

Policy**PL - 11****SNAS POLICY APPLIED FOR UPDATING STANDARDS
LAYING DOWN TESTING AND CALIBRATION METHODS
IN ACCREDITED ENTITIES**

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PURPOSE: This prescription delineates SNAS policy applied when changes are often occurring within accredited entities/laboratories as for used accredited normative documents laying down testing and calibration methods because of updating or homogenization with European or international standards

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1 POLICY

1. In connection with homogenization of Slovak technical Standards with European or international Standards as well as with connection with rapid development in various technical fields leading to frequent updating of normative documents laying down testing or calibrations procedures and by the same fact leading to the accreditation certificates updating, SNAS adopted a policy and procedures leading to simplification and to facilitation of administrative work related to these changes.

2. Conformity assessment bodies (CAB) are obliged to notify SNAS in writing of all changes related to Standards and documents mentioned in Annex to Accreditation Certificate. In the case of a change in accreditation of a formal nature according to point 7.1.7 of MSA-04 (e.g. a formal adjustment in the area or scope of accreditation, a change in normative documents, a change in a standard that does not affect the method, incorporation of reported changes to a flexible scope (RA), an adjustment to the RA resulting from the requirements of the regulator, an adjustment to the RA resulting from the requirements of mandatory documents EA, ILAC, IAF, other adjustments that do not affect the relevant identifying data, etc.), it is necessary to submit an application on form TL 607 Application for a change in accreditation of a formal nature. The entity submits this form for each supervision service, except for accreditation, re-accreditation and extension of accreditation services, which are carried out by a separate administrative procedure. SNAS will decide on further action based on the severity of the change according to MSA-06. In other cases, SNAS will prepare the "Other" service and in this service, the change will be made based on TL 607 and an annex to the accreditation certificate will be issued. If it will be found out that in written notification were not mentioned correct information and CAB changes were implemented by entity, SNAS reserves the right to take such measures so that accreditation status could not be abused, the client could not be impaired and the SNAS could not be brought into disrepute. These measures will retroactively concern all related activities of the CAB (e. g. withdrawal of all protocols/certificates issued unjustifiably).

3. The changes in normative documents are classified into three levels on which depend further procedures related to test and calibration laboratories with fixed and/or flexible scope of accreditation. Levels of changes and procedures assigned to them are documented in MSA-04.

2 RELATED DOCUMENTS

ISO/IEC 17011 Conformity assessment. Requirements for accreditation bodies accrediting conformity assessment bodies

MSA-04 Procedure for the accreditation

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MSA-06

Responsibility of SNAS and CAB

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