

## Policy

PL - 08

# SNAS POLICY ON ACCREDITATION OF CERTIFICATION BODIES

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**This document delineates SNAS policy for accreditation of certification bodies.**

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## 1 SNAS POLICY ON ACCREDITATION OF BODIES CERTIFYING MANAGEMENT SYSTEMS

**1.1** During the accreditation of certification bodies certifying management systems SNAS assesses and confirms competence of the body to perform certification of management systems according to relevant standards or normative documents.

**1.2** During the accreditation of certification bodies certifying management systems SNAS assesses the fulfilment of the requirements of ISO/IEC 17021-1 Standard. Certification bodies certifying management systems seeking confirmation of competence to perform certification of management systems must meet the requirements of the requirements of ISO/IEC 17021-1 as set out in further relevant standards, relevant mandatory IAF, EA documents, or generally established documents of international organizations as well as in policies and methodological guidelines for accreditation issued by SNAS. SNAS grants accreditation only for the scope for which the applicant has demonstrated compliance with the requirements set out for accreditation. Scope of accreditation SNAS grants for individual management systems according to methodological guidelines for accreditation, which take into account applicable international standards and regulations. SNAS does not grant accreditation for a flexible scope in this area of accreditation.

**1.3** As a part of the assessment of a new applicant for accreditation in this field are carried out also witness assessments for each management system by observation of body certifying management systems during the performing of audit at the applicant for certification. The number of witness assessments within the same management system depends on the required scope of accreditation and follows the procedures specified in the relevant SNAS methodological guideline (MSA-CS/15).

**1.4** Accreditation for the notification purposes is controlled by the current published requirements of the notifying /regulatory body of the Slovak Republic, taking into account EA 2/17 M (MSA- N/01).

**1.5** After granting accreditation, SNAS performs planned surveillances for accredited certification bodies certifying management systems; during accreditation certificate validity verifies whether the certification body permanently meets all accreditation requirements related to its accredited activities. The planned surveillances also include witness assessments according to the witness assessment programme.

**1.6** All mentioned principles related to accreditation are applied also for re-accreditation, however for re-accreditation the information on accredited certification body certifying management systems from previous assessments are also taken into account. Witness assessments are conducted according to the rules specified in the other relevant standards and relevant mandatory EA, IAF and SNAS documents. If the reaccreditation also ends the witness assessment program (5 or 10 years), the certification body must demonstrate the performance of all required witness

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assessments. Otherwise, it will be limited in its ability to use the accreditation in its entirety, which will be fully renewed only after all missing witness assessments have been performed. There is no restriction on the gradual addition of witness assessments. If the missing witness assessments are not performed within the next witness assessment program, the accreditation for the relevant activity will be withdrawn as a result of the relevant reaccreditation.

**1.7** SNAS performs extension of accreditation relates to new management system analogously to accreditation principles. The witness assessment is a part of the assessment always. In case of extension of the accreditation scope relates to the addition of new activities within the already accredited management system, the witness assessments are conducted according to the rules specified in the other relevant standards and relevant mandatory EA, IAF and SNAS documents. The extension of the scope of accreditation by a NACE code within the accredited EA code is not considered an extension of accreditation. When extending accreditation, at least one witness assessment must be carried out to conclude the service. Other witness assessments can be carried out later, but until they are carried out, the possibility of using the accreditation to its full extent will be limited.

**1.8** Extraordinary assessment of accredited body certifying management systems is performed on the basis of an incentive, operatively as soon as possible after the submission of the incentive. It shall take place at the date agreed with the client if the assessment is carried out on its own initiative or within a period fixed by SNAS if the assessment is performed on the SNAS or a third party's incentive. Extraordinary assessment is also may perform out, if relevant, on the basis of reported changes in the certification body and in the case of changes in accreditation requirements.

## 2 SNAS POLICY ON ACCREDITATION OF BODIES CERTIFYING PRODUCTS

**2.1** During the accreditation of certification bodies certifying products SNAS assesses and confirms competence of the body to perform certification of products as a third-party certifying conformity of products with specification.

**2.2** According to ISO/IEC 17065 SNAS divides products into products, processes and services.

**2.3** During the accreditation of certification bodies certifying products SNAS assesses the fulfilment of the requirements of the ISO/IEC 17065 Standard. Certification bodies certifying products seeking confirmation of competence to perform certification of products must meet the requirements of ISO/IEC 17065 Standard as set out in further relevant standards, relevant mandatory IAF, EA documents, or generally established documents of international organizations as well as in policies and methodological guidelines for accreditation issued by SNAS. SNAS grants accreditation only for the

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scope for which the applicant has demonstrated compliance with the requirements set out for accreditation. The scope of accreditation takes into account international standards and regulations applicable to product certification. SNAS does not grant accreditation for a flexible scope in this area of accreditation.

**2.4** SNAS strictly requires that the product certification body shall meet the conditions of a third party in relation to the manufacturers whose products it certifies, as well as to those parties that participate in the development, design or other services of the products.

**2.5** SNAS requires the product certification body to have specified in the accreditation scope in addition to the names of products, standards and regulations to which the conformity of products is assessed, also certification schemes, resp. modules, systems and procedures applied in the accredited activities.

**2.6** If the certification body applies more than one certification scheme to a certain type of product, it may not deny the manufacturer of the product submitted for certification the right to choose the certification scheme, resp. module for the application which he requests for product certification. Some exception is in the regulated field, where the legal regulation determines the mandatory certification scheme or system.

**2.7** SNAS assesses and accredits product certification bodies to perform product certification in the regulated and also in the unregulated areas. When accredited bodies certify products included in the regulated sphere, SNAS requires that certification schemes applied in the certification of a given type of product consistently meet the requirements of the relevant EPAR (EU) regulation, EU directive, or the relevant regulation of the Slovak government decree and the relevant certification scheme.

**2.8** As a part of assessment of the applicant for accreditation in this field are also witness assessments carried out by observation of certification bodies for product certification during the performance of evaluation activity of products, processes and services when it is relevant for certification scheme.

**2.9** Accreditation for the notification purposes is controlled by the current published requirements of the notifying /regulatory body of the Slovak Republic, taking into account EA 2/17 M (MSA- N/01).

**2.10** After granting the accreditation, SNAS performs planned surveillances of accredited bodies certifying products; during the accreditation certificate validity verifies whether the certification body permanently meets all accreditation requirements related to its accredited activities.

**2.11** All mentioned principles related to accreditation are applied also for re-accreditation, however for re-accreditation the information on accredited certification

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body certifying products from previous assessments are also taken into account.

**2.12** SNAS performs extension of accreditation scope of bodies certifying products analogously to accreditation principles. Extension of accreditation scope can concern extension the scope of activities within an already accredited product group, or within a new product group.

**2.13** Extraordinary assessment of accredited body certifying products is performed on the basis of an incentive, operatively as soon as possible after the submission of the incentive. It shall take place at the date agreed with the client if the assessment is carried out on its own initiative or within a period fixed by SNAS if the assessment is performed on the SNAS or a third party's incentive. Extraordinary assessment is also may perform out, if relevant on the basis of reported changes in the certification body and in the case of changes in accreditation requirements.

### 3 SNAS POLICY ON ACCREDITATION OF BODIES CERTIFYING PERSONS

**3.1** During the accreditation of certification bodies certifying persons SNAS assesses and confirms competence of the body to perform certification of persons according to the requirements defined in certification schemes. The certification itself consists in verifying the conformity of the professional competence of the persons with the specified requirements.

**3.2** During the accreditation of certification bodies certifying persons SNAS assesses the fulfilment of the requirements of ISO/IEC 17024 Standard. Certification bodies seeking confirmation of competence to perform certification of persons must meet the requirements of the requirements of ISO/IEC 17024 as set out in further relevant standards, relevant mandatory IAF, EA documents, or generally established documents of international organizations as well as in policies and methodological guidelines for accreditation issued by SNAS. SNAS grants accreditation only for the scope for which the applicant has demonstrated compliance with the requirements set out for accreditation. The scope of accreditation takes into account international standards and regulations applicable to person certification. SNAS does not grant accreditation for a flexible scope in this area of accreditation.

**3.3** SNAS requires the person certification body to have specified in the accreditation scope in addition to the certification field, type/category of activity, standards and regulation to which the conformity of persons is assessed, also certification schemes and certification procedures. For the accreditation of bodies certifying persons in regulated field SNAS requires that the certification schemes applied for the certification of persons consistently meet the requirements of the relevant Directive EC or the relevant regulation requirements.

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**3.4** Accreditation for the notification purposes is controlled by the current published requirements of the notifying /regulatory body of the Slovak Republic, taking into account EA 2/17 (MSA- N/01).

**3.5** As a part of assessment of applicant for accreditation in this field are also witness assessments carried out by observation of certification body certifying persons during the performance the examination of applicants for certification.

**3.6** After granting accreditation, SNAS performs planned surveillances over accredited bodies certifying persons; during accreditation certificate validity verifies whether the certification body permanently meets all accreditation requirements related to its accredited activities.

**3.7** All mentioned principles related to accreditation are applied also for re-accreditation, however for re-accreditation the information on accredited certification body certifying products from previous assessments are also taken into account.

**3.8** SNAS performs extension of accreditation scope of bodies certifying persons analogously to accreditation principles. Extension of accreditation scope can concern new activities within already accredited scope or new field of accreditation of the body certifying persons.

**3.9** Extraordinary assessment of accredited body certifying persons is performed on the basis of an incentive, operatively as soon as possible after the submission of the incentive. It shall take place at the date agreed with the client if the assessment is carried out on its own initiative or within a period fixed by SNAS if the assessment is performed on the SNAS or a third party's incentive. Extraordinary assessment is also may perform out, if relevant on the basis of reported changes in the certification body and in the case of changes in accreditation requirements.

## 4 RELATED DOCUMENTS

ISO/IEC 17011	Conformity assessment Requirements for accreditation bodies accrediting conformity assessment bodies
MSA-04:	Procedure for accreditation
MSA-CS/XX	Methodological guidelines for accreditation for certification bodies certifying management systems
MSA-CP/XX	Methodological guidelines for accreditation for certification bodies certifying products
MSA-CO/XX	Methodological guidelines for accreditation for certification bodies certifying persons

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