

Title	Application for Estension of the Accreditation for Certification Bodies requiring flexible scope of accreditation
Reference	DA-10
Revision	00
Date	28-05-2020

Preparation	Approval	Authorization	Application date
Assistand Management System Head Officer	The Director of Department	The General Director	15-06-2020

1. ACRONYM AND NAME OF THE CAB

(Write the name of the CAB as registered at the Chamber of Commerce or other document identifying the CB's legal identity).

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2. APPLICATION – CAB PROVIDING CERTIFICATION OF:

- QMS
- EMS
- EMAS
- EnMS
- OH&S
- ISMS
- ITSM
- FSM
- Other management systems (e.g. BCMS, ABMS etc.)
(specify:.....)
- PRD
- PRS
- Verification and validation of environmental product declaration (EPD)
- Verification and validation of GHG emissions
- Inspection

3. APPLICABILITY OF THE FLEXIBLE SCOPE

In accordance with ACCREDIA Technical Regulation RT-37 "Requirements for accreditation with flexible scope of accreditation, Department of Certification and Inspection" the following is applicable:

Flexible scope is not possible for certification and inspection activities in the mandatory/regulated area and it is also not possible for verification and validation activities except in cases of a specific request on the part of a competent authority.

- The extension of the accreditation for flexible scope can be considered only if the applicant CAB has had fixed scope accreditation for at least 2 years in the area for which it requests the flexible scope.
- Flexible scope of accreditation: flexible scope of accreditation means a more generic description of the scope of accreditation, regarding management systems, products, personnel and inspection activities, accepting the possibility, on the part of the CAB, on the basis of previously evaluated competences, to modify and/or enlarge the scope of

application, to use new revisions of standards, procedures and schemes, and also to add new products, personnel or inspections, **provided that the conformity assessment activities require the same competences and resources as for previous accreditation activities.**

- The scope of accreditation may also be 'mixed' – partly fixed and partly flexible.

4. AREA FOR WHICH THE FLEXIBLE SCOPE CAN BE REQUESTED

Specify the fixed scope/s for which extension to, and the extension of, the flexible scope/s is requested (e.g. product typology or family, professional persons, inspection activities/range of inspection activities):

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4.1. TECHNICAL MOTIVATIONS SUPPORTING THE REQUEST FOR FLEXIBLE SCOPE

With regard to § 5 of ACCREDIA Technical Regulation RT-37, specify the homogeneity of the technical competences with the personnel (e.g. competences of personnel and certification decision-makers, competences of examiners, use of testing and measuring equipment if required etc.) enabling the management of the flexible scope for the area/s requested:

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4.2. OFFICER RESPONSIBLE FOR THE DESIGN AND MANAGEMENT OF THE FLEXIBLE SCOPE

it is necessary to attach a document describing the competences and responsibilities (including the names and qualifications of the persons involved in the process of the management of the flexible scope) of the person who establishes the typology/product family/professional person/inspection activities in which the CAB intends to apply the flexible scope and the responsibilities for the management of the controlled list of all the elements contained in the flexible scope.

Attachment number (obligatory)

Write the criteria for drawing up the operative management modalities of the flexible scope, including the management of the **controlled list of all the elements in the flexible scope** and how this list is made available to ACCREDIA-DC and to the public:

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Attach the relevant procedure of the CAB

Attachment number (obligatory)

5. OTHER DOCUMENTS TO BE ATTACHED TO THE APPLICATION (if not included in the obligatory attachments as required above)

TYPE OF ATTACHMENT	Write the number of the attachment
The list of attachments	
Procedure for the management of the flexible scope (<i>this procedure must describe the operative modalities for verification of the correct application of the flexible scope</i>)	
<p>Controlled list of the typology/product family/professional persons/inspection activities/range of activities which are the object of the flexible scope (<u>The list shall contain, as a minimum, the following elements:</u></p> <ul style="list-style-type: none"> • reference to the standard and the rules of accreditation; • the typology / product family / professional person / inspection field; • product (service), professional person, range if inspection; • the standard (or normative document) of certification / inspection with identification code, year/revision; • the reference to the document containing the rules for the issuance of certification of the product / person / inspection report with identification code, year/revision; • the date of entry by the CAB of the element in question into the flexible scope. 	

Rev.: ____ Date: __/__/____

	<p>Stamp of the IB Full name and signature of the officer¹</p>
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¹ Director of the CAB.