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0.1 SCOPE AND FIELD OF APPLICATION

The present Regulation is applicable to the accreditation of Certification Bodies of product/service (hereafter referred to as CBs), setting out the conditions and procedures for the issue, surveillance, extension, renewal, reduction/voluntary reduction, suspension/voluntary suspension, restoration, renunciation and withdrawal of accreditation of the CB in accordance with the applicable standards and guidances, with the relevant specifications and details in cases where the reference standards for the scheme provide only general requirements which are not covered by the General Regulation, RG-01.

The present regulation shall not be applied separately from the application of the General Regulation RG-01.

0.2 NORMATIVE REFERENCES

The reference standards to be considered for the application of the present Regulation are detailed in the version in force of the ACCREDIA LS-02 document: "Reference standards and documents for the accreditation of certification bodies".

It follows that – in the framework of a given accreditation or certification scheme or sector, the use of this Regulation is integrated by the specific regulations and technical documents (RT and DT), and technical circulars, if any.

The application of the provisions of the individual technical RT/DT documents and technical circulars for certification activities carried out abroad is to be considered optional unless otherwise specified in such documents.

0.3 TERMS AND DEFINITIONS

The terms and definitions contained in the General Regulation RG-01 and the following sector/scheme specific definitions are applicable:

Homogeneous product groups: certification of products requiring technical competences of personnel, testing equipment, certification rules and similar.

Consultancy: participation in the following activities:

- design, manufacture, installation, maintenance or distribution of a certified product, product due for certification, or
- design, implementation, management or maintenance of a certified process or a process to be certified, or
- design, implementation, delivery or maintenance of a certified service or a service to be certified.

0.4 ACRONYMS

ACCREDIA–DC: ACCREDIA Department of Certification and Inspection Bodies.

CSA: Sector Accreditation Committee (with regard to the present document this includes Sector Accreditation Sub-committees).

DDC: Director of the Department of Certification and Inspection.

FT: Technical Officer.

PART 1 – REQUIREMENTS REGARDING THE ACCREDITATION PROCESS

1. REQUIREMENTS AND INFORMATION FOR ACCREDITATION

1.1. GENERAL INFORMATION

1.1.1 Accreditation and subsequent listing on the Register are granted to CBs that perform the certification of a product/service in accordance with the standards and reference documents applicable to them and detailed in the ACCREDIA document LS-02.

Accreditation regarding product/service (PRD) certification activities is issued referring to the applicable single standards or reference standards. In the ambit of this scheme ACCREDIA may define appropriate homogeneous accreditation groups.

1.1.2 In all cases where the scheme is not based on an official standard or on para- or pre-normative documents issued by official standardization bodies the scheme shall be presented to ACCREDIA-DC by the scheme owner; see RG-01 § 1.2.3. and RG-19.

ACCREDIA-DC, prior to starting accreditation or extension activities carries out a thorough review of the new scheme in conformity with the procedure PG-13-01 "*Procedure for setting up the accreditation of new conformity assessment schemes*", which provides for an essential, but not exclusive, formal and favorable endorsement on the part of at least one important interested party.

The ACCREDIA-DC assessment involves payment and the applicant shall sign a specific contract with ACCREDI-DC (see CO-04).

1.1.3 Conditions to be met by the applicant CB to start the accreditation process

1.1.3.1 Accreditation of CBs in the voluntary area

The conditions for the accreditation of a CB in these areas are as follows:

- compliance with the requirements of General Regulation RG-01;
- that, at the moment of the initial on-site assessment, it is operative and has issued certifications for at least 12 months (not applicable for CBs already accredited in other schemes);
- it has issued at least two certifications [(1)] for each certification/sector requested.

NOTE[(1)]: The requirement of the issuance of at least two certifications is applicable only in the case of an application for accreditation for a certification/sector scheme. This is not the case if the CB seeks two or more certification/sector schemes: it is required to have issued at least one certificate for each certification/sector scheme.

1.1.3.2 Accreditation of a CB for the purpose of ministerial notification/authorization

The requirements of Technical Document DT-01-DC or other documents are applicable.

1.1.3.3 Accreditation of CBs related to specific areas

In defining some product/service schemes, ACCREDIA-DC may establish the characteristics of the scheme as well as the requirements to apply for and maintain accreditation in documents issued for the scope, normally in the form of circulars (for example for the END OF WASTE scheme). In such cases documents issued by ACCREDIA-DC as above are an integral part of the contractual obligations between the CAB and ACCREDIA-DC.

1.1.4 The CB shall send annually to ACCREDIA (by mid-year), using the appropriate module which is available in the reserved area for CABs in ACCREDIA's website, the following data concerning activities conducted under accreditation:

- total annual revenue of the CB (including non-accredited activities in this and in other standardization schemes);
- annual revenue for the mandatory/regulated/voluntary sectors under accreditation;
- n° of internal staff involved in certification activities;
- n° of certified sites and n° of certificates (where applicable).

ACCREDIA-DC reserves the right to extend these applications to other activities performed by the CB such as revenue from training activities.

The elements and data concerning the calculation of the above parameters shall be kept available to ACCREDIA-DC and/or its assessors.

If such data is not implemented within the established timeframe, ACCREDIA-DC may impose sanctions on the CB in question.

1.1.5 The CB (dependent employees and external collaborators with an ongoing contract) who have influence in the certification process, apart from freelance assessors, shall not provide and shall commit not to perform consultancy services, in accordance with § 0.3.

If a CB has undertaken consultancy activities before presentation of the application for accreditation, it shall not certify products of a type for which it has performed consultancy activities during the previous two years.

The CB shall prevent other bodies from publicizing their services in such a way as to facilitate the granting of its certification or in other ways related to certification activities undertaken, or, in all cases where necessary, to intervene rapidly to eliminate such situations.

In cases of proven breach of the above regulations, sanctions are imposed in accordance with § 1.8.

1.2. PRESENTATION AND EXPLANATION REGARDING THE APPLICATION FOR ACCREDITATION

1.2.1 The provisions of General Regulation RG-01 are applicable with the specification that the application to be presented to ACCREDIA-DC using the modules DA and DA-01 which are available on ACCREDIA's website, together with any other necessary documents.

The CB shall propose the scope of accreditation for the certification of the products/services in question. ACCREDIA-DC, starting from the phase of acceptance of the application, evaluates the completeness of the scope. The definitive version will be established during the phase of issue of the accreditation, undertaken by the relevant CSA.

The application for accreditation for public authorization or notification concerning the EU directives of the New Approach or other standards which include public authorization provisions, shall be presented to ACCREDIA-DC using the modules DA-00 and DA-04, available on ACCREDIA's website, together with all the requested documentation.

1.3. ACCREDITATION PROCESS

1.3.1 Document Reviw

1.3.1.1 Following acceptance of the technical and cost estimate by the CB, the accreditation process begins with an in-depth assessment of the documents in accordance with RG-01.

The completeness of the documentation describing all the features of the scheme (technical requirements of the product or service and the certification rules), is fundamental. The documentation depends not only on the organizational complexity of the CB but especially on the number and criticalities of the product/service certification schemes.

In all cases the first documental exam is included in the cost of the product certification.

If the outcome of the document review sent by the CB is positive the performance of assessments takes place.

If the outcome of the document review is not positive, the contents of General Regulation RG-01 become applicable.

1.3.2 Assessments

1.3.2.1 Following successful completion of the document review as above, the FT arranges the performance of the assessment at the CB's office.

The objective is to assess that the CB's operative practices and activities are in conformity with the present Regulation and other applicable general and sector normative references as well as those set down by the CB, as described in the CB's management system documents (quality manual, certification regulations, procedures, instructions, control lists, staff qualifications etc.), as well as the procedure of product/service certification.

The duration of the on-site assessment (*) is determined according to the specifics of the scheme such as the number and criticalities of the certification schemes, the product groups, the directives and the modules, the number of locations to assess, whether the CB operates in the voluntary or mandatory/regulated sector, and other factors, i.e. the number of findings raised during the document review, language, transfer times etc.

Note *: if the accreditation assessment is conducted jointly with another scheme, ACCREDIA-DC shall assess taking also into consideration the above critical factors, reducing, where possible, the total time necessary for the assessment.

1.3.2.2 If any NCs are raised and formalized, § 1.3.2.5 of General Regulation RG-01, General Part, is applicable.

If the findings raised do not necessitate supplementary assessment activity the process of accreditation proceeds with one or more than one witness assessment, if provided for and in accordance with the modalities of the specific accreditation scheme (RT/DT).

Witness assessments involve observing the behavior of the CB's audit team during the activities related to the product certification (e.g. inspection of sampling, presence during testings, examination of manufacturer's records etc.).

Witness assessments have the following objectives:

- to verify the effectiveness of the CB's procedures, especially the use in the field of auditors who possess the necessary experience and expertise;
- to observe the behavior of auditors and the conformity of their behavior with the CB's procedures and with every other applicable reference standard.

The witness assessment enables, where applicable, the assessment of whether the CB has formulated a correct judgment, consistent with the certification which has been issued.

The witness assessment also permits ACCREDIA-DC to assess not only the quality of the CB's performance at the time, but also of previous performances – in other words, its ability to provide a reliable certification service with an adequate level of quality ("quality of results").

The witnesses are conducted by at least one ACCREDIA-DC assessor. If, for certification schemes for which there is not an ACCREDIA-DC assessor available with the necessary expertise related to the processes and products of the organization where the witness assessment is taking place, a technical expert takes part alongside the assessor, chosen from the list

In exceptional cases where it is objectively difficult to carry out a witness assessment, ACCREDIA-DC may authorize the performance of such assessments before the initial assessment at the CB's office. In these cases the accreditation process is suspended until this phase has been successfully completed.

1.4. DECISION MAKING PROCESS AND GRANTING OD ACCREDITATION

The provisions of General Regulation RG-01 are applicable with the specification that at the time of the issue of accreditation, ACCREDIA-DC sets out the agreed scope of accreditation and, for some mandatory/regulated areas, it may be obliged to send a communication describing its decisions to the competent authorities (e.g. the ministries), for their subsequent deliberation.

1.5. SURVEILLANCE AND RENEWAL OF ACCREDITATION

1.5.1 Surveillance of accreditation

1.5.1.1 General

The provisions of General Regulation RG-01 are applicable with the following specifications:

- for the surveillance assessment, all the CB's locations, as well as those of any laboratories used in the ambit of the accredited certification schemes, and the locations of organizations possessing the certificate issued by the CB, shall be available and accessible to the ACCREDIA-DC assessment team.

The CB shall place, in the reserved area of ACCREDIA's website, in the section "Structure of the CAB" the updates made to its organization and to its documentation, concerning the inspection scheme in conformity with § 1.5.1.1 of the General Regulations RG-01.

If the necessary data does not reach ACCREDIA-DC in the set time, minor sanctions may be imposed on the CB.

1.5.1.2 Programmed Surveillance of the accreditation

The provisions of General Regulation RG-01 are applicable with the following specifications:

- for more effective surveillance assessments, ACCREDIA-DC reserves the right to choose the CB's audit team and/or the organization to be audited by the CB;
- the on-site and witness assessments are planned in such a way as to permit a meaningful sampling of the scope of accreditation, during the entire cycle of accreditation;
- in order to determine the number of man-days for the on-site surveillance assessment and the more specific surveillance assessment modalities, ACCREDIA-DC conducts periodical risk analyses, on the basis of the parameters defined in collaboration with ACCREDIA's Committee of Control and Guarantee which approved them, taking into consideration the specific criticalities of the scheme such as the number and criticality of the product groups of the directives and the modules, the number of locations to assess, whether the CB operates in the voluntary or regulated area, as well as other factors: the number and correctness of the handling of complaints, remarks, the number of previous findings to be closed, any sanctions which were imposed on the CB, the language, the transfer times etc.

Note *: if the surveillance assessment takes place jointly with another scheme, ACCREDIA-DC will decide if it is possible (bearing in mind the critical factors as mentioned above) to reduce the total time.

1.5.1.3 Unplanned accreditation surveillance

The provisions of General Regulation RG-01 are applicable

1.5.1.4 Decision-making process and granting of maintenance of accreditation

The provisions of General Regulation RG-01 are applicable

1.5.1.5 Changes of the field of accreditation and of the accreditation standards

The provisions of General Regulation RG-01 are applicable with the specification that at the time of the change of the field of accreditation, ACCREDIA-DC – for some mandatory/regulated areas – may be obliged to send a descriptive communication to the competent authorities (e.g. the ministries), for their subsequent deliberation.

1.5.1.6 Transfer of accreditation between Accreditation Bodies

The provisions of General Regulation RG-01 are applicable with the specification that at the time of the transfer of accreditation, ACCREDIA-DC – for some mandatory/regulated areas - may be obliged to send a communication describing its decisions to the competent authorities (e.g. the ministries), for their subsequent deliberation.

1.5.1.7 Transfer of ownership of accreditation

The provisions of General Regulation RG-01 are applicable with the specification that at the time of the transfer of ownership of accreditation, ACCREDIA-DC – for some mandatory/regulated areas - may be obliged to send a communication describing its decisions to the competent authorities (e.g. the ministries), for their subsequent deliberation.

1.5.2 RENEWAL OF ACCREDITATION

1.5.2.1 Process of renewal of accreditation

The provisions of General Regulation RG-01 are applicable with the following specifications:

- the documental review for renewal of the scheme takes into consideration any such re-examinations carried out during the year. ACCREDIA may decide whether to undertake the documental examination for renewal during the on-site assessment;
- in order to determine the number of man-days for the on-site witness assessment and the more specific surveillance assessment modalities, ACCREDIA-DC conducts periodical risk analyses, on the basis of the parameters defined in collaboration with ACCREDIA's Committee of Control and Guarantee which approved them, taking into consideration factors such as: the specific of the scheme: for example, the number of product groups of the directives, the number of locations to assess, whether the CB operates in the voluntary or regulated area; other factors such as the number of findings from the document review to be closed, the language, transfer times etc.

Note *: if the renewal assessment takes place in combination with another scheme, ACCREDIA will decide if it is possible (bearing in mind the critical factors as mentioned above) to reduce the total time.

1.5.2.2 Decision making process and granting of renewal of accreditation

The provisions of General Regulation RG-01 are applicable with the specification that at the time of the transfer of ownership of accreditation, ACCREDIA-DC – for some mandatory/regulated areas - may be obliged to send a communication describing its decisions to the competent authorities (e.g. the ministries), for their subsequent deliberation.

1.6. EXTENDING ACCREDITATION

1.6.1 General information

As regards the application for an extension of accreditation to new certification schemes, sectors, product categories – always within the scheme which is already covered by accreditation – the CB shall meet the following conditions:

- fulfill the requirements of General Regulation RG-01;
- to have issued at least one certificate for each area requested, except in the case of different specifications contained in the applicable technical regulations/documents RT/DT and technical circulars.

1.6.2 Presentation and explanation of the application for extension

1.6.2.1 A CB shall present its application for extension of accreditation to ACCREDIA-DC using DA and DA-01 modules, available on ACCREDIA's website, together with all the necessary documents.

The application shall be fully and clearly completed, providing all required data and information, giving reasons for any inapplicability if not fully completed; any failure to do so to may result in non-acceptance of the application. Given the specificity of this accreditation scheme, ACCREDIA-DC reserves the right to ask for further documentation when necessary.

For an application for extension of accreditation of an accredited CB for the purpose of public authorization for notification concerning the EU directives of the New Approach or other standards for which the public authorities require accreditation, the application shall be presented to ACCREDIA-DC using the modules DA-00 and DA-04, available on ACCREDIA's website, together with all the necessary documents

The application cannot be accepted if a sanction blocking extension is in place, see § 1.8.

1.6.2.2 Flexible Scope

In line with § 1.5.1.5.2 of Regulation RG-01, the following shall be considered.

The first application with flexible scope shall be considered an extension in that it can only be sought if the IB has obtained accreditation with fixed scope, for a specific accreditation standard since at least 2 years before.

Unless specifically authorized by the competent administration authorities, accreditation with flexible scope is not applicable in regulated areas, where the ACCREDIA-DC certificates cite the Directive, the regulation or standard under the pertinent national law.

By adopting the flexible scope of accreditation the CB may add new products, services, processes to its accreditation, as long as the conformity assessment process is based on the same competences and the same testing techniques. .

This possibility does not include the introduction of new certification techniques

In all cases, the adoption of the flexible scope by a CB is subject to the authorization of ACCREDIA-DC, granted in compliance with the requirements contained in Technical Regulation RT-37.

1.6.3 Document Review

The provisions of General Regulation RG-01 are applicable.

1.6.4 Assessments

1.6.4.1 After positive outcome of the document exam, the process of extension normally continues with the performance of one or more on-site and/or witness assessments when necessary, related to the novelty and criticalities of the extension with respect to the pre-existing scope, in accordance with the modalities of the accreditation rules (where such exist).

In some cases (e.g. the END OF WASTE scheme) the application for extension may be evaluated only on the basis of a document review, without an assessment at the premises of the CB or a witness assessment, if this possibility is expressly provided for by ACCREDIA-DC in specific technical documents/circulars.

In exceptional cases, justified by objective difficulties in the organization of witness assessments, ACCREDIA-DC may authorize such assessments before the document review has been completed.

In these cases the process of extension is suspended until the document review has been concluded.

The above does not apply if sanctions are already in place whereby extension cannot go ahead as described in § 1.8.

1.6.4.2 The criteria regarding the composition of the assessment team for extensions shall be the same as those for initial accreditation assessments.

1.6.4.3 If any NCs are raised and formalized during a witness assessment the process of extension is suspended until the resulting CAs are closed and shown to be effective and verified to be resolved by means of supplementary assessments undertaken by ACCREDIA-DC. The time limit for the implementation of CAs is usually two months. Supplementary assessments may also be necessary after the granting of extension if a significant number of Concerns has been raised.

1.7. DECISION-MAKING PROCESS AND GRANTING EXTENSION OF ACCREDITATION

The provisions of General Regulation RG-01 are applicable with the following specifications: at the time of the extension of accreditation, ACCREDIA-DC sets out the scope of accreditation and – for some mandatory/regulated areas – it may be obliged to send a communication describing its decisions to the competent authorities (e.g. the ministries), for their subsequent deliberation.

1.8. SUSPENSION, WITHDRAWAL AND REDUCTION OF ACCREDITATION

1.8.1 Minor sanctions measures

The provisions of General Regulation RG-01 are applicable.

In the mandatory/regulated area, if provided for, ACCREDIA-DC informs, where necessary, the competent authorities (e.g. ministries) regarding the minor sanctions measures imposed on an accredited CB, in particular the increasing of assessment activities.

1.8.2 Major sanctions measures (Suspension, Reduction, Withdrawal)

The provisions of General Regulation RG-01 are applicable with the following specifications.

The presence of grave failures in the management of the systems/product certification schemes involves the imposition of major sanctions.

If a CAB's accreditation is terminated, either due to voluntary renunciation or to the imposition of a sanction, the certificates already issued remain valid until their original expire date or until the first surveillance audit (if applicable).

In such cases another CAB accredited for the same scheme, with evidence of possession of a valid accredited certificate, may perform renewal or surveillance activities by transferring the certificate and respecting the rules for renewal/surveillance as set out in the specific certification scheme, also in the absence of the documentation previously possessed by the preceding CAB.

For CBs operating in the mandatory/regulated area the decisions of the CSA, where provided for, shall be sent in copy to the competent authorities (e.g. the ministries), for their subsequent deliberation.

With regard to the notified areas, if ACCREDIA-DC cannot perform a witness assessment within 24 months of the date of accreditation or extension, the relative certificates may be suspended, reduced in scope or withdrawn, depending upon a decision taken by the CSA in question.

The effects on the market of a suspension or withdrawal of accreditation do not depend on ACCREDIA-DC but on the competent authorities, when they use the accreditation for the purpose of notification or authorization.

1.8.3 Suspension requested by the CB

The provisions of General Regulation RG-01 are applicable.

1.8.4 Reduction of scope and renunciation of accreditation

The provisions of General Regulation RG-01 are applicable with the specification that: for CBs operating in the mandatory/regulated area, decisions taken by the CSA concerning reductions or renunciation of accreditation, where provided for, shall be sent in copy to the authorities (e.g. Ministries) for their subsequent deliberation.

1.8.5 Restoration of accreditation

The provisions of General Regulation RG-01 are applicable with the specification that, for CBs operating in the mandatory/regulated area, decisions taken by the CSA concerning the restoration of accreditation, where provided for, shall be sent in copy to the authorities (e.g. ministries) for their subsequent deliberation.

1.9. COMPLAINTS RESERVATIONS AND APPEALS

1.9.1 Complaints

The provisions of General Regulation RG-01 are applicable.

1.9.2 Reservations

The provisions of General Regulation RG-01 are applicable.

1.9.3 Appeals

The provisions of General Regulation RG-01 are applicable with the specification that ACCREDIA-DC shall, where provided for, notify the competent authorities (e.g. ministries) of any appeals received by accredited or applicant CBs operating in the mandatory/regulated area and shall provide a response regarding the handling of the issue.

1.10. OBLIGATIONS OF THE CB

The provisions of General Regulation RG-01 are applicable.

1.11. OBLIGATIONS OF ACCREDIA

The provisions of General Regulation RG-01 are applicable.

2. PART 2 – REQUIREMENTS RELATING TO CERTIFICATION BODIES OF PRODUCT/SERVICE CERTIFICATION

Part 2 contains a series of prescriptions regarding the Organization and the CBs of Product/Service Certification function, to which CBs are required to comply with the applicable regulatory references.

2.1. COLLABORATION WITH ACCREDIA

2.1.1 As already partially specified, the CB shall allow ACCREDIA-DC to:

- to select the audit group set up by the CB, and/or the organization where the witness assessments are to be performed and/or the personnel to be interviewed. For this purpose the CB shall submit to ACCREDIA-DC in timely fashion, the updated and complete planning relating to the CB's auditing activities and all other information necessary to enable ACCREDIA-DC to perform the assessment visits, in due time to enable the planning.

2.1.2 When the assessments are conducted at the CB's location, the CB shall organize, if expressly required at the time of the confirmation of the audit, an interview between the ACCREDIA-DC assessors and an agreed sample of its auditors.

2.1.3 All information - relating in any way to the relations between ACCREDIA-DC and the accredited or applicant CBs or related to relations between the CBs and the certified organizations - shall be kept confidential, and therefore ACCREDIA-DC shall not be disclosed to third parties unless:

- publication is provided for by the accreditation or certification rules;
- communication is provided for in accordance with the present Regulation or is deemed necessary by ACCREDIA to effectively exercise its functions, however remaining limited to the relative addressees;
- is otherwise established by law or provided for by the Legal Authorities;
- the request, with justification, comes from another AB signatory to the EA, IAF MLA or ILAC MRA agreements;
- disclosure is made with the explicit and unanimous consent of all the parties involved.

Failure to observe the requirements outlined above will entail imposing sanction measures, as outlined in § 1.8.

2.2. ORGANIZATION AND PROCEEDINGS OF THE CERTIFICATION BODY

2.2.1 The stature, or equivalent document, of the CB shall expressly provide for certification activities as object of the CB's activities.

2.2.2 Composition and characteristics of CB's bodies/personnel involved in the granting of certifications

The following provisions, in line with the accreditation standards and guidances of accreditation, are applicable to the CB's personnel who are responsible for decision-taking tasks or other important decisions with regard to the CB's management and the granting of certifications.

For a fuller application, a general case of a CB is considered of, a CB which possesses a number of competent staff performing different tasks, involved in management of the CB and in the granting of certification, with different operative rules for each personnel member/body.

ACCREDIA-DC retains the option to access, as well as the official files of these personnel members, and also meetings, in order to ascertain that the persons present at meetings and that the proceedings of these meetings are in conformity with the applicable dispositions.

The composition and rules for the proceedings of these bodies of the CB shall be in conformity with the standard CEI EN ISO/IEC 17065).

2.2.2.1 Mechanism for the Safeguarding of Impartiality

The standard UNI CEI EN ISO/IEC 17065 § 5.2. is applicable.

2.2.2.2 Technical personnel for the decisions regarding certification

The standard UNI CEI EN ISO/IEC 17065 § 7.6, is applicable, with the addition of any specific rules defined by the scheme.

2.3. PERFORMANCE OF CERTIFICATION ACTIVITIES

2.3.1 The documents or parts of the documents specifying the rights and tasks of the CB and of the client organization shall be made available to the client before or concurrently with the signature of the formal certification application.

The CB shall make available general information concerning the pricelist applied to the applicant and the clients as set out in the standard UNI CEI EN ISO/IEC 17065, § 4.6 b).

2.3.2 For the performance of its certification activities concerning the geographical areas in which it operates the CB shall be able to demonstrate that it:

- has evaluated the risks deriving from its activities;
- has taken adequate measures (e.g. insurance or risk funds) to cover professional risks of internal staff and collaborators (e.g. auditors, decision-taking committees) deriving from its activities, also with regard to the activities of its clients.

There must be records of:

- the reasons for which the CB has chosen to take out an insurance policy or instituted risk funds included in the balance sheet rather than taking other actions;
- explanations with regard to the adequacy of:
    - the ceilings of the insurance policy, or of
    - the risk funds included in the balance sheet, or of
    - any other measures.

2.4. SEPARATION BETWEEN CERTIFICATION ACTIVITIES AND CONSULTANCY ACTIVITIES

2.4.1 See § 4.2.6 of the standard UNI CEI EN ISO/IEC 17065.

3. PART 3 – PROVISIONS FOR PRODUCT/SERVICE CERTIFICATION SYSTEMS/SCHEMES

3.1. PROVISIONS FOR THE PRODUCT/SERVICE CERTIFICATION BODY

3.1.1 In the area of the certification scheme the CB shall retain all the records available for ACCREDIA relating to the activities performed in the framework of the certification system/scheme, with particular reference to the following aspects: performance times, characteristics of the samples taken, acceptance criteria adopted, accreditation status or the qualification results of the accredited laboratories used, etc. (apart from laboratories accredited by ACCREDIA.) etc.

3.1.2 The CB shall also have available for ACCREDIA-DC the documentation regarding the results of conformity assessments against standard UNI CEI EN ISO/IEC 17025, performed in non-accredited laboratories used in the certification scheme and give evidence of the competence of the personnel used for these audits.

Such audits shall be carried out, where possible, with use of the applicable parts of the control list of the ACCREDIA Department of Laboratories. The list shall be sent beforehand also to the laboratory so that it can evaluate its use for its own internal audits.

The CB shall also promote, for laboratories which are not yet accredited for the tests in which the CB is interested, a program of awareness in accreditation, starting with labs which carry out tests related to matters of health, safety and environmental protection.

3.1.3 If the CB offers, to the producer of goods or to the supplier of services, the use of its conformity symbol, it shall make sure that the mark is clearly and unambiguously related to the qualitative characteristics of the object of the certification, as well as, (where applicable) the procedures of certification (e.g. related marks related to surveillance).

3.1.4 With regard to the expertise of the certification activities personnel (internal management staff of files and assessors), the CB shall ensure, by means of the definition of the requirements and evidence of conformity, that:

- the personnel has the necessary expertise and/or experience, where required by the legal requirements in force;
- the personnel has adequate knowledge of the audited products, including, if applicable, any criticalities related to their use, if there is awareness of such situation;
- the personnel has the necessary knowledge regarding the tests performed and the analysis of the results and their application concerning the DoC. This involves, among other things, technical knowledge of sampling, validity and validation of testing methods and management of uncertainties related to the results.

The grade of extension and depth of knowledge and activities as defined above shall be correlated to the task undertaken and may be different for institutional and for audit staff.