TITLE **REGULATION FOR THE ACCREDITATION OF MANAGEMENT SYSTEM CERTIFICATION BODIES**

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REVISION **02**

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NOTE *The present document represents the English version of the document under reference at the specified revision. In case of conflict, the Italian version will prevail. To identify the revised parts reference must be made to the Italian version only.*

PREPARATION

THE DIRECTOR OF CERTIFICATION AND INSPECTION DEPARTMENT

APPROVAL

THE DIRECTIVE COUNCIL

AUTHORIZATION

THE PRESIDENT

APPLICATION DATE

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0.1 SCOPE AND FIELD OF APPLICATION

The present Regulation is applicable to the accreditation of Certification Bodies (hereafter referred to as CBs) providing certification of management systems, setting out the conditions and procedures for the issuance, surveillance, extension, renewal, reduction/self-reduction, suspension/self-suspension, restoration, renunciation and withdrawal of accreditation of the CB in accordance with the applicable standards and guides, with the inclusion of 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 General Regulation RG-01.

0.2 REFERENCE STANDARDS

The normative references to be considered for the application of the present Regulation are specified/referred to in the version in force of the ACCREDIA LS-02 document: "*Reference standards and documents for the accreditation of certification bodies*" in the current revision.

It follows that, within the framework of a given accreditation, certification or sector scheme, the present Regulation is integrated by specific technical regulations/documents (RT and DT) as well as technical circulars, where such exist.

0.3 TERMS AND DEFINITIONS

The terms and definitions contained in General Regulation RG-01 and in the relevant standards are applicable.

Related certification schemes means certification schemes related to one or more of the following schemes: ISO 9001, ISO 14001, ISO 27001, ISO 45001.

0.4 ACRONYMS

- ACCREDIA–DC: ACCREDIA Dept. of Certification and Inspection;
- CB: Certification body;
- CSA: Sector Accreditation Committee;
- DDC: Director of the Dept. of Certification and Inspection;
- VDDC: Vice Director of the Dept. of Certification and Inspection;
- FT: Technical officer;
- AIAD: Italian federation of aerospace, defense and security companies;
- CBMC: Certification Body Management Committee of AIAD.

PART 1 – GENERAL REQUIREMENTS RELATING TO THE ACCREDITATION PROCESS

1. REQUIREMENTS AND INFORMATIONS FOR ACCREDITATION

1.1. GENERAL INFORMATION

Accreditation and subsequent listing in the database are granted to CBs that perform the certification of management systems in accordance with the standards and documents applicable to them and detailed in the ACCREDIA document LS-02.

Accreditation for the certification of management systems is granted, where applicable, in accordance with the sector classification defined in the international guides, in compliance with the EA and IAF multilateral agreements.

1.2 PRESENTATION AND INSTRUCTION REGARDING THE APPLICATION FOR ACCREDITATION

The provisions of General Regulation RG-01 are applicable with the specification that the application for accreditation of a CB shall be presented to ACCREDIA-DC by means of the modules DA-00 and DA-01 or DA-04 which are available on ACCREDIA's website, together with all the necessary documents.

1.3. PROCESS OF ACCREDITATION

1.3.1. DOCUMENT REVIEW

The provisions of General Regulation RG-01 are applicable with the specification that for the aerospace scheme, 12 months must pass before the applicant can present a new application for accreditation in cases where, from the review of the documents presented – and following any contacts with the applicant CB – it is clear that the CB is not yet sufficiently prepared, or in all cases governed by Technical Reg. RT-18.

1.3.2. ASSESSMENTS

Referring specifically to witness assessments, they have the following objectives:

- to verify that the CB's certification program and procedures have been properly applied (especially with regard to the appointment of a competent audit team and the adequate duration of the audit) and to verify the correct formulation of the scope of certification.
- to obtain a representative sampling of the CB's competences regarding the scope of accreditation.

Aspects such as audit duration or auditor qualifications may require a check with the CB's head office.

The number and typology of the witness assessments varies according to the number of critical sectors within the technical cluster/categories/technical areas to be assessed and which are the object of the DA.

For the initial accreditation of QMS, EMS and OH&S schemes, ACCREDIA-DC performs a witness assessment of both the Stage 1 and Stage 2 for at least one of the CB's clients. Before the Stage 2 witness assessment of the same audit, the applicant CB shall submit the complete report and/or the conclusions of the Stage 1 to the ACCREDIA-DC assessors. If the CB has no new clients it is possible to perform the witness assessment on one renewal audit or on two surveillance audits as long as they cover key processes.

1.4. DECISION-TAKING PROCESS AND GRANTING OF ACCREDITATION

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

- following the granting of accreditation, the CB shall re-issue within one year the previously issued certificates in the technical cluster or sector in question with the reference to the ACCREDIA mark;
- for QMS, EMS, EMAS and OHSAS schemes, accreditation is granted for the IAF sector or NACE code;
- for the ISMS and ITSM schemes, accreditation is granted for the entire scheme, without specifying the sector;
- for the EnMS scheme accreditation is granted for the technical areas;
- for the FSMS scheme accreditation is granted for the category and, where necessary, the subcategory.
- for the subschemes of the QMS scheme (e.g. quality management systems for medical devices, anti-corruption management systems, road safety management systems, etc.), accreditation is granted according to the provisions contained in the ACCREDIA circulars and/or other specific applicable documents (e.g. Ministerial Circulars, IAF mandatory documents, etc.).

At the same time as the issuance of accreditation, ACCREDIA-DC shall send a copy of the decisions to AIAD-CBMC for recognition of the issue of accreditation in the aerospace area.

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.

1.5.1.2. PROGRAMMED SURVEILLANCE OF ACCREDITATION

General Regulation RG-01 is applicable as well as the requirements, for the QMS, EMS and OH&S schemes, as stated in point 4 of IAF MD 17 and any other applicable technical regulations (e.g. RT-09 for EMS). For these schemes, the witness assessment of clusters in all cases follows the 4-year accreditation cycle.

Any witness assessments not performed within the above 4 years shall be performed within 1 year from the end of the accreditation cycle.

ACCREDIA will nevertheless have to verify the competences of the Body for the entire accreditation scope (i.e. all IAF sectors, categories, etc.) before the renewal decision.

In some QMS sub-schemes, for maintenance of accreditation, throughout the period of accreditation and except in particular cases (e.g. handling of complaints/feedbacks, modifications to the certification scheme, changes to the CB's staff structure, other indications contained in reference circulars etc.) the following assessments shall be performed:

- if the CB has issued fewer than 50 certificates in the scheme, one witness and one on-site assessment shall be performed;
- if the CB has issued between 51 and 200 certificates in the scheme, two witness assessments and one on-site assessment shall be performed;
- if the CB has issued more than 201 certificates in the scheme, two witness and two on-site assessments shall be performed.

However, in the case of a small number of certificates (<10), it is possible to carry out only one assessment in the cycle (on site or witness).

For the aerospace scheme the duration of surveillance assessments is based on the requirements contained in ACCREDIA document RT-18 and in the standard EN 9104-001.

As stated in the document IAF MD 17, "for CBs which has demonstrated sufficient experience and performance for an enhanced programme" ACCREDIA-DC uses, only with the agreement of the CB, market surveillance visits as an additional activity to cover the clusters in 10 years.

1.5.1.3. UNPROGRAMMED SURVEILLANCE OF ACCREDITATION

The provisions of General Regulation RG-01 are applicable.

1.5.1.4. REMOTE PROGRAMMED AND UNPROGRAMMED SURVEILLANCCE OF ACCREDITATION

The provisions of General Regulation RG-01 are applicable.

1.5.1.5. DECISION-TAKING PROCESS AND GRANTING OF MAINTENANCE OF ACCREDITATION

The provisions of General Regulation RG-01 are applicable.

1.5.1.6. VARIATIONS OF THE FIELD OF ACCREDITATION AND OF THE ACCREDITATION STANDARDS

The provisions of General Regulation RG-01 are applicable.

1.5.1.7. TRANSFER OF ACCREDITATION BETWEEN ACCREDITATION BODIES

The provisions of General Regulation RG-01 are applicable with the specification that for the aerospace scheme, ACCREDIA-DC shall apply, where necessary, the provisions of Technical Reg. RT-18 and shall send a copy of the decisions to AIAD-CBMC for recognition of the transfer of accreditation.

1.5.1.8. TRANSFER OF OWNERSHIP OF ACCREDITATION

The provisions of General Regulation RG-01 are applicable.

1.5.2. RENEWAL OF ACCREDITATION

1.5.2.1. PROCESS OF RENEWAL OF ACCREDITATION

The provisions of General Regulation RG-01 are applicable.

For the aerospace scheme the duration of witness surveillance assessments depends on the requirements contained in ACCREDIA Technical Regulation RT-18.

1.5.2.2. DECISION-TAKING 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 renewal ACCREDIA-DC shall send a copy of the decisions to AIAD-CBMC for recognition of the issuance of renewal of accreditation.

1.6. EXTENSION OF ACCREDITATION

1.6.1. GENERAL INFORMATION

The provisions of General Regulation RG-01 are applicable.

1.6.2. PRESENTATION AND INSTRUCTION OF THE APPLICATION FOR EXTENSION

The provisions of General Regulation RG-01 are applicable with the specification that the application for extension of accreditation of a CB shall be presented to ACCREDIA-DC, using the modules DA-00 and DA-01 or DA-04, available on ACCREDIA's website, together with all the necessary documents.

If a CB is accredited for other schemes the modules for application for extension require the sending of the documentation in simplified form.

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

1.6.2.1 FLEXIBLE SCOPE

For the extension of accreditation to the flexible scope, General Regulation RG-01 is applicable as well as Technical Reg. RT-37.

1.6.3. DOCUMENT REVIEW

The provisions of General Regulation RG-01 are applicable with the specification that the document review takes account of any document reviews performed during the year for the same accreditation standard.

1.6.4. ASSESSMENTS

The provisions of General Regulation RG-01 are applicable as well as point 4 of IAF MD 17 as well as any applicable Technical Reg. (e.g. RT-09 for EMS).

For the aerospace scheme an assessment is always performed at the CB's head office; for other areas, an assessment may be performed at the CB's head office (e.g. accreditations for module H of the Directives).

1.6.5. EXTENSION TO RELATED CERTIFICATION SCHEMES

If a CB applies for extension in a related scheme (such as business continuity, management of events, road traffic safety management systems, asset management, antibribery management systems etc.), it shall meet where applicable the requirements of General Regulation RG-01, the requirements of § 1.6.1 and § 1.6.2 above, as well as the requirements of the technical circulars sent by ACCREDIA-DC.

1.7. DECISION-TAKING PROCESS AND THE GRANTING OF EXTENSION OF ACCREDITATION

The provisions of General Regulation RG-01 are applicable with the specification that at the time of the granting of extension ACCREDIA-DC shall send a copy of the decisions to AIAD-CBMC for recognition of the granting of extension of accreditation.

1.8. SUSPENSION, WITHDRAWAL AND REDUCTION OF ACCREDITATION

1.8.1. MINOR SANCTIONS MEASURES

The provisions of General Regulation RG-01 are applicable.

1.8.2. MAJOR SANCTIONS MEASURES (SUSPENSION, REDUCTION, WITHDRAWAL)

The provisions of General Regulation RG-01 are applicable.

1.8.3. SUSPENSION REQUESTED BY THE CB

The provisions of General Regulation RG-01 are applicable.

1.8.4. PROCEDURAL REDUCTION OF SCOPE, WITHDRAWAL AND RENUNCIATION OF ACCREDITATION

The provisions of General Regulation RG-01 are applicable.

1.8.5. RESUMPTION OF ACCREDITATION

General Regulation RG-01 is applicable with the specification that for the aerospace scheme the decisions of the CSA of the resumption of accreditation shall be sent in copy to AIAD-CBMC.

1.9. COMPLAINTS, RESERVATIONS AND APPEALS

1.9.1. COMPLAINTS

General Regulation RG-01 is applicable with the specification that for the aerospace scheme the requirements of Technical Regulation RT-18 are also 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 commits to signal to AIAD-CBMC any appeals received by accredited CBs operating in the aerospace sector, and to respond regarding handling of the appeal.

1.10. OBLIGATIONS OF THE CB

With explicit and exclusive reference to QMS, IAF sector 28, reference shall be made to the agreement signed with ANAC.

If data is not uploaded by the CBs, ACCREDIA reserves the right to impose sanctions on the CB, graded according to the length of the accumulated delay in providing such information as required.

Sanctions shall be imposed only if the delays are the fault of the CB, and they shall be imposed as follows:

- delay of data update of one calendar month: ACCREDIA will send a reminder by certified email, repeated on each subsequent day until the requirement is met or until the possible imposition of sanctions;
- delay of data update of two calendar months: possible partial suspension of the scope of accreditation (if it is QMS, IAF sector 28) or total suspension in cases of failed update of all sectors;
- delay of data update of four calendar months: possible permanent automatic reduction of IAF sector 28 accreditation, or withdrawal in cases of failed update of all sectors.

1.11. OBLIGATIONS OF ACCREDIA

The provisions of General Regulation RG-01 are applicable.

2. PART 2 - REQUIREMENTS RELATING TO CBS OF MANAGEMENT SYSTEMS

Part 2 contains a series of requirements regarding the organization and operation of management system CBs, with which the CBs are under obligation to conform in the context of conformity to the applicable normative references.

The application of EA/IAF documents and guides is mandatory.

2.1. ORGANIZATION AND PROCEEDINGS OF THE CERTIFICATON BODY

2.1.1 With regard to the certification of management systems the CB shall:

- verify, during the audits at the organizations, that they have identified and respect the requirements for their products/services, including ones which are legally cogent (such as authorization required for undertaking activities directly related to the object of certification for which there must be evidence in the audit documents);
- provide for, in the regulations for certification, the suspension (also cautionary) and withdrawal of certification if the certified management system does not ensure respect for the mandatory product and/or service requirements.

To achieve this, the CB shall possess the necessary competence and resources to obtain the reasonable trust that the product or services provided are adequately taken into consideration by the organization and that they are under control by means of the management system.

The CB has the responsibility of verifying that the organization's management system can effectively manage respect for the laws and standards regarding products and services provided, whilst assuming no direct responsibilities concerning the adequacy of technical choices made by the organization (for which the organization retains sole responsibility) or regarding conformity assessment against the legal requirements.

Attention given to the mandatory requirements is understood to be an evaluation of the will and capability to respect them. The certification audit is not an audit of legal compliance (UNI CEI EN ISO/IEC 17021-1, § 9.2.1.2).

2.1.2 With regard to the assessment of conformity to mandatory requirements regarding the certification of certain management systems, see also the scheme regulations/technical documents (RT-09 for EMS and any other applicable regulations).

2.2. PERFORMANCE OF CERTIFICATION ACTIVITIES

2.2.1 The documents or parts of the documents specifying the rights and tasks of the CB and of the client organization shall be sent to the client before or concurrently with the signing of the formal application for certification.

The CB shall include, in the contractual documentation covering relations with certified organizations, the provisions of the present Regulation concerning the obligations of the accredited organizations.

In the quotation for clients and potential clients, the CB shall include the number of audit days the CB will need for the audits, specifying the tasks involved in terms of man-days for each

phase: initial audit, first and second surveillance and re-certification audits as well as the criteria for determining the number of man-days, including those used to determine the effective equivalent personnel as well as the possible increase/decrease factors applied.

In cases of participation in public tenders the CB shall be very careful about the information it provides in the bid for the tender, taking into consideration the indications made by ACCREDIA in the guides developed by the Steering and Guarantee Committee, especially if there are requirements which are in conflict with ACCREDIA regulations or other normative documents which are applicable for accreditation, the CB shall inform ACCREDIA-DC in advance of participation in the tender.

2.2.2 If renewal activities are not successfully completed within the expiry date of the certificate, the CB shall continue, respecting the ACCREDIA Regulations or circulars (e.g. Circular DC n° 28/2016 dated 7-10-2016);

2.2.3 In cases of transfer the CB shall undertake its activities in accordance with the document IAF MD 2.

In cases of transfer of certificates:

- by suspended or self-suspended CBs;

- by CB's whose accreditation has been withdrawn or who have voluntarily renounced accreditation or recognition.

It is an obligation of the receiving CB to perform a pre-transfer visit at the certified organization, lasting at least 1 day, before the transfer of the certificate.

In particular, points 2.1.3 and 2.3.2 of the document IAF MD 2:2017 issue 2 are applicable.

2.3 OTHER REQUIREMENTS

2.3.1. 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 included in the balance sheet) to cover professional risks of internal staff and collaborators (e.g. auditors, committees) deriving from its activities, also with regard to the activities of its clients.

2.3.2. In order to increase the effectiveness of conformity assessment activities, CBs may use, also according to the type of organization undergoing certification (e.g. if it is a case of services for the public or for consumers), particular techniques such as mystery or undeclared audits.

This type of modality shall be in agreement with the client, included in the contract and stated, if necessary, in the audit plan/program, indicating, at least, the sampling (processes, locations etc.) the possible period in question and the logistical arrangements.

2.4. SEPARATION BETWEEN CERTIFICATION ACTIVITIES AND CONSULTANCY ACTIVITIES

The CB shall keep documents available for ACCREDIA-DC which provide objective evidence of the absolute separation between the certification activities and any consultancy activities performed by persons (either physical or juridical) in any way whatsoever related to it. This separation shall be guaranteed in relation to every aspect and stage of the activities performed by the CB, starting from the definition of the policies, through the development of the entire certification process, up to the granting, maintenance and renewal of the certifications.

In order to do this, the CB shall perform an appropriate risk analysis relating to providing competent, consistent and impartial certification, documenting the outcomes and giving reasons for conclusions and solutions adopted, especially with regard to problems related to use of auditors operating also as consultants.

The CB should define risk indicators for regular monitoring/verification to ascertain that the risk level is eliminated or reduced.

A useful guide is provided by the recommendations made by the ACCREDIA Steering and Guarantee Committee with regard to the definition of consistent criteria for the assessment of certain requirements in UNI CEI EN ISO/IEC 17021-1 during the surveillance assessment of accredited CBs. It is recommended to use the document issued by the above Committee as a basis for developing the risk analysis document or as a checklist for performing internal or external audit activities.

Violation of the above requirements entails the imposition of sanctions in accordance with § 1.8.

3. PART 3 - REQUIREMENTS FOR THE EVALUATION OF THE COMPETENCE OF MANAGEMENT SYSTEM AUDITORS AND EXPERTS

For the definition of the requirements of competence and the identification of the technical areas for the schemes regarding company management systems, refer to the applicable standards and related mandatory documents, (e.g. ISO/IEC TS 17021-2, ISO/IEC TS 17021-3, etc.), and other applicable EA/IAF guides.

The qualification requirements for QMS auditors may also be more strictly defined for certain sectors in accordance with sector technical regulations (e.g. RT-05, RT-21).

For some sub-schemes related to management systems, the qualification criteria for auditors are defined in the relative technical circulars or certification schemes (where they exist).

The certification of auditors is not obligatory but it is strongly recommended because it helps to demonstrate the competence of auditors and reduces the audit modalities and times needed by ACCREDIA-DC assessors.

4. PART 4 – REQUIREMENTS CONCERNING THE SCOPE OF CERTIFICATION AND THE CONTENT OF CERTIFICATES OF CONFORMITY

4.1. GENERAL

The scope of certification must refer exclusively to the processes/products subject to audit by the CB included in the scope of the management system (and kept under control by the certified organization), whether the processes are undertaken by the company itself or have been outsourced, except for specific conditions envisaged by particular schemes (e.g. EMS) and in compliance with the provisions applicable to the specific scheme for the certification of processes/sites.

If the field of application of a scope of an organization includes processes of delivery of, for example, training courses, cleaning services, catering, work management and so on, the CB shall audit them by means of direct observation during the initial certification audit and at least once in each subsequent cycle of certification.

In order to obtain the necessary clarity and competences, the certificate, apart from respecting the requirements of UNI CEI EN ISO/IEC 17021-1, shall contain as follows:

- reference to the applicable scheme/sector technical regulation, where there is one. The use of such references is forbidden for non-accredited CBs;
- the IAF sector (primary, secondary…) or other specific sector classification (where applicable).

NOTE* - the IAF sectors must not be reported on the certificates referring to the EN 9100 series standards for the aerospace scheme.

In the scope of a management system certification the CB shall not make reference to voluntary standards, regulations or laws containing the requirements regarding the product if such product requirements are subject to different conformity assessment activities.

The intention of this rule is to avoid confusion between a management system certification and product certification, or even with an authorization issued by a Public Authority.

Below there are some examples to help clarify how to interpret this paragraph. The examples are all real cases, taken from the database of certified organizations and published on ACCREDIA's website. The column "scheme" states the scheme in which the certificate was issued; it does not indicate that the error is applicable only to that scheme.

N°	Scheme	INCORRECT scope	CORRECT scope
1	QMS	Delivery of third party service (suppliers) of the business and of the maintenance of heating system in compliance with DPR 412/93 and subsequent amendments	Delivery of third party service (supplier) of a business and of the maintenance of heating system

2	QMS	Assessment for the issue of certification of pleasure craft and components in compliance with the directives 94/25/CE and 2004/44/CE (implemented by D.Lgs. 171/05)	Assessment for the issue of certification of pleasure craft and components
3	QMS	Periodical and extraordinary third party checks of electricity systems in compliance with DPR 462/2001	Periodical voluntary third party audits of electricity systems
4	QMS	Checks and control tests of lifts in compliance with DPR 162/99 and with the lift directive CE 95/16	Voluntary checks and control tests of lifts
5	OHSAS	Management of general contractor activities undertaken in compliance with art. 176 of Law Decree dated 12 April 2006 n. 163 and subsequent amendments	Management of general contractor activities of public tenders or services
6	EMS	Preparation and performance of pest control services in compliance with the HACCP and BRC FOOD standards	Preparation and performance of pest control services

In addition:

- the scope of a management system certification may make reference to laws only if the law or specific ACCREDIA documents require that (e.g. management system certification of tachographs);
- in the scope of certification it is not permitted to refer explicitly to product characteristics (e.g. organic product, parmigiano reggiano PDO).

The field of application of the certification regarding the type of activity, product or service as applicable in each site shall not be misleading or ambiguous.

With regard to transfers, if it is intended to keep on the certificate the date of first emission issued by another CB as the date, it must be clarified that it is not the first issue of the current CB, but of the previous one; this note shall be kept until at least the first renewal of the certificate.

In the event that following the on-site audit (surveillance or renewal) carried out after the issuance of the transfer certificate, if the receiving CB should find that the previous certificate had failures relating to the scope and to the reference IAF sectors, the receiving CB shall proceed with the modification and reissue of the certificate.

In consideration of the fact that an accredited certificate must bear the accreditation mark (or in any case a reference to accreditation), non-accredited processes/sectors cannot be reported on an accredited certificate. 2 certificates must be issued. It is therefore not possible to issue a single certificate, including a part of the scope that is not accredited, not even by making a note or other way of clarifying that a part of the scope is not accredited. The CB accredited for certification of management systems for a specific certification scope undertakes, even if it is suspended, not to issue non-accredited certificates in the same scope.

With regard to cases of groups, consortiums and similar, in addition to indicating the data of the specific organization subject to certification, also data relating to the parent organization (holding, parent company or consortium), taking care to avoid that the information might be interpreted as an extended certification to the entire group (e.g. certification issued to an organization with address xxx. In the certificate, for example, a footnote can be included specifying "Organization belonging to the group xxxx. The organization in question is not covered by this certification").

In order to do this, the CB shall adopt specific and appropriately formulated audit procedures.

The operative units (production sites, factories, departments, divisions, training areas, etc. and related addresses) in which the organization carries out its activities that come within the scope of certification of the management system, shall be stated on the certificate or in the annex together with the activities included in the certification scope that are undertaken there.

In cases where the processes are undertaken by the organization at temporary external sites (typical examples are: construction sites, canteens for the distribution of meals, training, etc.), these temporary sites, in the ambit of multi-site organizations as identified by the document IAF MD 1, can be indicated on the certificate with the specification that they are temporary sites and in compliance with the requirements of IAF MD 1 in the current revision.

4.2.CRITERIA FOR THE FORMULATION OF THE SCOPE OF CERTIFICATION OF QUALITY MANAGEMENT SYSTEMS

The requirements of ISO/IEC 17021-1 are applicable as well as the contents of § 4.1.

The certificate shall indicate the accreditation sector/s (IAF sectors*) in which the scope of the certification in question is best placed. The first sector indicated is to be considered the "prevalent" one. The scope of certification must refer exclusively to the processes/products evaluated by the CB.

4.3. CRITERIA FOR THE FORMULATION OF THE SCOPE OF CERTIFICATION OF ENVIRONMENTAL MANAGEMENT SYSTEMS

The provisions of § 4.2 above, in general and with the necessary adaptations (if necessary) are applied. The provisions outlined below are also applicable.

In the formulation of the certification scope of each production location, the activities carried out and the relative results shall be specified, highlighting the characteristics of the corresponding processes and products and the most relevant aspects from an environmental point of view.

For further information, see the scheme regulation RT-09.

Any violation of the provisions outlined above entails the imposition of the sanction measures set out in § 1.8.

4.4. CRITERIA FOR THE FORMULATION OF THE SCOPE OF CERTIFICATION OF HEALTH AND SAFETY MANAGEMENT SYSTEMS

The provisions of § 4.2 above, in general and with the necessary adaptations (if necessary) are applied. The provisions outlined below are also applicable.

In the formulation of the certification scope, the activities in progress at the site in question shall be reported, with regard to the risks for workplace health and safety associated with the business processes performed at the location in question, including outsourced processes.

Any violation of the provisions outlined above leads to the imposition of the sanction measures set out in § 1.8.