

To all accredited and applicant CBs operating PRD and PRS certifications

Our ref.: DC2015SSV285

Milan, 26/11/2015

Re: **ACCREDIA Dept. of Certification and Inspection – circular n° 07/2015**
ERRATA CORRIGE

Informative communication concerning the accreditation schemes:

- a) **UNI 10891 – Vigilance organizations and their services**
- b) **UNI 11068 / EN 50518 – Monitoring and alarm receiving centres**
- c) **UNI 10459 – Security professionals**

In compliance with the disciplinary regulations of the Chief of Police – General Director of Public Safety of 24.02.2015, pursuant to article 6 of Ministerial Decree n. 115 of 04.06.2014.

ERRATA CORRIGE. This letter substitutes our DC2015SSV105 of 23/03/2015. The amendments are highlighted with a sidebar.

Foreword

In accordance with the disciplinary regulations defined by the Chief of Police, the Director General of Public Safety, of 42.02.2015, the ministry includes in the list of “independent certification bodies” only CBs which are::

- accredited by ACCREDIA in accordance with Reg. 765/2008 for the relative areas of activity, or
- accredited by other ABs signatory to the IAF MLA agreements only if they are assessed annually by ACCREDIA as recognized bodies, if necessary with the collaboration of the AB in question. The modalities and duration of these assessments shall be the same as those used by ACCREDIA to assess the conformity to schemes with respect to bodies which have been accredited directly.

ACCREDIA informs the Ministry of Internal Affairs regarding accreditations and recognitions granted in this area.

ACCREDIA shall not issue accreditations against UNI 10891 and UNI 11068/EN 50518 which do not comply explicitly with the regulations of the Chief of Police as mentioned above.

For definitions refer to the disciplinary regulations of the Chief of Police – General Director of Public Safety of 24.02.2015.

a) Process of accreditation or recognition for product schemes:

- a. **UNI 10891 based on the scheme defined in the disciplinary regulations of the Chief of Police – General Director of Public Safety of 24.02.2015.**
- b. **UNI 11068/EN 50518 also based on the scheme defined in the disciplinary regulations of the Chief of Police – General Director of Public Safety of 24.02.2015.**

On the basis of EA/IAF accreditations already held by CBs making applications for accreditation for accreditation or recognition, various cases are possible, to be applied for each of the two certification schemes referred to above.

For CBs seeking accreditation from ACCREDIA the requirements of the general part of the RG and of ACCREDIA regulation RG-04 (mandatory area) for the granting and extension of accreditation are applicable.

The table below is applicable for every product certification scheme mentioned above:

CB already accredited for the scheme ISO/IEC 17065 This criterion is applicable also for the recognition of a CB already holding IAF/MLA accreditation in the same scheme	Document review of 1 day Witness audit
CB not accredited for ISO/IEC 17065 but accredited for other schemes	Document review of 1 day Assessment at the CB's office – 2 days One witness audit
CAB not accredited for ISO/IEC 17065 and not accredited for other accreditation schemes	Document review of 1 day Assessment at the CB's office – 4 days At least one witness audit

Minimum documentation (**only in Italian**) to be presented to ACCREDIA for document review:

- a) contractual procedures/regulations applicable to the assessment as well as internal procedures for the management of the certification file;
- b) qualification procedure for auditors and decision-makers;
- c) CVs of auditors and decision-makers (including the declaration of impartiality as stated in art. 3 d) of Italian law DM 115/2014), and related files used by CBs to demonstrate the competence of personnel;
- d) procedures and instructions prepared by the CAB for the auditors;
- e) module/s used for audits;
- f) fax of the certificate issued by the CAB;
- g) maintenance program and modalities for performance during the cycle of certification.

With regard to matters not specified, refer to ACCREDIA document LS-02 in its latest revision, "List of reference standards and documents for the accreditation of certification bodies".

Maintenance of accreditation or recognition

For the maintenance of accreditation or recognition for every product certification scheme mentioned above, during the entire accreditation cycle (apart from special situations such as complaints, modifications to the scheme, changes in the structure of the body etc.) the following audits shall be performed:

- If the CB has issued less than 50 certificates in the scheme, one witness and one office assessment shall be conducted;
- If the CB has issued from 51 to 200 certificates in the scheme, two witness and one office assessment shall be conducted;
- If the CB has issued over 201 certificates in the scheme, two witness and two office assessments shall be conducted;

For accredited CBs, every year ACCREDIA shall undertake an office assessment at the CAB to assess conformity with ISO/IEC 17065 and other applicable schemes.

b) The process of accreditation and recognition for the personnel scheme UNI 10459 assessed on the basis of the scheme set out by the disciplinary regulations of the Chief of Police – General Director of Public Safety of 24.02.2015.

On the basis of EA/IAF already held by the applicant CAB, various cases may occur.

For CBs seeking accreditation from ACCREDIA the requirements of the general part of the RG and of ACCREDIA regulation RG-02 (mandatory area) for the granting and extension of accreditation are applicable.

<p>CAB accredited for ISO/IEC 17024 for the standard UNI 10459 but not on the basis of the scheme in line with the disciplinary regulation of the Police Chief of 24.02.2015.</p>	<p>Document review of 0,5 day</p> <p>Witness audit (this extension activity can be conducted in place of normal surveillance activities if such is provided for in the certification scheme UNI 10459 for that year.</p> <p>In such cases it is the responsibility of the CB to evaluate how to manage the extension based on the differences between this certification scheme and the previous one in such a way that the certified person meets all the applicable requirements. The CB shall keep all evidence of decisions taken.</p>
<p>CAB accredited for ISO/IEC 17024 for other professional persons. This criterion is applicable also for the recognition of an accredited CAB against UNI 10459 in the IAF/MLA area.</p>	<p>Document review of 1 day Witness audit</p>
<p>CAB not accredited for ISO/IEC 17024 but accredited for other accreditation schemes</p>	<p>Document review of 1 day Assessment at the CB's office – 2 days One witness audit</p>
<p>CAB not accredited for ISO/IEC 17024 and not accredited for other accreditation schemes</p>	<p>Document review of 1 day Assessment at the CB's office – 4 days At least one witness audit</p>

Minimum documentation to be presented to ACCREDIA for document review:

- a) contractual procedures/regulations applicable to the assessment as well as internal procedures for the management of the certification file;
- b) qualification procedure for auditors and decision-makers;
- c) CVs of commissioners and decision-makers and related files used by CBs to demonstrate the competence of personnel;
- d) procedures and instructions prepared by the CAB for the exam commission;
- e) module/s used for the exams (report, exam grill etc.);
- f) fax of the application for certification;
- g) fax of the contract with the "Expert" including also the applicable point of the pricelist;
- h) fax of the certificate issued by the CAB;
- i) maintenance program and modalities for performance during the cycle of certification.

With regard to matters not specified, refer to ACCREDIA document LS-02 in its latest revision, "List of reference standards and documents for the accreditation of certification bodies".

Maintenance of accreditation/recognition

For the maintenance of accreditation, throughout the cycle of accreditation and except for special cases such as handling of complaints, remarks, modifications to the certification scheme, structural changes in the CB etc, the following assessments shall be performed:

- a) If the CAB has issued less than 20 certificates in the scheme, one witness (presence at the exams) and one on-site office assessment shall be conducted;
- b) If the CAB has issued more than 20 certificates in the scheme, two witnesses shall be performed presence at the exams) and one specific on-site assessment for this scheme shall be conducted;

It is confirmed that, for all accredited CBs, ACCREDIA, shall carry out an assessment every year at the CAB to assess the conformity of this or other schemes to ISO/IEC 17024.

We remain available for any explanation or clarification.

With kind regards,

Emanuele Riva
Director of the Department

