

Prot. DC2020OC126

Milan, 17/03/2020

To all applicant and accredited CABs

To the associations of CABs

To all ACCREDIA assessors and technical experts

Re: ACCREDIA – Technical circular N°02/2020

New dispositions with regard to the Coronavirus emergency

With regard to the measures approved by the government regarding the Coronavirus emergency, with the Law Decree DPCM of March 8, 2020 and the Law Decree of March 9, 2020 concerning the containment of the contagion, we draw your attention to the restrictions imposed on the movement of persons throughout Italy.

We consider it necessary to provide indications regarding the performance of assessment activities from the current date until the end of the emergency.

1) ACCREDIA assessments

The ACCREDIA assessments shall be conducted by remote methods by means of ICT systems. This type of assessment involves inter-active communication between the ACCREDIA assessment team and representatives of the CABs such as online meetings, teleconferences, telephone or other electronic means. Operative aspects will be defined between ACCREDIA and the CABs during the planning of the assessment.

In exceptional cases which cannot be postponed and documented, on-site assessments may be performed, under agreement and with the availability of all parties and in accordance with the legal requirements regarding distances between people and other required behaviour.

Assessment activities will be conducted by means of the application where possible of the guideline IAF ID 12: "*Principles on Remote Assessment*".

2) Assessments performed by the CAB

Given the exceptional situation, we provide some useful operative information.

- 1) For all accreditation schemes managed by the Department of Certification and Inspection, reference must be made to the document IAF ID03 "[*Management of Extraordinary Events or Circumstances Affecting ABs, CABs and Certified Organizations*](#)" for the management of the current crisis, taking into account eventual communications from scheme owners, and for the regulated/mandatory areas also any provisions issued by the competent authorities, contained in ministerial notes or provisions.
- 2) For the performance of remote assessments, refer to the document IAF MD04 [*Use of Information and Communication Technology \(ICT\) for Auditing/Assessment Purposes*](#)
- 3) For conformity assessment activities in accordance with ISO/IEC 17021-1, ISO/IEC 17065, ISO/IEC 14065 and ISO/IEC 17020, during the current period it is considered acceptable that assessments are performed using remote modalities, also for the entire duration of the

assessment (in accordance with IAF MD 5, § 4.5 and with ISO/IEC 17021-1), in cases where all the requirements and processes of the assessment are assessed by remote modality, with the following specifications.

- The above is applicable to assessments of new certifications and renewals for Fgas business enterprises, with the details given below:
 - The CAB shall maintain and keep available for ACCREDIA a list of certifications and renewals carried out by remote modality with the relative motivation evidence (e.g. the requests for renewal presented at least 60 days before expiry of the certificate).
 - In the records of remote activities the CAB shall ensure that it has adequate evidence concerning the fulfillment of service requirements (especially regarding equipment and instruments and the related metrological confirmation).
 - The CAB commits to perform, during the first surveillance audit, the audit of a local unit of the company in accordance with the "Audit program" and "Renewal" of the accreditation scheme of the CABs for the issuance of the certification of companies performing activities in accordance with Reg. EC 304/2008 and with EU Reg. 2015/2067, approved by means of Directorial Decree on 29.01.2019
- For assessment activities regarding the communication of emissions for 2019 (EU ETS) reference is made to Resolution n. 18/2020 of the national committee for the management of the Directive 2003/87/CE and for support for the management of the activities of the Kyoto Protocol.
- For EMAS verification activities it is necessary to send a request for authorization to the EMAS Committee. Reference is made to the circular published on the ISPRA website.
- For all certification schemes which provide for direct verification of on-site processes:
 - ❖ In cases of initial or renewal assessments and in other cases where it is necessary to perform a direct assessment of on-site activities (e.g. assessment at a construction site for IAF sector 28, ISO 9001 scheme; site inspection for the scheme ISO 45001; assessment of on-site operative environmental activities for ISO 14001). It is possible to perform a part of the assessment by remote method or to postpone the remaining on-site part for 6 months with respect to the remote assessment. By means of the remote assessment it will be possible to immediately take a decision with regard to the certificate (e.g. renewal, granting of certification), even though the assessment was only partially conducted.
 - ❖ First surveillance: if, in the previous initial or renewal assessment, the scope of certification was performed with direct observation of the operative processes, it is possible to perform a remote assessment focusing on management processes and a sampling of the documents regarding the activities, postponing to the next surveillance assessment the on-site audit of production processes.
 - ❖ Second surveillance: the remote assessment can be performed if, in the first surveillance, the entire scope of the certificate was assessed by means of direct observation of the operative/productive processes.
- For IAF sector 28 audits, ISO 9001 scheme, where ACCREDIA regulation RT-05 rev,2, is applicable, it is necessary to perform remote sampling of documental evidence of closed and/or existing orders. In cases of new certifications in IAF sector 28, ISO 9001 scheme audits, CABs shall demonstrate the fact of urgency to fulfill market requests at the current moment, maintaining suitable records during the review of the application. With regard to

surveillances, if it is not possible to postpone the assessment (this is the preferred choice) it is possible to perform a remote assessment in accordance with the previous point.

- Regarding the mandatory/regulated areas (CE marking, Law DPR 162), except in cases of subsequent indications given by the administrative authority in question, the following is applicable:
 - In all cases where it is necessary to perform an on-site assessment to evaluate the product which is the object of the request for certification, an initial evaluation shall be made of the feasibility of the assessment typology, that it can be performed equally effectively using alternative ICT. If it is not feasible it is not possible to issue new certifications.
 - For surveillance and renewal of certification assessments or for periodical inspections (e.g. of lifts, electricity systems, conformity assessment modules regarding Directives such as C2), if a CAB wishes to perform remote assessment activities, it shall, in advance and in a documented form, evaluate the feasibility of performing the activity, ensuring the same effectiveness as an on-site assessment and in which the result of the feasibility evaluation is negative, it is not possible to perform the assessment. In addition, if a CAB wishes to defer a specific accreditation requirement, it shall inform ACCREDIA in advance (e.g. not perform the a sampling of the PPE directly).
- 4) For activities under the provisions of ISO/IEC 17024, it is possible to perform certification examinations of persons by remote method, maintaining assurance of all precautions to guarantee the proper conduct of the review and the unequivocal identification of the person.
 - the CAB shall maintain and make available to ACCREDIA a list of remote certifications with explanatory evidence (e.g. request included in the application for certification);
 - the CAB shall keep records of the practical test which can be undertaken by video in which the candidate does the examination of an installation or plant to which s/he has access, ensuring compliance with Law DPCM of 09.03.2020.
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This is not applicable for the following professionals:

- Security professionals under the provisions of UNI 10459 (mandatory scheme), unless otherwise required by the Ministry of Internal Affairs;
- Welders, solders and similar, non-destructive test technicians (civil and industrial sectors) and, in general, cases where it is not possible to effectively assess from a distance the capabilities and competences of the candidate.

In the near future IAF will publish a list of questions and answers for mandatory reference in the management of emergencies.

Kind regards,

Emanuele Riva
Director of the Department of
Certification and Inspection