

Statute**ST - 04****SNAS ACCEPTANCE COMMISSIONS**

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

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1 INTRODUCTION

This document stipulates the statute and rules of procedure of the established SNAS Acceptance Commissions.

2 ABBREVIATION USED

AIS	Accreditation Information System
AK	Acceptance Commission
AK-LI	SNAS Acceptance Commission for Accreditation of Laboratories and Inspection Bodies
AK-CO	SNAS Acceptance Commission for Accreditation of Certification Bodies and Verifiers
IP	Internal Regulation
MSA	Methodological Regulation for Accreditation
PL	Policy
ST	Statute
TL	Form

3 RELATED DOCUMENTS

ISO/IEC 17011	Conformity assessment. Requirements for accreditation bodies accrediting conformity assessment bodies
Act No. 505/2009 Coll.	on Accreditation of Conformity Assessment Bodies and on Amendment of Certain Acts (hereinafter only as the “Act”)
PL-03	SNAS Policy on Non-discriminatory Access to Accreditation
IP-12	Procedure for Provision of Accreditation and Attestation Services

4 ESTABLISHMENT OF ACCEPTANCE COMMISSIONS

Copies of establishment instruments for SNAS Acceptance Commissions are in Annexes 1 and 3.

5 SCOPE AND MISSION OF AN ACCEPTANCE COMMISSION

5.1 SCOPE OF AK

5.1.1 SNAS Acceptance Commissions (AK-LI, AK-CO) are advisory bodies to the Director. They are established by SNAS Director.

5.1.2 **AK-LI** is intended for the following areas:

1. Accreditation of:
 - Calibration laboratories,

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- Testing laboratories,
 - Medical laboratories
 - Proficiency testing organizers,
 - Inspection bodies,
 - For notification of measurement of emissions from stationary sources,
2. Attestation of compliance with authorization/notification requirements.

5.1.3 **AK- CO** is intended for the following accreditation areas:

- Product certification bodies,
- Management system certification bodies,
- Person certification bodies,
- Environmental verifiers,
- Greenhouse gas emissions verifiers.

5.2 MISSION OF AKS

5.2.1 The mission of SNAS Acceptance Commissions is to impartially, objectively and independently:

- a) Examine sufficiency of information in the application for the accreditation service or in application for assessment conducted as a subcontracted service for another accreditation body or in the notification of a foreign environmental verifier (TL 206/E) for the purposes of SNAS supervision and in the other attached documentation,
- b) Examine the accreditation scheme, area, specification of the activity or scope of accreditation for which the accreditation is requested,
- c) Review SNAS's resources for the concerned assessment in terms of SNAS's relevant published policies, including competences and availability of relevant assessors and experts.

5.2.2 SNAS Acceptance Commissions assess primarily SNAS's capacity or capability to ensure accreditation/attestation assessment of the entity that submitted the application and consider if:

- a) SNAS covers the concerned accreditation scheme/attestation,
- b) SNAS has established policies and procedures for the scope of activities requested by the applicant and if there are relevant human resources (competence and availability of assessors and/or experts for the concerned accreditation/attestation scope),
- c) SNAS is capable of carrying out the assessment in reasonable time to be able to accomplish the accreditation service within the deadline stipulated in the law,
- d) The way and form of specification of activities to be assessed is in line with relevant standards and SNAS internal regulations and if the specification is complete,

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- e) In the instance of an application for certification bodies' accreditation service, the submitted documentation includes a full certification scheme with all relevant documents and information as required under the relevant standards or SNAS internal regulations.

6 COMPOSITION OF ACCEPTANCE COMMISSIONS

Acceptance Commissions are composed of Technical Guarantees and Lead Assessors SNAS. The AK members are appointed and withdrawn by the Director (TL 602).

6.1 Rights and responsibilities of the AK chair:

- Sets the date for AK meetings,
- Manages the course of AK deliberations,
- Is responsible for AK activities,
- Approves minutes from AK deliberations.

In absence of the AK chair, the deliberations are managed by the vice chair.

6.2 RIGHTS AND RESPONSIBILITIES OF AK MEMBERS:

- Attend the AK deliberations,
- Actively participate in reviewing the application for the accreditation services listed in 5.2.1 a),
- Give their opinions on the documentation submitted by the applicant and also to the review of SNAS's resources,
- Have the right to demand that their formulated positions, if relevant, on the discussed applications be recorded,
- Consistently maintain confidentiality of matters they will learn in relation to deliberations of the AK and are related to protection of copyright and confidential information.

6.3 THE AK SECRETARY:

- Is not a member of the commission, but carries out the administrative and organizational works associated with the commission's operation,
- Prepares supporting materials for meetings of the SNAS Acceptance Commission in line with the instructions from the chair,
- Makes sure the members of the SNAS Acceptance Commission attend the meeting upon instruction from the chair.

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7 RULES OF PROCEDURES FOR ACCEPTANCE COMMISSIONS

7.1 **The Case Officer** shall do the following prior to make the application accessible to the AK meeting:

- Check if the applicant has submitted all relevant supporting documents into AIS,
- Check if the requested accreditation scheme and the required scope of accreditation has been clearly defined,
- Check the correct identification of the applicant, its relations within the larger organizational unit, addresses of all sites and the scope of their activities in all sites that are supposed to be covered by the accreditation, where appropriate, also the identification of the virtual site.
- Check if the application, if re-accreditation is concerned, was submitted within the time period stipulated in the law,
- Check the correctness and completeness of specification of the activity (scope of accreditation) in line with the relevant MSA-X/01,
- Review availability of human resources with relevant competence,
- Enter the application along with the supporting documents that will be discussed by AK into AIS,
- Submit a proposal for non-acceptance of the application if the entity has not made the application complete within 2 months following a request from SNAS.

7.2 AK can be held if at least two its members are present in addition to the person chairing the deliberations. At least one of the present members shall have background in the accreditation/attestation area that has been specified in the reviewed application. Connection via teleconference, videoconference or written opinion on the deliberations of the program is deemed to be present at the meeting

7.3 Applications that have been reviewed by the relevant case officer are submitted for AK deliberations in AIS.

7.4 The case officer attends AK meetings when applications are discussed which s/he covered as a case officer.

7.5 The principle of an objective, transparent and non-discriminatory approach shall be observed in accepting applications.

7.6 The application acceptance is not conditional upon the size of the applicant conformity assessment body or membership of any association or group, nor accreditation is conditional upon the number of conformity assessment bodies already accredited.

7.7 AK is obliged to return the application to the case officer if the accreditation service applicant has submitted incorrect supporting materials.

7.8 The AK, having reviewed the application, accepts it or refuses to accept it. If the application has not been accepted the minutes from the AK meeting need to include the reasons which are then referred in the Decision to terminate the proceedings.

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In case of acceptance, the gestor informs the applicant and if necessary, requests the addition or correction of documents.

- 7.9 The application of conformity assessment body can be not accepted because of proven evidence of fraudulent behaviour, falsification of information or deliberate violation of accreditation requirements. In such cases, the record of the AK meeting must be supplemented by a written opinion of the SNAS lawyer or other persons.
- 7.10 If an applicant whose application has already been accepted requests additional changes to the application for an accreditation service or if the application has not been accepted, the applicant is obliged to go through the entire procedure of application submission, including payment of the fee for filing an application. If the application has only formal deficiencies, it can be corrected by either a new application or a written (e-mail) notification from the applicant. In these cases, no re-payment of the fee is required. Written notification of a formal correction shall be stored in the AIS "Support Documentation" by Case Officer.
- 7.11 The secretary or the AK chair produces a record in AIS of the deliberations.

8 RELATED FORMS

- TL 206/E: Notification of an environmental verifier in line with article 24 of the European Parliament and Council (EC) Regulation No. 1221/2009
- TL 602 Appointment member of commissions and committees

9 ANNEXES

- Annex1: Instrument of establishment of AK-LI
- Annex 2: List of AK-LI members
- Annex 3: Instrument of establishment of AK-CO
- Annex 4: List of AK-CO members

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9.1 ANNEX 1: INSTRUMENT OF ESTABLISHMENT OF AK-LISLOVENSKÁ NÁRODNÁ AKREDITAČNÁ SLUŽBA**ZRIAĎOVACIA LISTINA****Dňom 19.01.2015 zriad'ujem****AKCEPTAČNÚ KOMISIU SNAS NA AKREDITÁCIU LABORATÓRIÍ
A INŠPEKČNÝCH ORGÁNOV****ako poradný orgán riaditeľa SNAS pre posudzovanie žiadostí o akreditáciu/atestáciu.****Zoznam členov Akceptačnej komisie schvaľuje riaditeľ SNAS.****Poslanie a pôsobnosť Akceptačnej komisie určuje jej štatút.****Pôsobiskom Akceptačnej komisie je sídlo SNAS v Bratislave.**

V Bratislave 19.01.2015


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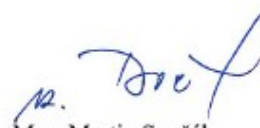
9.2 ANNEX 2: LIST OF AK-LI MEMBERS

Ing. Stanislav Musil, CSc.	Chair
Ing. Kvetoslava Forišeková	Vice chair
Ing. Jaromír Durný	Member
RNDr. Jana Ileninová	Member
Ing. Jana Pašková	Member
Ing. Henrieta Bóriková	Member
Mgr. Zuzana Tunegová	Member
Ing. Janka Szabová	Member
RNDr. Renata Fazekašová	Member
Ing. Jaroslav Paulovič	Secretary

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9.3 ANNEX 3: INSTRUMENT OF ESTABLISHMENT OF AK-CO**SLOVENSKÁ NÁRODNÁ AKREDITAČNÁ SLUŽBA****ZRIAĎOVACIA LISTINA****Dňom 19.01.2015 zriaďujem****AKCEPTAČNÚ KOMISIU SNAS NA AKREDITÁCIU CERTIFIKAČNÝCH
ORGÁNOV A OVEROVATEĽOV****ako poradný orgán riaditeľa SNAS pre posudzovanie žiadostí o akreditáciu/atestáciu.****Zoznam členov Akceptačnej komisie schvaľuje riaditeľ SNAS.****Poslanie a pôsobnosť Akceptačnej komisie určuje jej štatút.****Pôsobiskom Akceptačnej komisie je sídlo SNAS v Bratislave.**

V Bratislave 19.01.2015


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9.4 ANNEX 4: LIST OF AK-CO MEMBERS

Ing. Renáta Kuřková	Chair
Ing. Pavol Kothaj	Vice chair
Ing. Anna Ondrášiková	Member
Ing. Jana Vašková	Member
Ing. Alena Trabalková	Member
Bc. Lenka Balážová	Secretary

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