

Att. All certification bodies accredited to ISO/IEC 17021-1

**Object: Department of Certification and Inspection – Technical Circular N. 11/2020
Requirements for the accreditation of bodies operating “Oil & Gas” certification
in compliance with UNI CEI ISO/TS 29001:2011**

Introduction

The standard UNI CEI ISO/TS 29001:2011 “Petroleum, petrochemical and natural gas industries — Sector-specific quality management systems — Requirements for product and service supply organizations” came into force on 26.05.2011 with the aim of creating a common approach, becoming the sole reference for quality management for the petroleum, petrochemical and natural gas sectors.

The document is the result of a collaboration between the [American Petroleum Institute](#) (API) and the ISO technical committee ISO/TC 67 (Materials, equipment and offshore structures for petroleum, petrochemical and natural gas industries).

For organizations operating in the petroleum and natural gas sector, ISO 29001 certification provides an important opportunity for standardization and improvement. First published in 2003, it was developed by ISO (International Organization for Standardization) and by the petrochemical and natural gas industries under the guidance of the American Petroleum Institute (API).

The situation in Italy

This Technical Specific aims at the development of a quality management system based on continuous improvement, focusing on the prevention of defects, on the reduction of product waste, chain of supply waste, and waste on the part of providers of services. The creation of a single standard for the Oil & Gas sector helps to avoid multiple controls, reducing interruptions to business activities, cutting administration tasks and the related costs.

Organizations operating in the supply chain will increasingly need to possess ISO 29001 certification in order to demonstrate their commitment to quality, contributing to ensuring new commercial contracts.

Normative context

The standard ISO TS 29001 is intended for all organizations operating throughout the production chain.

Organizations which can benefit from this standard are those which:

- carry out research, production, transport and refining of petroleum and natural gas products;
- operate in the design, manufacture, installation, assistance and repair of equipment used in the research, production, transport and refining of petroleum and natural gas products;
- provide technical, operative and support services to the above sectors.

The International Oil & Gas sector has required more rigorous compliance regarding engineering and the requirements of users and with the mandatory requirements, owing to critical necessities. The industry manages fluids (liquid and gaseous), often at high pressure, through a multiplicity of products and processes. Issues concerning the health and safety of workers and of the public are of vital importance.

Providers of products and services vary considerably in size throughout the world, in both developed and developing countries, and they have entirely different cultural approaches.

The Oil & Gas industry handles highly dangerous fluids and gases through a broad range of volume processes, temperatures and pressures. Necessities such as the safety of personnel, environmental protection and business continuity require high levels of control and operative safety. A key element in ensuring the supply of appropriate products lies in having suppliers of products and services operating with a quality management system.

The sector has developed additional requirements for quality management systems intended for suppliers of products and services which must ensure respect for specific levels of quality.

Some of these requirements may not be considered specific for the above sectors but nonetheless necessary for ensuring clarity and verifiability of some aspects. The need for all the requirements to be clear and verifiable arises from the exigencies of these industrial sectors and is additional to the requirements of ISO 9001 which shall nevertheless be respected.

Certification provides a continuous system of improvement of processes and products.

Quality is ensured in a sustainable way and can be documented externally.

Wastefulness and waste are reduced and the consequences of functional mistakes caused by products and services are limited.

The Technical Specific can be purchased, following registration, from the website of UNI.

Specific aspects of ISO 29001 with respect to other management systems

An essential aspect of the certification process is constituted by the information which the organization undergoing the audit provides to the CB. The first certification audit takes place at organizations for which the CB does not have prior data, other than data deriving from declarations made by the organization or data garnered from the media.

1) Rules of certification

Accreditation standard	UNI CEI EN ISO/IEC 17021:2015
Certification standard	UNI CEN ISO/TS 29001:2011
Competence criteria of the audit team	<p>See ISO/IEC 17021-3, Conformity assessment — Requirements for bodies providing audit and certification of management systems - table 1.</p> <p>The audit team [if necessary with the addition of technical experts with equal requirements for covering the points from a) to e)] shall fulfill other requirements which are applicable in the country in question, as follows:</p> <p style="padding-left: 40px;">a) at least 3 years' work experience in the sector or 5 years' consultancy experience;</p>

	<ul style="list-style-type: none"> b) documented knowledge of the terminology, processes and general risks (including environmental and safety) of the Oil & Gas sector, of the relative context and of the potential consequences/impacts relating to the activities; c) thorough and documented knowledge of the main sector technical standards; d) knowledge of the identification and management modalities of the main emergencies relating to the sector; e) training: 8-hour course on ISO 29001. For persons who have already attended the course, a 40-hour course on management systems.
Competence criteria of the decision maker and of the contract reviewer	<p>See ISO/IEC 17021-3, Conformity assessment — Requirements for bodies providing audit and certification of management systems - table 1.</p> <p>For the decision maker (if necessary with the addition of an expert with equal requirements), general knowledge of the sector acquired through work experience (at least one year) or of auditing (at least 10 certification audits) are required.</p>
Typology of entity/organization which can apply for certification and possible exclusions	<p>Certification to ISO/TS 29001 may be requested by any type of organization of any size or nature.</p> <p>Certification is issued to only one legal entity and it includes all locations, branch sites, activities and processes carried out by such organization.</p> <p>No exclusions regarding the processes or functions performed in the same country are admissible.</p>
Responsibilities of the certification body	<p>A certified organization or an organization undergoing certification shall promptly inform its certification body if it becomes involved in any critical situation which might compromise the assurance provided by the management system (e.g. news of general public interest).</p> <p>A certification body which obtains knowledge, directly from the organization or from other sources, that the organization is involved and has responsibilities in scandalous activities or in a legal case, shall undertake an in-depth enquiry without delay.</p>
Audit times and periodicity	<p>The requirements of ISO/IEC 17021-1 are applicable.</p> <p>The document IAF MD 05 is applicable.</p> <p>The Stage 1 audit shall always be undertaken at the organization's premises even if it is of a small size.</p> <p>The organization shall provide evidence of having performed a risk assessment covering all the processes and activities.</p> <p><u>Evaluation of equivalent workers</u> It is necessary to consider every worker involved in activities and processes considered sensitive by the organization.</p> <p><u>Reduction of the management system audit time</u> Reduction factors are not considered applicable.</p> <p><u>The table for the EMS scheme is applicable</u>, always considering the risk to be high.</p>

Scope of the certificate	The criteria for formulating the scope of the certificate are the same as those applied for ISO 9001, taking special care with regard to the activities performed. It is necessary to clarify in the field of application whether the organization has control of any other organizations, specifying the characteristics of such control (e.g. equity participation, contractual constraints etc.). It is not necessary to state the IAF sector in the certificate.
IAF documents	All IAF documents are applicable relating to management systems, except as previously clarified with regard to the document IAF MD 05. For multisite activities the relevant IAF documents are applicable. It is not admissible to exclude from the sampling sites where processes/activities considered to be at risk are performed.
Audit modalities and records	The audit team shall evaluate with greater frequency the commitment and thoroughness of the processes and functions which are identified by the organization and/or by the audit team as being of greater risk, and the team shall establish methods which can ensure representative sampling according to risks, also conducting interviews with personnel.

2) Process of accreditation

There are various case possibilities depending upon the ACCREDIA accreditations already held by the certification body which is applying for accreditation or extension.

The requirements of ACCREDIA regulations RG-01 and RG-01-01 remain applicable for granting accreditation or extension.

Bodies already accredited to ISO/IEC 17021-1 do not need to have already issued certificates in this scheme to be able to apply for extension of accreditation.

The accreditation certificate does not state the accreditation sectors.

If the certification body already holds accreditations granted by other accreditation bodies it is necessary to perform an assessment on a case-by-case basis in accordance with the applicable EA / IAF MLA agreements.

B	Certification body already accredited for the scheme ISO/IEC 17021-1:2015	Document review of 0.5 days (best carried out at the CB's premises). 1 Witness assessment of a duration which is in line with the client's organizational size. ACCREDIA reserves the right to assess, on a case-by-case basis, the suitability of the organizations and audit teams proposed for accreditation and the subsequent surveillance activities.
C	Certification body not yet accredited for ISO/IEC 17021-1:2015, but accredited for other schemes	Document review of 1 day. Assessment at the CB's head office of 2 days. 1 Witness assessment of a duration which is in line with the client's organizational size. ACCREDIA reserves the right to assess, on a case-by-case basis, the suitability of the organizations and audit teams proposed for accreditation and the subsequent surveillance activities.

D	Certification body not yet accredited for any scheme	<p>Document review of 1 day</p> <p>Assessment at the CB's head office of 4 days.</p> <p>1 Witness assessment of a duration which is in line with the client's organizational size. ACCREDIA reserves the right to assess, on a case-by-case basis, the suitability of the organizations and audit teams proposed for accreditation and the subsequent surveillance activities.</p>
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Documentation to be presented to ACCREDIA for the document review:

- a) Qualification criteria of persons performing the review of the contract, of the auditors and decision makers;
- b) CVs of auditors and decision makers and justification for the individual qualification;
- c) Procedure for setting up and managing the audit team;
- d) Attestation / certificate issued by the CB;
- e) List of issued certificates and upcoming audit activities (necessary information for planning the witness assessment);
- f) Contractual procedures and regulations applicable to the assessment, as well as the internal procedures for the management of the certification file (from the quotation to the certification);
- g) For CBs WITHOUT accreditation to ISO/IEC 17021-1, as well as the above documents, it is necessary to send the documents required in the application for accreditation.

Maintenance of accreditation

For the maintenance of accreditation, through the entire accreditation cycle, except in particular situations (e.g. handling of complaints and remarks, modifications made to the certification scheme, changes in the CB's staff structure....) the following assessments will be performed:

- if the CB has issued less than 50 certificates in the certification scheme, one witness assessment and one office assessment shall be performed;
- if the CB has issued between 51 and 200 certificates in the certification scheme, 2 witness assessments and one office assessment shall be performed;
- if the CB has issued more than 201 certificates in the certification scheme, 2 witness assessments and 2 office assessments shall be performed.

Instead of by number, it is possible to identify the three sub-categories below which must be seen separately:

producer (example: producer of instruments, manufacturer of components)

installer (example: assembler of systems/installations)

operator (example): O&M of system/installation)

Please contact us for any clarifications.

With kind regards,

Dott. Emanuele Riva
Direttore Dipartimento
Certificazione e Ispezione

