**P SM 5.8-2021**

**PROVISIONS ON TECHNICAL ACCREDITATION COMMITTEES**

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# **1** **SCOPE**

**1.1** This Regulation on Technical Committees for Accreditation (hereinafter referred to as the Regulation) is a document of the management system of the Republican Unitary Enterprise "Belarusian State Accreditation Center", developed in order to implement the provisions of Article 51 of the Law of the Republic of Belarus dated October 24, 2016 No. 437-З On Assessment of Conformity to Technical Requirements and Accreditation of Conformity Assessment Bodies", in furtherance of clause 5.8 of the RC CM, taking into account the requirements of clause 5.8 of GOST ISO/IEC 17011, and establishes the procedure for the formation and work of technical accreditation committees, their tasks and functions, rights and obligations of members of technical accreditation committees, as well as the procedure for confirming the technical competence of experts, applicants for the status of a technical expert for accreditation and the extension of technical accreditation competence of technical experts in accreditation.

**1.2** The requirements of these Regulations are mandatory for the members and secretaries of the technical committees on accreditation.

# **2 REFERENCES**

References to the following documents are used in this Regulation:

[Law of the Republic of Belarus dated 24.10.2016 No. 437-З "](file:///C%3A%5CUsers%5Cmorozova%5CAppData%5CRoaming%5CMicrosoft%5CWord%5C%D0%97%D0%B0%D0%BA%D0%BE%D0%BD%20%D0%BE%D0%B1%20%D0%BE%D1%86%D0%B5%D0%BD%D0%BA%D0%B5%20%D1%81%D0%BE%D0%BE%D1%82%D0%B2%D0%B5%D1%82%D1%81%D1%82%D0%B2%D0%B8%D1%8F.docx)On Conformity Assessment of Technical Requirements and Accreditation of Conformity Assessment Bodies" (hereinafter referred to as the Law No. 437-З);

GOST ISO/IEC 17011 (ISO/IEC 17011, IDT) Conformity assessment. Requirements for accreditation bodies accrediting conformity assessment bodies;

RC CM Quality Manual of the State Enterprise "BSCA";

SP SM 4.4 Impartiality Policy;

DP SM 4.6-02 Development, Expansion and Cancellation of Accreditation Schemes;

DP SM 6-01 Management of Personnel Involved in the Accreditation Process. Competency criteria;

RI SM 6-04 Procedure for Inclusion of Individuals in the Register of Accreditation Experts and Technical Accreditation Experts, Exclusion from it;

RI SM 7-05 Classifier of the field of activity in the field of conformity assessment (laboratories, inspection bodies, providers of qualification testing);

RI SM 7-07 Classifier of the Field of Activity in the Field of Conformity Assessment (Certification Bodies).

*Note: When using this Statement, the current versions of the reference documents should be used. If the reference documents are replaced (modified), then the replaced (modified) documents should be followed. If the reference documents are cancelled without replacement, the requirements of this Statement in which references are made to them shall apply to the extent that these references are not affected.*

# **3 TERMS, DEFINITIONS, DESIGNATIONS AND ABBREVIATIONS**

**3.1** In this Regulation, the terms and definitions established in
Law No. 437-З, as well as the following terms with appropriate definitions, are applied:

**Applicant for the status of Technical Accreditation Expert:** An individual applying for the status of a Technical Accreditation Expert.

**Technical Assessor:** An individual with special knowledge in a certain field of accreditation, appointed (attracted) to participate in accreditation by the accreditation body and included by it in the register of technical accreditation experts.

Note - The term "technical accreditation expert" established by Law 437-3 corresponds to the term "appraiser" in clause 3.30 of GOST ISO/IEC 17011.

**Accreditation Expert (Assessor):** An individual certified by the accreditation body in accordance with the procedure established by legislative acts, appointed to perform accreditation work by the accreditation body and included by it in the register of accreditation experts.

Notes:

1 The term "accreditation expert" established by Law 437-3 corresponds to the term "appraiser" in clause 3.30 of GOST ISO/IEC 17011.

2 The term "lead accreditation expert" refers to the accreditation examiner who has overall responsibility for leading the evaluation. The term "leading accreditation expert" corresponds to the term "team leader" in accordance with clause 3.31 of GOST ISO/IEC 17011.

**Technical Expert:** An individual appointed by an accreditation body, working under the supervision of a lead accreditation expert, who has special knowledge or expertise in the field of accreditation to be assessed, and who does not conduct the assessment himself.

Notes

1 The term "expert" corresponds to the term "technical expert" in clause 3.32 of GOST ISO/IEC 17011.

2 The examiner is not presumed to have the qualifications or training of an accreditation expert/technical accreditation expert.

**3.2 The**  following designations and abbreviations shall be used in this Regulation:

|  |  |
| --- | --- |
| BSCA, Accreditation Body | - Republican Unitary Enterprise "Belarusian State Accreditation Center"; |
| Gosstandart | - State Committee for Standardization of the Republic of Belarus; |
| IS "Accreditation" | – "Accreditation" information system; |
| NSA RB | - National Accreditation System of the Republic of Belarus; |
| PPA | – a regulatory legal act; |
| ASPA | – Accreditation Work Organization Department; |
| OOS | – conformity assessment body; |
| ROG | - republican bodies of state administration; |
| TC, technical committee(s) | – Technical Accreditation Committee(s); |
| ROV | – technical regulatory legal act in the field of technical regulation and standardization; |
| TEABN | – technical expert on accreditation;– paper media; |
| EN | – electronic media. |

# **4 GENERAL PROVISIONS**

**4.1** In accordance with Article 51 of Law No. 437-З, technical accreditation committees are subjects of accreditation and are part of the structure of the National Accreditation System of the Republic of Belarus.

**4.2** Technical committees shall be established by the accreditation body to develop, if necessary, methodological recommendations on issues related to accreditation, to prepare, if necessary, recommendations to the accreditation body regarding its decisions regarding accreditation, as well as to confirm the technical competence of examiners, applicants for the status of technical expert on accreditation and enhancing the technical competence of technical accreditation experts.

**4.3** In their activities, the technical committees are guided by the regulatory acts, technical regulations governing accreditation activities, documents of the BSCA management system, and these Regulations.

**4.4** Organizational and methodological support and information and technical support for the activities of technical committees is carried out by the accreditation body.

# **5 FUNCTIONS AND POWERS OF TECHNICAL ACCREDITATION COMMITTEES**

**5.1** The main functions of the technical committees are:

consideration of materials and development of methodological recommendations on issues related to accreditation received from the accreditation body;

consideration of issues related to the conduct of competence assessments of conformity assessment bodies corresponding to the activities of each technical committee, preparation of recommendations of the technical commission on accreditation;

participation in the discussion of draft (draft amendments) of regulatory acts, technical regulations and other documents in the field of accreditation and conformity assessment;

consideration of issues related to the harmonization of approaches to assessing the competence of conformity assessment bodies in the relevant areas of activity and development of methodological recommendations for the accreditation body;

providing advisory assistance to the accreditation body in the development of new and expansion of existing accreditation schemes, in assessing the suitability of conformity assessment schemes;

review of information and assessment of the level of special knowledge of examiners, applicants for the status of technical expert for accreditation in order to confirm the field of technical competence and technical experts for accreditation in order to expand the scope of their technical competence;

cooperation with technical committees in related fields of activity, as appropriate;

consideration of other issues within the competence of the technical committees.

**5.2** In order to carry out these functions, the technical committees are vested with the following powers:

invite specialists from other organizations and public associations to the meetings of technical committees as invited persons or involve them in the work of technical committees by providing feedback, suggestions and comments on specific issues within the scope of the committees' activities;

create working groups (subgroups) on narrow areas of activity of technical committees;

apply through the management of the BSCA to Gosstandart and other RSUs on issues related to the field of activity of the technical committee.

# **6 PROCEDURE FOR THE FORMATION OF TECHNICAL COMMITTEES**

**6.1** In accordance with paragraph 3 of Article 51 of Law No. 437-З , the composition of technical accreditation committees and their regulations are approved by the accreditation body.

**6.2** Technical committees are created on the basis of the order of the Director of the BSCA when mastering the new accreditation scheme in accordance with DP SM 4.6-02, developed in the development of clause 4.6 of GOST ISO/IEC 17011, and in the areas of environmental protection activities.

**6.3** The scope of activity of each technical committee (Form 5.8-01) shall be determined at the time of its establishment.

**6.4** Each technical committee has its own serial number and name.

**6.5** By the decision of the members of the Technical Committee, working groups (subgroups) may be created in its structure.

**6.6** Technical Committees shall be formed on a voluntary basis from among the following:

* representatives of conformity assessment bodies who are technical accreditation experts or experts;
* representatives of organizations, public associations in the field relevant to the field of activity of the technical committee, who have at least three years of experience in the relevant field of activity;
* representatives of BSCA, who are current accreditation experts and have at least one year of experience in accreditation of conformity assessment bodies in the relevant field of activity.

The TC should include representatives of different organizations in order to ensure a balanced representation of the parties.

**6.7** The composition of the TC is formed on the basis of proposals of interested parties: accreditation body, conformity assessment bodies, state regulatory authorities, organizations, public associations in the field corresponding to the TC activity.

**6.8** The head of the TC is elected from among the TC members by a simple majority of votes at the first meeting.

**6.9** The TC Secretary is appointed by the Director of BSCA or his/her deputy from among the BSCA employees. The secretary can be a member of the TC at the same time, in which case he has the right to vote.

**6.10** The composition of the TC (F 5.8-02) is approved by the Director of the BSCA or his deputy.

**6.11** Compliance with the obligations to ensure independence, impartiality and confidentiality of information is confirmed by each member of the TC and the TC secretary by signing the relevant declaration (F 5.8-03).

**6.12** The issue of exclusion of a TC member(s) from its membership shall be considered in the following cases:

– failure to fulfill the obligations provided for by these Regulations;

– voluntary refusal to participate in the activities of the TC;

– refusal to participate in two or more TC meetings in a row without a justified reason.

The decision on this issue is made by a simple majority of votes.

# **7 PROCEDURE FOR CARRYING OUT THE ACTIVITIES OF TECHNICAL COMMITTEES ON ACCREDITATION**

# **7.1 General**

**7.1.1** Technical Committees shall carry out their activities in accordance with the requirements of these Regulations.

**7.1.2**  Initiation of TC meetings is possible by the decision of the heads and members of the TC, the Technical Commission on Accreditation, the Commission on Appeals, on the basis of the order of the Director of the BSCA or his deputy, on behalf of the State Committee for Standardization or the Accreditation Council.

**7.1.3** The activities of the technical committees shall be carried out:

by holding meetings in person or by videoconference at least once a year;

through interaction through the IS "Accreditation" or by e-mail for the purpose of exchanging information for consideration, conducting absentee voting, confirming the technical competence of examiners or applicants in the TEA, or expanding the technical competence of the TEA, etc.

**7.1.4 The procedure for the work of** working groups (subgroups) is similar to the procedure determined for the work of the TC in accordance with these Regulations.

**7.1.5** Information posted on the BSCA website on the Internet for all interested information about the Technical Committees:

– name of TCs/working groups (subgroups);

– contact information about the heads of TCs/working groups (subgroups);

– contact information about the secretaries of TCs/working groups (subgroups).

# **7.2 Procedure for Meetings of Technical Committees on Accreditation**

**7.2.1** The agenda of the meeting (F 5.8-04) is formed taking into account the proposals received from the head or members of the TC, other interested parties.

**7.2.2** Informing the TC members about the date, time, place and format of the meeting, as well as sending the draft agenda and all materials necessary for the meeting is carried out no later than three working days before the planned date of the meeting.

**7.2.3** TC members confirm their participation in the meeting and make proposals (if any) to the draft agenda of the meeting.

**7.2.4** If necessary, invited persons who are not members of the TC may take part in the meetings at the suggestions of the TC members.

**7.2.5**  To participate in the TC meeting, the invited persons shall sign a declaration of
obligations to ensure independence, impartiality and confidentiality (Form 5.8-02) and be included in the registration list of the meeting participants (Form 5.8-05).

**7.2.6** Decisions on the issues considered at the meetings are taken by open voting by a simple majority of votes (from the number of those present). If several TC members from one organization are present at the meeting, then one vote from the organization is counted in the voting.

**7.2.7** The following persons shall not take part in voting:

TC Secretary, if he/she is not a TC member;

invited persons;

TC members – if they have connections that may affect independence and impartiality in accordance with PL SM 4.4.

**7.2.8** The procedure for decision-making and voting on issues related to the confirmation of the technical competence of experts, applicants for the status of TEA and the expansion of the technical competence of the SEA is established in clause 7.3.

**7.2.9** The results of the TC meeting are documented in the minutes (Form 5.8-06), which are sent to all TC members for approval through the IS "Accreditation" or by e-mail.

**7.2.10** If necessary, in order to resolve issues that require the participation of TC members in several areas of activity, it is possible to hold a joint meeting of several TCs. At the same time, the procedure for consideration and decision-making, registration of results on the issues under discussion is similar to the procedure established by these Regulations.

# **7.3 Procedure for Confirming the Technical Competence of Examiners and Applicants for the Status of Technical Expert for Accreditation or Expanding the Technical Competence of a Technical Expert for Accreditation**

**7.3.1**  Confirmation of the technical competence of an expert and an applicant for the status of a technical expert on accreditation, as well as the expansion of the technical competence of a technical expert on accreditation, is carried out through an assessment of his/her special knowledge and skills by at least three members of the TC with the field of activity corresponding to the declared field of competence.

Note – In order to confirm or expand technical competence according to a unique code (the number of experts and/or TEAs with a similar code of competence is limited to one or two experts and/or TEAs), it is allowed to assess the applicant's special knowledge and skills, respectively, by one or two members of the TC.

**7.3.2** Interaction within the framework of the process of confirming or expanding competence is carried out through the personal accounts of the participants in the IS "Accreditation" or by e-mail.

**7.3.3** Upon receipt, consideration and acceptance of a request from an expert or an applicant for the status of a technical expert on accreditation for inclusion in the register of accreditation experts and technical accreditation experts (hereinafter referred to as the register) in accordance with the procedure specified in subparagraphs 6.2.1-6.2.6 of RI SM 6-04, his/her field of competence coded in accordance with RI SM 7-05 and/or RI SM 7-07, In automatic mode, through the IS "Accreditation" is sent for confirmation to the members of the relevant TC by forming a random sample of three TC members with competence codes applied for confirmation.

**7.3.4** The list of information provided by experts or applicants for the status of TEA for inclusion in the register and confirmation of competence is defined in clause 6.2.4 of
RI SM 6-04.

**7.3.5** The criteria for confirming competence for each type of conformity assessment activity are set out in DP SM 6-01.

**7.3.6** In case of insufficiency of the information provided to confirm the technical competence of the expert or applicant for the status of TEA, the TC member may request additional information from him/her.

**7.3.7** Based on the results of consideration and evaluation of the information provided, TC members participating in the confirmation of the technical competence of an expert or an applicant for the status of a TEA, put notes on the confirmed competency codes and competency codes, the confirmation of which was refused, indicating the reason(s) for refusal.

**7.3.8** The technical competence of an expert or applicant for the status of TEA for a specific activity code is considered to be confirmed with unanimous confirmation by all TC members who participated in the consideration of the information.

**7.3.9** The issue of confirming the technical competence of an expert or an applicant for the status of a TEA is submitted for consideration by the TC members to the TC meeting in case of refusal to confirm the competence code by at least one of the TC members considering the information.

**7.3.10** In the absence of TC members with the corresponding field of competence declared by an expert or an applicant for the status of a TEA, the confirmation of technical competence is carried out with the involvement of independent specialists in the field of competence declared by the expert or applicant for the status of TEA, participating in the TC meeting as invited persons information and provide their opinion for discussion to TC members by participating in the TC meeting or by providing their position by e-mail.

**7.3.11** The decision to confirm the technical competence of an expert or an applicant for the status of TEA at the TC meeting is made when the TC members participating in the consideration of this issue reach a consolidated position.

**7.3.12** The results of the TC meeting in terms of confirmation of technical competence shall be documented in accordance with clause 7.2.11 of these Regulations.

**7.3.13** After confirmation of technical competence, the expert/applicant shall be included in the register in accordance with the procedure established in RI SM 6-04.

**7.3.14**  The procedure for expanding the scope of competence of an accreditation technical expert included in the register is similar to the procedure established by paragraphs 7.3.3-7.3.11 of these Regulations. At the same time, the automatic referral to expand the scope of competence of the TC members in accordance with clause 7.3.3 is carried out after the introduction of a new area of competence coded in accordance with RI SM 7-05 and/or RI SM 7-07 by the technical expert for accreditation in his office in the IS Accreditation.

# **8 FUNCTIONS, RIGHTS AND RESPONSIBILITIES OF MEMBERS OF TECHNICAL ACCREDITATION COMMITTEES**

**8.1** The TC Manager:

organizes the work of the TC and manages the course of meetings;

approves the agenda of the TC meeting;

signs minutes of meetings and other documents of the TC;

makes proposals on issues, draft documents for discussion at TC meetings or through the IS "Accreditation";

monitors the implementation of decisions taken at the previous TC meeting;

interacts with the head of the accreditation body on the implementation of TC decisions;

takes measures to prevent and/or resolve conflicts of interest among TC members.

**8.2** The TC Secretary shall:

formalizes the scope of the TC's activities;

organizes activities for the formation and updating of the TC composition;

forms the agenda of the TC meetings on the proposals of the TC members;

notifies the TC members about the date, place, format and agenda of the upcoming meeting;

prepares and coordinates with the head of the TC draft documents and other materials for discussion at the TC meetings;

registers members and invited persons (if any) participating in the meeting;

maintains, prepares, coordinates with the head of the TC and sends to the members of the TC minutes of meetings and other documents and materials;

stores TC documentation;

In the case of discussions and voting through the IS "Accreditation" ensures that all TC members are sent the necessary materials and collect their proposals and comments on the results of the consideration of the materials.

**8.3** The responsibilities of the TC members include:

assistance in the implementation of the tasks and functions of the TC;

keeping your personal profile in the Accreditation IS up to date;

personal participation in TC meetings;

ensuring independence and impartiality, compliance with the principle of confidentiality of information received in the course of TC activities;

compliance with the requirements of these Regulations.

**8.4** Members of the TC have the right to:

to make proposals on the formation of the agenda of the TC meeting;

to make proposals on the establishment and dissolution of working groups (subgroups);

to make proposals on inclusion and exclusion from the TC membership;

head working groups (subgroups) formed within the TC;

to propose candidates of specialists to participate in the TC meetings as invited persons;

participate in the preparation of materials on the issues considered within the TC;

to present their position on the results of consideration of materials at the TC meeting or through the IS "Accreditation";

to make proposals for the improvement of the NSA of the Republic of Belarus;

initiate a TC meeting or discussion of issues through the IS "Accreditation";

resign from the TC at their own request, notifying the TC Head.

# **9 APPLIED FORMS**

F 5.8-01 Scope of activity of the TC;

F 5.8-02 TC composition;

F 5.8-03 Declaration of Commitments to Independence, Impartiality and Confidentiality;

F 5.8-04 Agenda of the TC meeting;

F 5.8-05 List of registration of participants of the meeting;

F 5.8-06 Minutes of the TC meeting.

# **10 RECORDS MANAGEMENT**

Information on records management under this Regulation is provided in Table 1.

Table 1 – Records Management Information

| **Name, type of record** | **Storage****Record** | **Responsible for updating the registration form/****Responsible for filling out the registration form** | **Location of the Document Form** | **Record retention period** |
| --- | --- | --- | --- | --- |
| Scope of activity of TC (AHD) | IS "Accreditation" | CCM/TC Secretary | IS "Accreditation"/Documents of the Council of Ministers of the BSCA/ P Sm 5.8/ Forms/F 5.8-01 | Permanently |
| Composition of the TC(BN/EN) | IS "Accreditation" (EN),TC Secretary/TC Case (BN) | SS&T/TC Secretary | IS "Accreditation"/Documents CM BCCA/P CM 5.8/ Forms/F 5.8-02 | Permanently |
| Declaration of Commitment to Independence, Impartiality and Confidentiality(BN) | TC Secretary/TC Case | SS&T/TC Secretary | IS "Accreditation"/Documents CM BCCA/P CM 5.8/ Forms/F 5.8-03 | Permanently |
| Agenda of the TC meeting(BN/EN) | IS "Accreditation" (EN),TC Secretary/TC Case (BN) | SS&T/TC Secretary | IS "Accreditation" /Documents of the Council of Ministers of the BSCA/P SM 5.8/ Forms/F 5.8-04 | Permanently |
| TC Meeting Participant Registration Sheet(BN/EN) | IS "Accreditation" (EN),TC Secretary/TC Case (BN) | SS&T/TC Secretary | IS "Accreditation"/ Documents CM BCCA/P SM 5.8/ Forms/F 5.8-05 | Permanently |
| Minutes of the TC meeting(BN/EN) | TC Secretary / TC (BN) file, IS "Accreditation" (EN) | SS&T/TC Secretary | IS "Accreditation"/ Documents CM BCCA/P CM 5.8/ Forms/F 5.8-06 | Permanently |

**Change Logging Sheet**

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| Change Sequence Number | No. of the Order on Approval/Enactment | Date of approval/Implementation | Item of Changed Position | Signature of the person who made the change | Deciphering the signature of the person who made the change |
| 1 | 2 | 3 | 4 | 5 | 6 |
| 1 | No133 from 26.08.2022 | 26.08.2022/29.08.2022 | clauses 6.4, 6.6, 7.3.1 |  | Suvorova N.A. |
| 2 | No11 from 23.01.2023 | 23.01.2023/27.01.2023 | Clause 6.9 |  | Suvorova N.A. |