

*To all accredited and applicant CBs operating the certification of management systems*

Our ref.: DC2014SSV086

Milano, 10/06/2014

**Re: Accredia Department of Certification and Inspection - Circular N° 10/2014**  
**Informative document regarding accreditation for the certification scheme ISO 39001:2012 - Road traffic safety (RTS) management systems - Requirements with guidance for use**

## Introduction

A recent International research promoted by the World Health Organization revealed some alarming data concerning road safety. The annual death rate stands at 1.24 million, with over 50 million serious accidents worldwide. Apart from the loss of life and the damages caused, it is estimated that the cost to each country is equivalent to between 1 and 3% of the GDP.

The aim of the UN is to drastically reduce road accidents by 2020 by means of its program "United Nations Decade of Action for Road Safety". One of the fundamental aspects of the program is the international standard ISO 39001.

On a national level, equally worrying are the data drawn up by INAIL and ISTAT-ACI regarding, respectively, the number of injuries sustained during work which are the direct result of road accidents involving at least one injured person. The lack of care taken by companies to giving their employees adequate training, and to the planning of their transfers as well as the condition of vehicles also increases the risks of accidents.

Every company which puts its employees on the road has a duty to recognize and manage road risks and to take steps to reduce them.

## Normative context

ISO 39001:2012 is the reference standard for management systems for road safety, defining the requirements which a management system must respect to permit an organization which, in one way or another, is involved with the road system, to collaborate in the reduction of accidents by controlling and managing the variables which fall under its influence.

The standard is based on the National Plan for Road Safety model and can be easily combined with other management systems such as ISO 9001, ISO 14001 and BS OHSAS 18001, and it is an instrument which, once implemented by companies, allows greater respect for the mandatory standards of the EU Directive 2008/96/CE (on the management of road infrastructure safety) and also the Italian Law Decree 35 of 15.03.2011 (infrastructure safety management) which enforces the Directive, and also the first draft of the new National Plan for Road Safety targeting the 2020 deadline issued by the Ministry of Infrastructures and Transport.

ISO 39001 is also becoming a nationally recognized point of reference concerning road safety as it is referred to in the first draft of the National Plan for Road Safety, issued by the Ministry of Infrastructures and Transport.

The standard has an very broad field of application which includes the Motorway Concessionary Companies, all the companies operating transport services of people, all public and private organizations which plan, manage and control transport infrastructures also in compliance with the Ministerial Decree 137/2012.

Recently, agreements with insurance companies were approved for the reduction of civil liability premiums for company vehicles; These incentives are a clear and encouraging sign of increasing interest in ISO 39001:2012, and one of the many benefits which a certified organization can now obtain.

It remains optional, of course, for Certification Bodies to apply for accreditation. Nevertheless Accredia can confirm to other National Accreditation Bodies or competent authorities that a CAB possesses accreditation, only if it has, in its accreditation scope, explicit reference to the standard ISO 39001:2012.

### 1) Standard and rules of certification

Accreditation standard	UNI CEI EN ISO/IEC 17021:2011
Criteria of competence of the CB's audit team	See the draft of ISO 17021-7.  The CB shall demonstrate that it has: <ul style="list-style-type: none"> <li>• experience of audits (at least one member of the audit team shall have the competence to be Lead Auditor for Management Systems)</li> <li>• specific knowledge of ISO 39001:2012</li> <li>• technical knowledge regarding road safety, accident analysis and applicable legislation</li> <li>• knowledge of the transport and logistics sector for goods and people (e.g. qualification in EA sector 31, QMS scheme)</li> <li>• specific knowledge of audits to be conducted at the Motorway and Road Concessionary Company.</li> </ul>
Criteria of competence of the decision-maker	The CB shall demonstrate that it has: <ul style="list-style-type: none"> <li>• competence to cover the role of audit group leader for management systems</li> <li>• specific knowledge of ISO 39001:2012</li> </ul>
Audit times	IAF MD05 Annex A - QMS Table 1 - Quality Management Systems is the applicable document. IAF MD01 is applicable for multi-site certifications. IAF MD11 is applicable for combined management systems audits.
Audited item	Verify the conformity of the management system to ISO 39001:2012.  No exclusions of the requirements are possible.
Certificate	The certificate shall refer to ISO 39001:2012.

The above table may be reviewed following the publication of ISO 17021-7.

### 2) Process of accreditation

Various cases may be presented based on the Accredia accreditations already held by the CB applying for accreditation or extension.

The requirements of RG-01 remain unchanged for granting accreditation or extension (e.g. to conclude the process of extension the CB shall have already issued at least two certifications in the extension scheme in question).

CB accredited for conformity with ISO 17021:2011 for one of the schemes ISO 9001, ISO 14001 and OHSAS 18001	Document review lasting 0.5 day Witness assessment
CB accredited for conformity with ISO 17021:2011 but not for one of the schemes ISO 9001, ISO 14001 and OHSAS 18001	Document review lasting 0.5 day Assessment at the CB's location lasting 2 days Witness assessment
CB not yet accredited for conformity with ISO 17021:2011, but accredited for other accreditation schemes	Document review lasting 1 day Assessment at the CB's location lasting 2 days Witness assessment

Documentation to present to Accredia for the document review

- a) Checklist or guideline or instruction prepared and made available by the CB for the audit group
- b) CV of the auditors and decision makers
- c) Module of the report of the visit
- d) Attestation / Certificate issued by the CB
- e) List of certificates already issued and upcoming audit activities (in case of necessity to perform a witness audit)
- f) Contractual procedures / regulations applicable to the audit and internal procedures for the management of the certification file
- g) For CBs not accredited to ISO/IEC 17021, apart from the above documents, it is necessary to send also the documentation requested in the application for accreditation.

### 3) Maintenance of accreditation

The following assessments will take place for the maintenance of accreditation except in special cases such as the handling of complaints and remarks, changes made to the certification scheme or to the structure of the CB:

- If the CB has issued fewer than 50 certificates in the certification scheme it is necessary to perform a witness and an office assessment
- If the CB has issued between 51 and 200 certificates in the certification scheme it is necessary to perform 2 witness and 1 office assessment
- If the CB has issued more than 201 certificates in the scheme it is necessary to perform 2 witness and 2 office assessments.

We remain available for any clarification or explanation,

With kind regards,

Emanuele Riva  
Director of the Dept. of Certification and Inspection.

