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Contents

0. Foreword 5

0.1. Scope and field of application 5

0.2. Reference standards 5

0.3. Terms and definitions 5

0.4. Acronyms 5

Part 1 – General requirements relating to the accreditation process 6

1. Criteria and information for accreditation 6

1.1. General information 6

1.2. Submission and Processing of the Application for Accreditation 6

1.3. Process of accreditation 6

1.3.1. Document review 6

1.3.2. Assessments 6

1.4. Decision-making process and granting of accreditation 7

1.5. Surveillance and renewal of accreditation 8

1.5.1. Surveillance of accreditation 8

1.5.2. Renewal of accreditation 10

1.6. Extension of accreditation 10

1.6.1. General information 10

1.6.2. Submission and processing of the application for extension 11

1.6.3. Document review 11

1.6.4. Assessments 11

1.7. Decision-making process and granting of extension of accreditation 12

1.8. Additional provisions 12

1.9. Suspension, withdrawal and reduction of accreditation 12

1.9.1. Minor sanctioning measures 12

1.9.2. Major sanctioning measures (suspension, reduction, withdrawal) 12

1.9.3. Suspension requested by the CB 13

1.9.4. Procedural reduction of scope, withdrawal and renunciation of accreditation 13

1.9.5. Resumption of accreditation 13

1.10. Complaints, reservations and appeals 13

1.10.1. Complaints/Reports 13

1.10.2. Reservations 13

1.10.3. Appeals 13

1.11. Obligations of the CB 13

1.12. Obligations of ACCREDIA-DC 14

2. Part 2 - Requirements applicable to Management System Certification Bodies 15
2.1. Organization and operation of the Certification Body 15
2.2. Conduct of certification activities.....16
2.3. Other provisions 16
2.4. Separation between certification activities and consultancy activities 17
2.5. Remote Audits.....17
3. Part 3 - Requirements for the evaluation of the competence of Management System Auditors and Experts 18
4. Part 4 – Requirements concerning the scope of certification and the content of certificates of conformity..... 18
4.1. General.....18
4.2. Criteria for the formulation of the scope of certification of Quality Management Systems 20
4.3. Criteria for the formulation of the scope of certification of environmental management systems ..21
4.4. Criteria for the formulation of the scope of certification of Health and Safety Management Systems 21

0. Foreword

0.1. Scope and field of application

The present Regulation applies 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 CBs 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 applicable standards shall apply.

0.4. Acronyms

- ACCREDIA-DC: ACCREDIA Dept. of Certification and Inspection;
- CB: Certification body;
- CSA: Sectoral 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-RMS: Italian federation of aerospace, defence and security companies.

Part 1 – General requirements relating to the accreditation process

1. Criteria and information 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 Global multilateral agreements.

1.2. Submission and Processing of the Application for Accreditation

The provisions of General Regulation RG-01 shall apply with the clarification that the application for accreditation of a CB shall be filed to ACCREDIA-DC using the relevant forms DA-00 and DA-01 or DA-04 available on the ACCREDIA website, together with all the documentation required therein.

1.3. Process of accreditation

1.3.1. Document review

The provisions of General Regulation RG-01 shall apply, with the clarification that, for the aerospace scheme, a minimum period of 12 months must elapse before the applicant may submit a new accreditation application where, following the review of the documentation submitted — as well as any direct contacts with the applicant CB — it is evident that the CB does not possess a sufficient degree of readiness, or in any of the cases governed by Technical Regulation RT-18.

1.3.2. Assessments

With specific reference to witness assessments, these are intended to achieve the following objectives:

- to verify the effective implementation of the CB's certification programmes and procedures (particularly with regard to the assignment of competent Audit Teams, as well as the adequacy of the audit duration), and to verify the correct definition of the certification scope.
- to obtain a representative sample of the CB's competence in relation to its scope of accreditation.

Aspects such as the duration of the audit or the qualification of the auditors may require consultation with the CB's headquarters.

As regards the conduct of the office assessment, ACCREDIA verifies in advance that the Body has at least one active case file (for each scheme covered by the DA application) in order to allow the relevant sampling. If this is not the case, the sequence of assessments will be reversed, with at least one witness assessment being carried out first.

The number/type of witness assessments vary depending on the schemes and the scope covered by the DA.

For the initial accreditation of QMS (ISO 9001), 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.

Furthermore, for the FSM scheme, it is advisable to carry out at least one witness assessment during both Stage 1 and Stage 2 of initial accreditation.

In specific cases (e.g., notifications), witness assessments may be carried out after the granting of accreditation and the related Ministerial authorization. In such cases, the Certification Body is required to inform ACCREDIA-DC, with adequate notice, about the performance of the first assessment activity, during which the witness assessment will be organized.

For accreditation areas intended for notification purposes, this activity must be carried out within 18 months from the issuance of the specific accreditation. If this is not possible, the provisions of the current revision of document DT-01-DC will apply (see § 1.9.2 below).

The 18-month timeframe also applies to other possible accreditation scopes where it has not been possible to carry out the witness assessment prior to the accreditation decision, without prejudice to cases where different timeframes have been agreed with the relevant Authority and/or established through the issuance of specific circulars, and/or set out in applicable EA/Global documents.

1.4. Decision-making process and granting of accreditation

The provisions of General Regulation RG-01 shall apply, with the following clarifications:

- following the granting of accreditation in a specific sector/macro-sector/technical area/category, the CB shall reissue, within one year, the certificates previously issued in that sector/macro-sector/technical area/category, including reference to the ACCREDIA mark, subject to a prior review of the files;
- for QMS, EMS, EMAS and OH&S schemes, accreditation is granted for the IAF sectors/NACE codes;
- for the ISMS and ITSM schemes, accreditation is granted for the entire scheme, without specifying the sector;
- for the EnMS scheme in accordance with EA TMB Resolution 2025 (22) 01, accreditation is granted for technical areas such as: Light–medium industry, Heavy industry, Buildings, Building complexes, Transport, Mining industry, Agriculture, and Energy supply;
- for the FSMS scheme accreditation is granted for the category and, where necessary, the sub-category.

- for other management systems (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, Global mandatory documents, etc.).

Upon granting accreditation, ACCREDIA-DC shall transmit a copy of the resolutions to AIAD-RMS for the recognition of the accreditation granted within the aerospace sector.

For the maintenance of accreditations for the purpose of notification under CE marking, the applicable provisions of the current revision of Technical Document DT-01-DC shall also apply.

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 shall apply.

1.5.1.2. Scheduled surveillance of accreditation

The provisions of General Regulation RG-01 shall apply, together with the requirements for QMS (ISO 9001), EMS and OH&S schemes referred to in point 4 of IAF MD 17, and any applicable Technical Regulations (e.g. RT-09 for EMS). For these schemes, it is permissible for the witness assessment of the clusters not assessed within the 4-year accreditation cycle to be carried out within 5 years (i.e. within 12 months from the expiry date of the accreditation cycle), as provided for in IAF MD 17.

ACCREDIA shall in any case verify the competence of the Certification Body across its entire scope of accreditation (i.e. all IAF sectors, categories, etc prior to the renewal decision, also carrying out supplementary activities where necessary.

Unless otherwise specified, for the other management systems, for maintenance of accreditation, throughout the period of accreditation the following assessments shall be performed:

- if the CB has certified fewer than 50 sites in the scheme, 1 witness and 1 office assessment shall be performed;
- if the CB has certified between 51 and 200 sites in the scheme, 2 witness assessments and 1 office assessment shall be performed;
- if the CB has certified more than 201 sites in the scheme, 2 witness and 2 office assessments shall be performed.

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

Moreover:

- In the case of the aerospace scheme, the provisions contained in ACCREDIA Technical Regulation RT-18 and in the EN 9104-001 standard shall apply for determining the duration of the surveillance assessment.

- For the FSM scheme, the provisions of the current revision of IAF MD 16 and any specific rules established by the scheme owners shall apply.

- For the ITX scheme, at least 2 office assessments and 1 witness assessment must be carried out during the accreditation cycle.

- For the EnMs scheme, ACCREDIA may consider clustering sectors to carry out witness assessments within the cycle, in order to achieve a representative coverage of the accreditation scope, also taking into account other factors (e.g., the number of certificates issued in a single area, etc.).

ACCREDIA reserves the right, in any case, to modify the above surveillance timeframes based on a risk-based approach that takes into account various factors, such as:

• changes to the certification scheme;

• changes in the structure of the Body or other similar situations;

• scheme-related criticalities (e.g., widespread demand in public tenders, etc.);

• a high number of certifications issued;

• receipt of complaints or reports regarding the CAB's activities and/or certified companies;

• the performance of the CAB within the scheme;

• specific resolutions of the competent CSA.

1.5.1.3. Unscheduled surveillance of accreditation

The provisions of General Regulation RG-01 shall apply.

1.5.1.4. Remote scheduled and unscheduled surveillance of accreditation

The provisions of General Regulation RG-01 shall apply.

1.5.1.5. Decision-making process and granting of maintenance of accreditation

The provisions of General Regulation RG-01 shall apply, as well as the provisions of the current revision of Technical Document DT-01-DC, for the maintenance of accreditations intended for notifications related to CE marking.

1.5.1.6. Variations of the accreditation scope and accreditation standards

The provisions of General Regulation RG-01 shall apply.

1.5.1.7. Transfer of accreditation between accreditation bodies

The provisions of General Regulation RG-01 shall apply with the clarification that for the aerospace scheme, ACCREDIA-DC shall apply the provisions of Technical Reg. RT-18 in this regard and shall send a copy of the resolutions to AIAD-RMS for the recognition of the transfer of accreditation.

1.5.1.8. Transfer of ownership of accreditation

The provisions of General Regulation RG-01 shall apply.

1.5.2. Renewal of accreditation

1.5.2.1. Process of renewal of accreditation

The provisions of General Regulation RG-01 shall apply.

In the case of the aerospace scheme, the provisions set out in ACCREDIA Technical Regulation RT-18 shall apply for the determination of the duration of the renewal assessment.

1.5.2.2. Decision-making process and granting of renewal of accreditation

The provisions of General Regulation RG-01 shall apply, with the clarification that, upon granting the renewal of accreditation, ACCREDIA-DC shall transmit a copy of the resolutions to AIAD-RMS for the recognition of the granting of the accreditation renewal.

Furthermore, the provisions of Technical Document DT-01-DC, in its current revision, shall apply to the maintenance of accreditations for notification purposes relating to CE marking.

1.6. Extension of accreditation

1.6.1. General information

The provisions of General Regulation RG-01 shall apply.

1.6.2. Submission and processing of the application for extension

The provisions of General Regulation RG-01 shall apply, with the clarification that an application for extension of a CB's accreditation must be submitted to ACCREDIA-DC using the relevant forms DA-00 and DA-01 or DA-04, available on the ACCREDIA website, together with all the documentation required therein.

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

1.6.2.1 Flexible scope

For the extension of accreditation to a flexible scope, the provisions set out in the current revision of General Regulation RG-01 and Technical Regulation RT-37 shall apply.

1.6.3. Document review

The provisions of General Regulation RG-01 shall apply, with the clarification that the document review shall take into account any document reviews already carried out during the year for the same accreditation standard.

ACCREDIA reserves the right to carry out the document review remotely via an online connection with the CB.

1.6.4. Assessments

The provisions of General Regulation RG-01 shall apply, together with the requirements set out in point 4 of IAF MD 17 and any applicable Technical Regulations (e.g. for EMS).

For the aerospace scheme, an assessment at the CB's premises is always required; likewise, for other schemes, an assessment at the CB's premises may also be required (e.g. accreditations under Module H of the Directives).

If an office assessment is also required, ACCREDIA shall first ensure that the Body has at least one active file (for each scheme covered by the application for accreditation) in order to allow the relevant sampling. If not, the extension process may first provide for the execution of a witness assessment.

In specific cases (e.g., notifications), witness assessments may be carried out after the granting of accreditation extension and the related Ministerial authorization. In such cases, the Certification Body shall inform ACCREDIA-DC about the performance of the first assessment activity, during which the witness assessment will be organized.

For accreditation areas intended for notification purposes, this activity must be carried out within 18 months from the issuance of the specific accreditation. If this is not possible, the provisions of the current revision of document DT-01-DC will apply (see § 1.9.2 below).

The 18-month timeframe also applies to other possible accreditation scopes where it has not been possible to carry out a witness assessment prior to the extension decision, without prejudice to cases where different

timeframes have been agreed with the relevant Authority and/or set out in specific circulars and/or established by applicable EA/Global documents.

1.7. Decision-making process and granting of extension of accreditation

The provisions of General Regulation RG-01 shall apply, with the clarification that, upon granting the extension of accreditation, ACCREDIA-DC shall transmit a copy of the resolutions to AIAD-RMS for the recognition of the granting of the accreditation extension.

Furthermore, the provisions of Technical Document DT-01-DC, in its current revision, shall apply to the maintenance of accreditations for notification purposes relating to CE marking.

1.8. Additional provisions

The provisions of the General Regulation RG-01 shall apply.

1.9. Suspension, withdrawal and reduction of accreditation

1.9.1. Minor sanctioning measures

The provisions of General Regulation RG-01 shall apply.

1.9.2. Major sanctioning measures (suspension, reduction, withdrawal)

The provisions of General Regulation RG-01 shall apply.

In cases where the Certification Body requests accreditation for the purpose of subsequent initial Authorization for notification purposes, or another form of public authorisation in regulated areas, ACCREDIA shall carry out at least one witness assessment among those planned during the initial assessment activity performed by the Body.

This witness assessment must be carried out within a maximum period of 18 months from the granting of the accreditation/extension. If the assessment is not conducted within this period, the accreditation for that conformity assessment activity shall be withdrawn. The above withdrawal shall be applied in all cases where the witness assessment has not been carried out within the timeframes set out in the scheme itself, in accordance with the applicable documents (e.g. circulars/DT, etc.), without prejudice to cases where different timeframes have been agreed with the relevant Authority.

Once accreditation has been withdrawn, the CAB may submit a new application. With regard to notification-related areas, the option of being accredited with deferred witness assessment (i.e. after having received initial requests from clients) shall no longer be applicable. In such cases, the standard accreditation process shall apply, including the performance of a (simulated) witness assessment prior to the accreditation/extension decision.

It is hereby clarified that the market effects of a suspension/withdrawal of accreditation do not depend on ACCREDIA-DC, but on the competent Authorities, when they use the same accreditation for notification or authorisation purposes.

1.9.3. Suspension requested by the CB

The provisions of General Regulation RG-01 shall apply.

1.9.4. Procedural reduction of scope, withdrawal and renunciation of accreditation

The provisions of General Regulation RG-01 shall apply.

The provisions of Technical Document DT-01-DC, in its current revision, shall also apply to the maintenance of accreditations for notification purposes relating to CE marking.

1.9.5. Resumption of accreditation

The provisions of General Regulation RG-01 shall apply, with the clarification that, for the aerospace scheme, the CSA resolutions confirming the restoration of accreditation shall be transmitted to AIAD-RMS for information.

1.10. Complaints, reservations and appeals

1.10.1. Complaints/Reports

The provisions of General Regulation RG-01 shall apply, with the clarification that, for the aerospace scheme, the requirements of Technical Regulation RT-18 shall also apply.

1.10.2. Reservations

The provisions of General Regulation RG-01 shall apply.

1.10.3. Appeals

The provisions of General Regulation RG-01 shall apply, with the clarification that ACCREDIA-DC commits to signal to AIAD-RMS any appeals received by accredited/applicant CBs operating in the aerospace sector, and to provide feedback on their respective handling.

1.11. Obligations of the CB

In the event of failure by CBs to upload data, ACCREDIA-DC reserves the right to apply sanctioning measures against the non-compliant CB, proportionate to the delays accumulated in the data uploads.

Sanctioning measures shall be applied only where the delays are attributable to the CB concerned and shall be defined as set out below:

- failure to update for one calendar month: ACCREDIA-DC shall issue repeated reminders on each subsequent day until the update is completed, or until the possible adoption of a sanctioning measure.
- failure to update for two calendar months: possible partial suspension of the scope of accreditation, due to partial failure to update certain certification sectors/schemes, or total suspension in the event of failure to update all sectors;
- failure to update for four calendar months: possible reduction of the scope of accreditation due to partial non-updating for certain sectors/schemes, or withdrawal in the event of non-updating across all sectors.

With regard to the cases reported in § 1.11.15 of RG-01, in addition to the formal review, the CAB shall submit to ACCREDIA:

- the communication received from the Organisation involved in the event and/or the press release obtained by the CB;
- the contractual documents by which the CB defines the procedures for managing such events;
- the assessments carried out by the CB to verify that the affected management system has not been compromised and that its effectiveness has not been impaired, including the related action plan established in response to the event;
- the communication confirming the restoration of the company's operational activities.

1.12. Obligations of ACCREDIA-DC

The provisions of General Regulation RG-01 shall apply.

2. Part 2 - Requirements applicable to Management System Certification Bodies

Part 2 sets out a series of requirements concerning the organisation and operation of Management System Certification Bodies, which CBs are required to comply with in order to ensure conformity with the applicable normative references.

It is hereby clarified that mandatory documents and the resolutions of the EA/Global General Assemblies are binding in nature.

2.1. Organization and operation of the Certification 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 keep under control the requirements specified for the relevant products/services, including mandatory requirements laid down by laws and regulations (such as authorization required for undertaking activities directly related to the object of certification, evidence of which shall be included in the audit documents);
- include in their certification Regulations the possibility of suspension (including as a precautionary measure) and withdrawal of certification where the certified management system fails to ensure compliance with the mandatory product and/or service requirements.

To this end, the CB shall have the competence and resources necessary to gain reasonable confidence that mandatory requirements relating to the product supplied and/or service provided have been adequately considered by the organisation and are controlled through the management system.

The CB is responsible for verifying that the organisation's management system is capable of effectively managing compliance with applicable laws and mandatory requirements relating to the products supplied and/or services provided, while not assuming any direct responsibility for the adequacy of the technical solutions adopted by the organisation for this purpose (such responsibility remaining exclusively with the organisation), nor for the determination of conformity with legal requirements.

It is clarified that attention to mandatory requirements shall be understood as an assessment of the organisation's willingness and ability to comply with such requirements. Certification audits are not legal compliance audits (ISO/IEC 17021-1, § 9.2.1.2).

Where certifications issued under accreditation are subject to arrangements for reliance, the accredited Body may, where it deems necessary, carry out appropriate further investigations and verifications with its client.

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 others where applicable).

2.2. Conduct of certification activities

2.2.1 Documents, or parts thereof, specifying the rights and obligations of the client and those of the CB shall be provided to the client prior to, or at the same time as, the signing of the formal application for certification.

CBs shall include, in the contractual documentation governing relations with certified organisations, the requirements set out in this Regulation that also impose obligations on certified entities.

In their offers to clients and prospective clients, CBs shall state the number of man days that will be used to carry out assessments, specifying the planned effort (also in terms of man days) for each audit phase, namely: initial audit, first surveillance, second surveillance and recertification audit, as well as the criteria used for determining man days, including those potentially used to determine effective equivalent personnel and any applicable increase/decrease factors.

In the case of participation in public tenders, CBs shall pay particular attention to the information contained in the tender documents, taking into account the guidance issued by ACCREDIA in the guidance documents developed with the Steering and Safeguarding Committee. In particular, where requirements are identified that contravene with ACCREDIA provisions or with the normative documents applicable to accreditation, the CB shall inform ACCREDIA-DC prior to participating 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.

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.

It is specified that, in the event of a major sanctioning measure adopted by ACCREDIA for technical reasons, the incoming CB shall be required to carry out at least one Stage 2 audit at the certified organisation.

2.3. Other provisions

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/programme, indicating, at least, the sampling (processes, locations etc.) the possible period in question and the logistical arrangements.

It is specified that, in the case of organisations whose scope includes service delivery processes that have a significant impact on the management system subject to certification (e.g. delivery of training courses, cleaning services, catering services, works supervision, etc.), the certification body is required to verify their effective implementation by means of direct observation. Such observation shall always be carried out during the initial certification audit and at least once during each subsequent certification cycle.

2.4. Separation between certification activities and consultancy activities

The CB shall keep available for ACCREDIA-DC documents constituting objective evidence of the complete separation between certification activities and any consultancy activities carried out by entities (natural or legal persons) in any way affiliated to it. Such separation shall be ensured in relation to every aspect and stage of the CB's activities, from the definition of policies and strategic directions, through the entire certification process, up to the granting, maintenance and renewal of certifications.

To this end, the CB shall carry out an appropriate risk analysis associated with the provision of competent, consistent and impartial certification, documenting its outcomes and providing justification for the conclusions drawn and the solutions adopted, with particular regard to issues related to the use of auditors who also act 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 and assessment of accredited CBs. It is required 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 assessments.

Established breach of the above requirements shall result in the adoption of the sanctioning measures referred to in § 1.9.

2.5. Remote Audits

Where it is necessary to carry out a remote audit, it should be noted that for organisations with high and medium risk and/or high and medium complexity (as defined by IAF MD 5), the remote assessment of production processes must always be subject to a suitably structured risk analysis in order to determine the feasibility of conducting a remote audit, whether in full or in part, also taking into account the requirements set out in international documents (e.g. the current revision of IAF MD 4). Records of the analysis performed shall be kept available to ACCREDIA, both during office assessments and during any witness assessments.

For initial audits, the requirements of ISO/IEC 17021-1:2015 shall in any case be applied (ref. § 9.3.1.3: "*The stage 2 shall take place at the site(s) of the client*").
The above requirements do not apply to regulated sectors, for which assessment activities must always be carried out on site, unless otherwise specified by applicable provisions (e.g. position papers, rules established by SOs, etc.).

3. Part 3 - Requirements for the evaluation of the competence of Management System Auditors and Experts

For the definition of competence criteria and the identification of technical areas for management system schemes, reference is made to the requirements of the applicable standards and related mandatory documents, (e.g. ISO/IEC TS 17021-2, ISO/IEC TS 17021-3, etc.), as well as any other applicable EA/IAF Global Guides.

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

4. Part 4 – Requirements concerning the scope of certification and the content of certificates of conformity

4.1. General

The certification scope shall make exclusive reference to the processes/products assessed by the CB and included within the scope of the management system (and controlled by the certified organisation), whether such processes are performed by the organisation itself or outsourced, except where specific conditions provided for in particular schemes apply (e.g. EMS, OH&S etc) and in compliance with the provisions applicable to the specific scheme for the certification of processes/sites. Within the scope, all processes must therefore be explicitly identified, including support processes, that represent activities significantly affecting the organisation's ability to deliver its product or service (e.g. third-party storage activities).

It is clarified that, in the case of organisations whose scope includes service delivery processes that have a significant impact on the management system subject to certification (e.g. training delivery, cleaning services, catering services, works supervision, etc.), the CB shall verify such processes through direct observation during the initial certification assessment and at least once during each subsequent certification cycle.

In order to ensure the necessary clarity and completeness, the certificate shall include the following elements in addition to those required by ISO/IEC 17021-1:

- 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 sectors (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, as set out in the current version of Regulation RT-18.

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. It is also prohibited to include in the certification scopes the commercial names of the organisation's products (e.g. "production of XXX glue")

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 are some illustrative and non-exhaustive examples intended to provide a clearer understanding of how this paragraph should be interpreted.

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 recreational craft and components in compliance with the directives 94/25/CE and 2004/44/CE (implemented by Decree 171/05)	Assessment for the issue of certification of recreational 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 inspection 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 legislation only where applicable legal provisions or specific ACCREDIA documents require it (e.g. certification of tachograph management systems).

- 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, where it is intended to retain on the certificate the initial issue date granted by another CB, it shall be clarified that this does not correspond to the initial issue date of the current CB, but of the previous one. Such note shall be retained at least until 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 incoming 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, 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.

With regard to Groups, Consortia and similar entities, in addition to the details of the specific organisation subject to certification, information relating to the parent organisation (Holding, Group Head Office or Consortium) may also be included, ensuring that such information cannot be interpreted as certification extending to the entire group (e.g. certificate issued to organisation Alpha, address xxx. The certificate may include, for example, a footnote stating: “Organisation belonging to the Beta Group. The latter is not covered by this certification”).

To this end, the CB shall adopt specific verification procedures that are appropriately documented.

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 and the relevant sectors.

In cases where processes are carried out by the organisation at temporary external sites (typical examples include construction sites of construction companies, catering facilities for meal distribution, training, etc.), such temporary sites, for multisite organisations as defined in IAF MD 1, may be listed on the certificate with the specification that they are temporary sites, in accordance with the requirements of the latest revision of IAF MD.

4.2. Criteria for the formulation of the scope of certification of Quality Management Systems

The requirements of ISO/IEC 17021-1 shall apply, with the clarification of what is specified in § 4.1.

The certificate shall indicate the accreditation sector(s) (IAF sectors) within which the scope of the certification in question is best classified. The first listed sector shall be considered the “primary” one. The certification scope shall make exclusive reference to the processes/products assessed 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) shall apply. In addition, the provisions set out below shall apply.

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.

4.4. Criteria for the formulation of the scope of certification of Health and Safety Management Systems

The requirements set out in § 4.2 above shall apply in general terms, with the necessary adaptations where required. In addition, the provisions set out below shall apply.

In defining the certification scope, all activities carried out at the site in question shall be included (no activities may be excluded), with reference to the occupational health and safety risks associated with the organisational processes performed at the site, including those outsourced to contractors.

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