keeps the agenda of the respective SNAS Evaluation Commission,

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- Prepares supporting materials for deliberations of the SNAS Evaluation Commission in line with the instructions from the chair,
- Makes sure the members of the SNAS Evaluation Commission attend the deliberations upon instruction from the chair.

## 6.2 DELIBERATIONS OF A SNAS EVALUATION COMMISSION

- a) Can be held if at least two commission members are present in addition to the person chairing it. Connecting by teleconference, videoconference or written opinion to the agenda is considered to be present at the meeting,
- b) In the event that a member of the SNAS HK was/is an interested party to the assessed case, he or she will **not participate** in the concerned portion of the deliberations,  
(if the chair of the SNAS Evaluation Commission is an interested party to the case, the management of the concerned portion of the deliberations are managed by the vice chair, and if the vice chair is also not impartial in the concerned case, the chair appoints another member of the SNAS Evaluation Commission to manage the deliberations),
- c) If the technical guarantee also assigned a reviewer for the case, the reviewer may be invited to the deliberation of the concerned case without right to vote,
- d) If the head of the HK assigned an external expert, the concerned expert is invited to the deliberation to give his professional opinion but has no voting right,
- e) The outcome of the SNAS HK deliberations through AIS is the HK's position under the bookmark "SNAS HK meeting" and the Director's decision under the bookmark "Finalization" that includes Recommendation for the SNAS Director or Return for completion.
- f) Resolution by SNAS HK is adopted on the basis of consensus agreement of the attending members and if consensus cannot be reached it is adopted through an absolute majority vote of the attendees. A secret ballot can be taken upon request of at least two attending members.

## 7 REMUNERATION OF EXTERNAL HK MEMBERS

For the participation in meeting, each external HK member is entitled for the payment according to the valid RR-03 document.

## 8 RELATED FORMS

TL 02	Honorable statement
TL 602	Appointment of members of commissions and committees

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**9 ANNEXES**


- Annex 1: Instrument of establishment of HK-LI  
Annex 2: List of HK-LI members  
Annex 3: Instrument of establishment of HK-CO  
Annex 4: List of HK-CO members

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**9.1 ANNEX 1: INSTRUMENT OF ESTABLISHMENT OF HK-LI**SLOVENSKÁ NÁRODNÁ AKREDITAČNÁ SLUŽBA**ZRIAĎOVACIA LISTINA****Dňom 01.06.2013 zriaďujem****HODNOTIACU KOMISIU SNAS NA AKREDITÁCIU  
LABORATÓRIÍ A INŠPEKČNÝCH ORGÁNOV****ako poradný orgán riaditeľa SNAS v oblasti rozhodovania o udelení akreditácie.****Zoznam členov** Hodnotiacej komisie SNAS (HK-LI) schvaľuje riaditeľ SNAS.**Poslanie a pôsobnosť** Hodnotiacej komisie SNAS (HK-LI) určuje jeho štatút.**Pôsobiskom** Hodnotiacej komisie SNAS (HK-LI) je sídlo SNAS v Bratislave.

V Bratislave 01.06.2013

  
Mgr. Martin Senčák  
riaditeľEffective from:  
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**9.2 ANNEX 2: LIST OF HK-LI MEMBERS**

<b>RNDr. Lívia Kijovská, PhD.</b>	<b>HK-LI chair</b>
Ing. Stanislav Musil, CSc.	HK-LI vice chair
Ing. Jana Pašková	Member
Ing. Jaromír Durný	Member
Ing. Kvetoslava Foríšeková	Member
Ing. Stanislav Mikušínek	Member
Mgr. Zuzana Tunegová	Member
Ing. Henrieta Bóriková	Member
Ing. Janka Szabová	Member
RNDr. Renáta Fazekašová, PhD.	Member
Henrieta Koller	Secretary

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**9.3 ANNEX 3: INSTRUMENT OF ESTABLISHMENT OF HK-CO****SLOVENSKÁ NÁRODNÁ AKREDITAČNÁ SLUŽBA****ZRIAĎOVACIA LISTINA****Dňom 01.06.2013 zriad'ujem****HODNOTIACU KOMISIU SNAS NA AKREDITÁCIU  
CERTIFIKAČNÝCH ORGÁNOV A OVEROVATEĽOV****ako poradný orgán riaditeľa SNAS v oblasti rozhodovania o udelení akreditácie.****Zoznam členov** Hodnotiacej komisie SNAS (HK-CO) schvaľuje riaditeľ SNAS.**Poslanie a pôsobnosť** Hodnotiacej komisie SNAS (HK-CO) určuje jeho štatút.**Pôsobiskom** Hodnotiacej komisie SNAS (HK-CO) je sídlo SNAS v Bratislave.

V Bratislave 01.06.2013

  
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**9.4 ANNEX 4: LIST OF HK-CO MEMBERS**

<b>Ing. Jaroslav Remža, PhD.</b>	<b>HK-CO chair</b>
Ing. Pavol Kothaj	HK-CO vice chair
Ing. Anna Ondrášiková	Member
Doc. Ing. Ľuba Füzyová, CSc.	Member
Ing. Renáta Kuťková	Member
Ing. Jana Vašková	Member
Ing. Alena Trabalková	Member
Ing. Gizela Pelechová	Member
Ing. Marcela Kráľová	Member
Mgr. Martina Špaňová	Member
Mgr. Lenka Balážová	Member
Ing. Mária Jana Obernauer, MSc.	Member
Henrieta Koller	Secretary

*List of HK CO members 1*

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