

Title	Regulation for the recognition of certification Bodies accredited by other accreditation bodies signatories of the multilateral agreements (EA MLA), for the issue of conformity certificates in conformity with UNI 10891, UNI 11068/EN50518 and UNI 10459.
Reference	RG-16-02
Revision	00
Date	2015-07-07

NOTE: The present document represent the English version of document under reference at the specified revision. In case of conflict the Italian version will prevail.

Preparation	Approval	Authorisatio	Application date
Director of the Dept. of Certification & Inspection	Directive Council	President	2015-07-13

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0.1 INTRODUCTION

The Ministry of Internal Affairs issued the decree n. 115 of 04.06.2014 which came into force on 03.09.2014 defining the characteristics and requirements for bodies performing conformity assessments on organizations authorized to conduct private security activities.

The decree establishes that from the above date of entry into force, all private security firms shall undergo a mandatory audit undertaken by an accredited CB and that they shall deliver to the competent prefecture (police department) the documentation certifying the conformity of their services in accordance with the parameters of Ministerial Decree n. 269/2010 and with those of the UNI/ISO standards regarding (amongst other things) the quality of security services, video surveillance, conservation and transport of valuables and the competence of professional security staff.

On 24.02.2015 the responsibilities and job description of the Chief of Police were issued with the aim of harmonizing the conformity assessment modalities by independent CBs in accordance with the decree of the Ministry of Internal Affairs n. 269/2010 and annexes A, B, C, D, E, F and F1, and the UNI, CEI, EN reference standards, in particular:

- UNI 10891 applicable to private security companies and their services;
- UNI 11068, EN 50518 applicable to operations and video surveillance centers;
- UNI 10459 for persons operating professionally in security companies.

It is included in the responsibilities and job description of the Chief of Police that foreign accreditation bodies, recognized by the State Members of the EU, in accordance with Regulation (CE) 765/2008 and signatory to the EA MLA agreements for the specific accreditation scheme on the basis of the document EA 2-13 M.2012M, shall undertake accreditation activities in these areas with the collaboration of ACCREDIA as set out in the Cross Frontier accreditation rules. It has also been established that only CBs accredited by ACCREDIA, in accordance with Reg. (CE) 765/2008, shall be included on the list as per article 4, § 1 of Ministerial Decree 115/2014; or, accredited by other ABs, signatory to the EA MLA agreements. If this is the case, they shall be assessed annually by ACCREDIA with the collaboration of the other AB in question.

Granted as above, ACCREDIA has, from the outset, followed the issue of the obligations required for this area, and it has initiated, with the Ministry of Internal Affairs, a solid collaborative partnership, also by means of the signing of a specific agreement which has the objective of guaranteeing the good functioning of accreditation and recognition for independent CBs which intend to operate in the private security sector.

0.2 SCOPE AND FIELD OF APPLICATION

The present Regulation sets out the criteria and modalities of recognition of bodies accredited by other ABs, signatory to the EA MLA agreements for the issue of certifications in conformity with UNI 10891, UNI 11068, EN 50518 and UNI 10459.

The present Regulation has 2 parts, related and complementary to each other:

- Part 1: containing the general conditions for the process of recognition and related actions;
- Part 2: containing the rules concerning recognized and applicant CBs.
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The present regulation is also the basis of the contractual obligations between ACCREDIA and the recognized bodies, whereby:

- ACCREDIA shall undertake, competently, objectively, diligently and with professional integrity, the conformity assessment of CBs against the applicable standard and legislative requirements and all ACCREDIA rules contained in circulars, in cases of a positive result, ACCREDIA shall issue recognition of the CB and register it as a Recognized Body (LS-07).

0.3 REFERENCE DOCUMENTS AND LEGISLATIVE REQUIREMENTS

The internal reference documents and standards and the legislative requirements for the application of the present Regulation are as follows:

0.3.1 Legislative requirements

- Law n. 121 of 01.04.1981 – New Order for the Administration of Public Security;
- Single Text of Laws for public security approved by the Decree of 18.06.1931, n. 773, subsequently modified by article 4 of Law Decree n.59 of 08.04.2008 converted from Law n.101 of 06.06.2008;
- Decree of the Ministry of Internal Affairs n. 269/2010;
- Decree of the Ministry of Internal Affairs n.115 of 04.06.2014;
- Responsibilities of the Chief of Police – General Director of Public Security of 24-02-2015 and relative annexes.
- all other legal requirements in accordance with the Responsibilities of the Chief of Police.

0.3.2 Normative documents

0.3.2.1 Normative documents for accreditation

- UNI CEI EN 17024:2012 “General requirements for Bodies operating certification of persons”;
- UNI CEI EN 17065:2012 “Conformity assessment – requirements for bodies certifying products, processes and services”;
- the applicable EA/IAF Guides.

0.3.2.2 Normative documents for certification

- UNI 10891:2000 “Requirements for private security organizations & services”;
- UNI 11068:2005 “Video surveillance centers – procedures, structures and controls”;
- UNI CEI EN 50518-1:2014 “Monitoring and alarm receiving center – part 1: requirements for position and construction”;
- UNI CEI EN 50518-2:2014 “Monitoring and alarm receiving center – part 2: technical rules”;
- UNI CEI EN 50518-3:2014 “Monitoring and alarm receiving center – part 3: procedures and requirements for functioning”;
- UNI 10459:2015 “Non-regulated professional activities – security operators – requirements of knowledge, ability and competence”.

0.3.3 Internal documents

- ACCREDIA circulars concerning the accreditation/recognition of certification schemes UNI 10891, UNI 11068/EN50518, UNI 10459.

0.4 TERMS AND DEFINITIONS

The terms and definitions contained in General Regulation RG-16 are applicable as well as the following sector-specific and scheme-specific definition: as set out in UNI CEI EN ISO/IEC 17024 and UNI CEI EN ISO/IEC 17065:

- product – result of a process.
- process – set of related or inter-acting activities which transform an element.
- service – result of at least one activity necessarily performed as interface between supplier and client and which is usually intangible.
- candidate – applicant possessing the specific pre-requisites and has been admitted to the process of certification.
- exam commissioner – person with the necessary competence to conduct an exam and, if such exam requires a professional judgment of the candidate, to evaluate the results
- exam – an activity which is part of the evaluation, enabling the quantification of the candidate's competence by one or more means: written, oral and practical exams or direct observation, as defined in the certification scheme.

0.5 ACRONYMS

The acronyms contained in RG-16 are applicable

PART 1 – GENERAL REGULATIONS REGARDING THE RECOGNITION PROCESS

1. REQUIREMENTS AND INFORMATION FOR RECOGNITION

1.1 GENERAL INFORMATION

RG-16 is applicable with the following specifications:

- 1.1.1 Condition whereby a CB can be recognized and possess accreditation issued by an AB signatory to the EA MLA agreements and possessing the requirements as set out in D:M 115/2014.

1.2 PRESENTATION AND EXPLANATION OF THE APPLICATION FOR RECOGNITION

RG-16 is applicable with the specification that a CB's application for recognition shall be presented to ACCREDIA-DC using the module DR-03, available on ACCREDIA's website together with all necessary documentation.

1.3 PROCESS OF RECOGNITION

1.3.1 DOCUMENT REVIEW

RG-16 is applicable

1.3.2 ASSESSMENTS

- 1.3.2.1 RG-16 is applicable with the specification that following successful completion of the document review, the FT, after consulting the DDC, makes the decision to go ahead with the witness visit in order to assess that the CB's operative practices in Italy are in compliance with the responsibilities of the Chief of Police.

The CB defines the timeframe for this audit which shall be in line with the responsibilities of the Chief of Police. In all cases it shall not be shorter than one day.

The witness assessment consists of the observation of the CB's auditors during activities related to the certification of a product or service and activities carried out by exam commissioners during an exam session.

The objectives of the witness assessment are:

- to evaluate the effectiveness of the CB's procedures with regard to providing an auditor with the necessary experience and competence in IAF sector 28 and sub-sectors;
- to observe the behavior of the auditors and their conformity with the CB's procedures as well as all other normative requirements regarding the CB.

If any NCs are raised and formalized, § 1.3.2.4 of RG-16 is applicable.

The witness assessment is carried out by at least one ACCREDIA-DC assessor.

If there is not an adequately competent ACCREDIA assessor available with regard to the processes/products/services of the audited organization or with regard to the professional person to be audited, the assessor is assisted by an expert who is chosen from ACCREDIA-DC's list.

For witness audits, the CB shall send to ACCREDIA the audit plan at least 3 working days before it is due to be carried out.

1.4 DECISION-MAKING PROCESS FOR GRANTING RECOGNITION AND THE REGISTRATION OF RECOGNITION

- 1.4.1 RG-16 is applicable with the specification that, with the issue of recognition, ACCREDIA communicates to the Department of Public Security the name of the recognized CB for inclusion on the list as per article 4, paragraph 1 of D.M. 115/2014.
ACCREDIA places the name of the CB on the list LS-07 for publication on ACCREDIA's website.
Certifications issued by the CB regarding the certification schemes UNI 10891, UNI11068/EN 50518 and UNI 10459 before the granting of such certification, acquire the status of recognized certification and shall be drawn up in accordance with the editorial rules contained in the annexes to the responsibilities of the Chief of Police.

1.5 SURVEILLANCE OF RECOGNITION

1.5.1. General

RG-16 is applicable with the following specifications:

- 1.5.1.1 ACCREDIA-DC undertakes, by means of assessments, constant surveillance activity with regard to the recognized CB, by performing planned assessments (communicated formally with an annual surveillance program) and special assessments (also at short notice), so as to ensure conformity with the present Regulation, with the international guides and standards, with the responsibilities of the Chief of Police and also the provisions contained in ACCREDIA's circulars.
- 1.5.1.2 With regard to programmed assessments (agreed with the CB in the quotation), one or more witness assessments are planned, depending on the number of certifications issued.

The following rules are applicable for the certification schemes UNI 10891 and UNI 11068/ EN 50518:

- if the CB has issued fewer than 50 certificates in the scheme, 1 witness assessment is performed;
- if the CB has issued from 51 to 200 certificates in the scheme, 2 witness assessments are performed;
- if the CB has issued over 201 certificates in the scheme, 3 witness assessments are performed.

For the certification scheme UNI 10459 the following assessments are performed:

- If the CB has issued fewer than 20 certificates in the scheme, 1 witness assessment is performed;
- if the CB has issued over 20 certificates in the scheme, 2 witness assessments are performed (with presence at the exams).

1.5.2 PROGRAMMED SURVEILLANCE OF RECOGNITION

RG-16 is applicable

1.5.3 UNPROGRAMMED SURVEILLANCE OF RECOGNITION

RG-16 is applicable.

1.5.4 DECISION-MAKING PROCESS AND GRANTING OF THE MAINTENANCE OF RECOGNITION

RG-16 is applicable.

1.5.5 MODIFICATIONS TO THE STATUS OF RECOGNITION AND TRANSFER OF OWNERSHIP OF RECOGNITION

RG-16 is applicable

1.6 SUSPENSION AND WITHDRAWAL OF RECOGNITION

1.6.1 SANCTIONS

RG-16 is applicable with the specification that following the withdrawal of recognition, the CB shall immediately cease issuing certificates with reference to the rules applicable to the responsibilities of the Chief of Police as well as the requirements of ACCREDIA circulars.

The withdrawal of recognition is published on ACCREDIA's website. The CB's name is removed from register of recognized bodies (LS-07) and from all other relevant places and ACCREDIA communicates the withdrawal to the Department of Public Security.

In conformity with the Guide IAF/ILAC-A5:03/2011, M.8.3.2.1 *Withdrawal of an accreditation has consequences on the customers of the certification body. The effective measures required by clause 8.3.2 d) shall include provisions for the withdrawal of certificates issued by certification bodies under their scope of accreditation. The accreditation body shall require the CAB to provide its customers with information on the withdrawal of its accreditation and on its consequences. Certificates issued by recognized bodies (also those issued before the date of the withdrawal sanction) are no longer covered by recognition.*

1.6.2 SUSPENSION REQUESTED BY THE BODY

RG-16.is applicable.

1.6.3 PROCEDURAL REDUCTION OF THE SCOPE AND RENUNCIATION OF ACCREDITATION

RG-16.is applicable.

1.7 RESTORATION OF RECOGNITION

RG-16.is applicable.

1.8 COMPLAINTS RESERVATIONS AND APPEALS

1.8.1 COMPLAINTS

RG-16.is applicable.

1.8.2 RESERVATIONS

RG-16.is applicable.

1.8.3 APPEALS

RG-16.is applicable.

1.9 OBLIGATIONS OF THE CB

RG-16.is applicable

1.10 OBLIGATIONS OF ACCREDIA

RG-16.is applicable

PART 2 - REGULATIONS FOR RECOGNIZED AND APPLICANT CERTIFICATION BODIES

2.1 COLLABORATION WITH ACCREDIA

2.1.1 As partly discussed previously, the body shall allow ACCREDIA to:

- choose the audit team tasked by the CB and/or the organization where the witness audit is due to take place. The CB shall send promptly to ACCREDIA-DC – upon ACCREDIA’s request – the program regarding its assessment activities and any other information for the performance of assessments by ACCREDIA, in good time for the relative planning;

2.1.2 All news regarding relations between ACCREDIA and the CB or between the CB and its certified organizations/entities, shall remain confidential and not communicated to third parties unless:

- publication is foreseen by the present regulation;
- communication is foreseen by the present regulation and/or by ACCREDIA circulars, or if it is deemed necessary by ACCREDIA to carry out its activities, although the recipients shall remain restricted;
- it is in compliance with the law or required by the judicial authorities;
- it is with the unanimous and explicit consent of all the interested parties.

Failure to observe the above dispositions leads to the imposition of sanctions in accordance with § 1.6.

2.2 ORGANIZATION AND PROCEDURE OF THE RECOGNIZED/APPLICANT CERTIFICATION BODY

2.2.1 Composition and characteristics of the bodies/functions involved in the CB’s activities and the issue of certification

The criteria of competence set out in the annexes of the responsibilities of the Chief of Police are applicable and they apply to every certification scheme.

2.3 CONDUCT OF CERTIFICATION ACTIVITY

2.3.1 The CB undertakes the certification of private security organizations and their services in accordance with the certification schemes and requirements as defined in annexes A, B and C of the responsibilities of the Chief of Police (in terms of respecting the audit timeframes and according to the type of audit, the grading of the findings, the duration of the certification, the audit modalities, the scope of the certificate, the pricelist, the applicable pre-requisites and all other conditions contained in the Annexes).

2.3.2 The CB shall use the checklists in accordance with Tables 1,2, 2.1, 2.2 and 3 which constitute an integral part of the responsibilities of the Chief of Police.