**P SM 7.7-2019**

**PROVISIONS ON TECHNICAL COMMISSION ON ACCREDITATION**

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# 1 SCOPE

**1.1** This Regulation on the Technical Commission for Accreditation (hereinafter referred to as the Regulation) is a document of the management system of the Republican Unitary Enterprise "Belarusian State Accreditation Center" (hereinafter referred to as the BSCA, the accreditation body), developed in development of clause 7.7 of the RK CM taking into account the requirements of clause 7.7 of GOST ISO/IEC 17011 and establishes the tasks, functions, composition, rights, obligations, work procedure Technical Commission for Accreditation (hereinafter referred to as the TCA).

**1.2** The requirements of this Regulation are mandatory for the members of the TCA.

**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);

Resolution of the State Committee for Standardization of the Republic of Belarus of May 31, 2011 No. 27 "On Approval of the Accreditation Rules" (as amended by the Resolutions of the State Committee for Standardization No. 49 dated 19.06.2017, No. 39 dated 26.06.2019, No. 102 dated 22.12.2020) (hereinafter referred to as the Accreditation Rules);

Decision of the Council of the Eurasian Economic Commission dated December 5, 2018 No. 100 "On the Procedure for Inclusion of Accredited Conformity Assessment Bodies (Including Certification Bodies, Testing Laboratories (Centers)) in the Unified Register of Conformity Assessment Bodies of the Eurasian Economic Union, as well as its Formation and Maintenance" (hereinafter referred to as the Procedure for Inclusion in the Unified Register);

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

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

DP SM 6-02 Monitoring of the activities and competence of personnel involved in the accreditation process;

AP SM 7 Accreditation Process;

P SM 5.8 Regulations on Technical Committees for Accreditation;

RI SM 7.8-01 Accreditation Certificate. Requirements for content and formatting. Making changes to the accreditation certificate;

RI SM 7.8-02 Scope of accreditation. Requirements for content and formatting. Making changes to the scope of accreditation. Issuance of the scope of accreditation (testing and medical laboratories, calibration laboratories, inspection bodies, qualification verification providers);

RI SM 7.8-03 Scope of accreditation. Requirements for content and formatting. Making changes to the scope of accreditation. Issuance of the scope of accreditation (certification bodies);

RI SM 7.8-04 Scope of accreditation. Requirements for content and formatting. Making changes to the scope of accreditation. Issuance of the scope of accreditation (laboratories performing verification);

AP SM 7.13 Consideration of appeals;

RC SM BSCA Quality Manual.

*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 GOST ISO/IEC 17011 are used.

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

|  |  |
| --- | --- |
| BSCA, Accreditation Body | - Republican Unitary Enterprise "Belarusian State Accreditation Center"; |
| Unified Registry | – the Unified Register of Conformity Assessment Bodies of the Eurasian Economic Union; |
| BN | – paper media; |
| IP  | –information system; |
| PPA | – a regulatory legal act; |
| OOS | – conformity assessment body; |
| Cancellation of accreditation | – cancellation of the accreditation certificate; |
| Suspension of accreditation  | – suspension of the accreditation certificate; |
| NSA Registry | – Register of the National Accreditation System of the Republic of Belarus; |
| SMBusiness EDMS | – SMBusiness electronic document system; |
| TC | – Technical Committee; |
| TKA | – Technical Commission on Accreditation; |
| ROV | – technical regulatory legal act in the field of technical regulation and standardization; |
| EN | – electronic media; |
| IDT | – designation of an identical degree of compliance with the international standard (identity in technical content and structure). |

# 4 GENERAL PROVISIONS

**4.1** The TCA is a permanent collegial body established by the Director of BSCA to review the materials on competency assessment (hereinafter referred to as the assessment materials) of conformity assessment bodies (hereinafter referred to as the CAB) and make decisions on accreditation.

**4.2** In its activities, the TCA is guided by regulatory legal acts (hereinafter referred to as the RLA), technical regulatory legal acts in the field of technical regulation and standardization (hereinafter referred to as the TNLA), regulating the activities of accreditation, conformity assessment, conformity assessment, documents of the BSCA management system, and this Regulation.

# 5 MAIN TASKS AND FUNCTIONS OF THE TKA

**5.1** The main task of the TCA is to make a decision on:

confirmation of competence and issuance of an accreditation certificate (hereinafter referred to as the accreditation decision);

confirmation of competence and issuance of an accreditation certificate upon re-accreditation (hereinafter referred to as the decision on re-accreditation);

confirmation of competence based on the results of periodic competency assessment;

changes in the scope of accreditation, including expansion or reduction of the scope of accreditation;

updating the scope of accreditation;

suspension (renewal) of the accreditation certificate (hereinafter referred to as the suspension (renewal) of accreditation)) for all or part of the field of accreditation;

cancellation of the accreditation certificate (hereinafter referred to as the cancellation of accreditation) for all or part of the field of accreditation;

refusal to issue an accreditation certificate;

inclusion of accredited CABs in the national part of the Unified Register of Environmental Protection of the Eurasian Economic Union (hereinafter referred to as the Unified Register) or exclusion from it;

making changes and (or) additions to the accreditation certificate, issuing a duplicate of the accreditation certificate.

**5.2** The TCA performs the following functions:

**5.2.1** Review of environmental assessment materials in order to determine their sufficiency for making a decision on accreditation.

**5.2.2** Consideration of reports on the establishment (confirmation) of violations in the activities on the assessment of compliance with environmental protection on the merits of appeals (complaints) of citizens, individual entrepreneurs and legal entities, as well as information from state bodies and other state organizations.

**5.2.3** Consideration of materials on appeals of the Environmental Protection Committee against the decisions of the TCA in cases of confirmation of the validity of the appeal and the need to change the decision of the TCA.

**5.2.4** Consideration of information on changes that may affect the ability of the accredited CAB to comply with the established accreditation requirements (change of location, commercial, property status, structure of a legal entity, composition and qualification of personnel, resources and their location, as well as cases of reorganization, liquidation, bankruptcy).

**5.2.5** Consideration of information on non-compliance by accredited environmental protection organizations with the requirements of documents regulating accreditation, conformity assessment, conformity assessment.

**5.2.6** Consideration of other issues addressed to the TCA.

# 6 COMPOSITION AND PROCEDURE FOR THE FORMATION OF TKA

**6.1** The composition of the TCA is formed from BSCA specialists (at least 3 persons) included in the List of persons competent in making decisions on environmental protection accreditation (hereinafter referred to as the List of Persons) (F 7.7-01).

The list of persons is formed taking into account the confirmed competence of specialists and the results of monitoring, approved by the order of the director of the BSCA, and is annually reviewed and updated. The inclusion of new applicants in the List of Persons is carried out in accordance with the requirements established in DP SM 6-01. Monitoring of the decision-making process at TCA meetings is carried out in accordance with the procedure established by DP CM 6-02.

**6.2 The meetings of the TCA are managed by the Chairman, who** is elected at each meeting of the TCA (hereinafter referred to as the meeting) from among the members of the TCA present at the meeting by open voting by a simple majority of votes. The requirements for the competence of the TCA Chairman, TCA members are set out in DP CM 6-01.

**6.3 The Secretary of the TCA** (hereinafter referred to as the Secretary) is appointed by the Director of the BSCA from among the employees of the BSCA. The Secretary is not a member of the TCA.

**6.4** The personal composition of each meeting of the TCA (F 7.7-02) is approved by the Director of the BSCA or his deputy.

At TCA meetings, each decision on accreditation, re-accreditation, change of the scope of accreditation, including expansion or reduction of the scope of accreditation, confirmation of competence based on the results of periodic assessment of competence, suspension of accreditation (for all or part of the scope of accreditation), refusal of accreditation, cancellation of accreditation ((for all or part of the scope of accreditation), renewal of accreditation (for all or part of the scope of accreditation) is accepted by members of the TCA who did not participate in the assessment.

**6.5** If it is necessary to receive recommendations on the decisions taken by the BSCA regarding the accreditation of the environment, as well as on issues related to the activities on conformity assessment in relation to the environmental protection materials under consideration, members of the TC and technical experts on accreditation are invited to participate in the meeting. The procedure of the TC is regulated by P SM 5.8.

**6.6** TCA members, TC members and technical accreditation experts participating in the meeting sign the Declaration on Independence, Impartiality, Competence and Confidentiality (F 7.7-03).

# 7 RIGHTS

Members of the TCA have the right to:

to consider the issues to be considered by the TCA, to make decisions on them;

request additional documents and information from the Environmental Protection Service (if necessary);

return for revision the assessment materials drawn up in violation of the requirements of the regulatory acts regulating accreditation activities, documents of the BSCA management system or containing insufficient information for decision-making;

receive recommendations from TC members and technical experts on accreditation.

# 8 RESPONSIBILITIES

**8.1** Members of the TCA are obliged to:

take part in the preparation of meetings, including the formation of the agenda of the meeting;

to attend the meetings of the TCA, to actively participate in its work, if it is impossible to participate in it, to inform the secretary about it;

comply with the requirements of the regulatory acts regulating the activities of accreditation, conformity assessment, conformity assessment, documents of the BSCA management system, these Regulations;

comply with the Declaration on Independence, Impartiality, Competence, Confidentiality of Information.

**8.2** The responsibilities of the TCA Chair include:

implementation of the general management of the activities of the TCA, distribution of responsibilities among the members of the TCA;

ensuring the consideration of issues in accordance with the Agenda of the meeting and participation in decision-making on accreditation;

making the decisions of the TCA available to the public at the meeting;

monitoring the implementation of the decisions taken by the TCA;

compliance with the Declaration on Independence, Impartiality, Competence, Confidentiality of Information;

compliance with the requirements of the regulatory acts regulating accreditation activities, documents of the BSCA management system, and these Regulations during the meetings.

**8.3** The duties of the Registrar shall include:

development of a schedule of meetings, submitting it for approval;

posting the approved schedule of meetings for review on the BSCA server and on the BSCA website;

notification of TCA members, leading accreditation experts, organizers of accreditation works on the date, time and place of the TCA meeting;

formation of the composition of the meeting, taking into account the List of persons and materials declared for consideration in accordance with the Agenda of the meeting;

formation of the general agenda of the meeting, posting for review on the BSCA server;

recording the proceedings of the meeting in electronic form;

preparation of the minutes of the meeting, posting on the BSCA server;

monitoring the implementation of the decisions taken by the TCA;

preparation of requests and responses to letters on behalf of the TCA;

verification and approval of the extract(s) from the minutes of the TCA meeting, the conclusion on the assessment of competence on the decision made, drawn up by the organizer of accreditation works;

ensuring the accounting and storage of TCA documents in accordance with the nomenclature of cases;

preparation of reports on the work of the TCA (for a quarter, half a year, a year);

provision of certified copies of decisions and minutes of TCA meetings (upon request);

compliance with the requirements of the regulatory acts regulating accreditation activities, documents of the BSCA management system and these Regulations during the meeting;

observance of confidentiality of information obtained in the course of the TCA's activities.

**8.4** The responsibilities of TC members and technical accreditation experts include:

providing advice on issues related to conformity assessment activities in relation to the environmental protection materials under consideration, as well as on the accreditation decisions taken by the BSCA;

compliance with the requirements of the regulatory acts regulating accreditation activities of these Regulations in the process of holding meetings;

compliance with the Declaration on Independence, Impartiality, Competence, Confidentiality of Information.

**8.5** The responsibilities of the organizer of accreditation work include:

drawing up an extract from the minutes of the TCA meeting (for testing and medical laboratories, inspection bodies, qualification verification providers, certification bodies), an extract from the minutes of the meeting (conclusion on the assessment of competence) of the TCA (for legal entities and individual entrepreneurs carrying out verification and (or) calibration) on the decision made, placing them in the IS "Accreditation", sending them to the CAB within the established timeframe;

entering information on accreditation, re-accreditation, change of the scope of accreditation, including expansion or reduction of the scope of accreditation, updating of the scope of accreditation, change (addition) to the accreditation certificate, suspension of accreditation (for all or part of the scope of accreditation), renewal of accreditation (for all or part of the scope of accreditation), cancellation of accreditation for all or part of the scope of accreditation, refusal to issue an accreditation certificate, confirmation of competence based on the results of periodic assessment of competence in the Register of the National Accreditation Association, IS "Accreditation".

# 9 PROCEDURE OF THE TKA

**9.1** The main form of work of the TCA is meetings, the frequency of which is determined by the schedule (F 7.7-04). The schedule is developed on a quarterly basis, approved by the Director of the BSCA or his deputy, posted on the BSCA server  [**\\srvbscaNAS\bsca\TKA20\_\_/**](file:///%5C%5CsrvbscaNAS%5Cbsca%5C%D0%A2%D0%9A%D0%9020__/) for review by the members of the TCA, leading accreditation experts, organizers of accreditation works, technical guarantors, as well as in free access on the BSCA website for review by the Environmental Protection Agency and other interested parties no later than 5 (five) working days from the date of its approval.

In some cases that require timely decision-making regarding the environmental protection, unscheduled meetings of the TCA are held.

**9.2**  The agenda of the TCA meeting is formed through the IS "Accreditation" in the TCA office. Introduction of issues to the agenda of the TCA meeting (F 7.7-05) is carried out:

by the organizer of the accreditation work - to consider issues in relation to the environmental protection, the work on which has been started (at the same time, the beginning of work on the periodic assessment of competence is the provision of a passport, for other types of tasks - a registered application), but there is no payment for work under the contract and a contract for work signed by both parties;

Leading Accreditation Expert - to consider issues related to environmental protection, the work under the contract of which has been paid for and the contract for the performance of work signed by both parties has been received.

Preparation of materials for the TCA meeting is carried out in accordance with the procedure established in DP SM 7.7-01.

**9.3 The composition of the TCA** (F 7.7-02) for the upcoming scheduled meeting is formed taking into account the requirements of paragraph 6 of this document, approved by the director or his deputy no later than 5 working days before the beginning of the meeting. The approved composition of the TCA together with the agenda is posted on the BSCA server  [**\\srvbscaNAS\bsca\TKA20\_\_/**](file:///%5C%5CsrvbscaNAS%5Cbsca%5C%D0%A2%D0%9A%D0%9020__/)**TCA No\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_.**

**9.4** Notification of TCA members about the date, time and place of the next meeting is carried out no later than 2 working days before the meeting via Spark messenger, by phone.

**9.5** The composition of the TCA for the upcoming unscheduled meeting is formed on the day of the TCA. The time and place of the meeting is determined by the Director of the BSCA or his deputy, taking into account the agenda of the meeting.

**9.6 The TCA** meeting is held in accordance with clause 6 of these Regulations. The composition of the TCA is formed from an odd number of members, but not less than 3 persons.

Members of the assessment group may be invited to participate in the TCA meeting to provide explanations (if necessary) on issues related to the environmental assessment materials, specialists of the legal department on issues related to the consideration of appeals (complaints) received by the BSCA, non-fulfillment of the obligations of accredited entities by the environmental protection, as well as to provide a legal opinion on the validity of accreditation certificates on the issues under consideration.

Representatives of the CAB may be present at the TCA meeting when reviewing the evaluation materials in relation to its activities. To participate in the meeting, a representative of the JFO sends an application to the BSCA (F 7.7-06), the form of which is posted on the BSCA website.

**9.7** All those present at the TCA meeting shall sign the attendance sheet (F 7.7-07). Recording of the proceedings of the meeting is carried out in electronic form.

**9.8**  The TCA Chair and members have the right to vote at TCA meetings. TC members and technical accreditation experts involved in the meeting, applicants for inclusion in the List of persons, and attending the TCA meeting for the purpose of practical training, the secretary and invited persons who are not members of the TCA do not have the right to vote.

Decisions on the issues under consideration are made by a majority vote of the TCA members.

**9.9** In case of SE initiation of reduction of the scope of accreditation or cancellation of accreditation, the issue is included in the Agenda of the TCA meeting for decision-making after analysis of the received application in accordance with the Accreditation Rules, DP CM 7.

**9.10** All accreditation decisions are made by the TCA in a timely manner and based on an assessment of all information collected by the evaluation team. Preparation of materials on the assessment of the competence of the environmental protection for consideration at the meeting of the TCA is carried out in accordance with the requirements of DP SM 7.7-01.

**9.11** The BSCA defines the processes for all types of accreditation decisions, documented in Articles 54-56 of Chapter 6 of Law No. 437-Z, paragraph 18 of Chapter 3 of the Accreditation Rules, including the following:

9.11.1 The decision on accreditation, re-accreditation, change of the scope of accreditation, including expansion of the scope of accreditation, on confirmation of competence based on the results of periodic assessment of competence, is made upon fulfillment of all accreditation requirements and confirmation of the competence of the CAB in accordance with paragraphs 11-17 of Chapter 3 of the Accreditation Rules, comes into force from the date of making the relevant entry in the register of the NSA.

9.11.2 The decision to refuse to issue an accreditation certificate based on the results of competency assessment for the purpose of accreditation, re-accreditation, change of the scope of accreditation, including expansion of the scope of accreditation, is made if the EP fails to comply with the accreditation requirements and does not confirm the competence of the EP in the declared field of accreditation in accordance with paragraphs 11-17 of Chapter 3 of the Accreditation Rules, comes into force from the date of making the relevant entry in the NSA register.

9.11.3 A decision to suspend accreditation (for all or part of the scope of accreditation) may be made based on the results of competency assessment for the purpose of re-accreditation, periodic assessment of competence, as well as upon establishment (confirmation) of violations in environmental conformity assessment activities on the merits of appeals (complaints) of citizens, individual entrepreneurs and legal entities, as well as information from state bodies and other state organizations.

The grounds for suspension of accreditation (for all or part of the scope of accreditation) not related to the initiative of the CAB, its liquidation or reorganization are violations and circumstances established by Article 56 of Chapter 6 of Law No. 437-З and paragraph 18 of Chapter 3 of the Accreditation Rules.

The decision to suspend accreditation is made on the condition that the identified violations or circumstances, their causes, can be eliminated by the accredited CAB through the development and implementation of corrective actions.

Accreditation shall be suspended until the violations or circumstances (inconsistencies) that served as the grounds for the suspension of accreditation, their causes are completely eliminated, but not more than six months from the date of the decision to suspend the accreditation certificate.

The decision to suspend accreditation (for all or part of the accreditation area) comes into force from the date of making the relevant entry in the NSA register.

9.11.4 The decision to change the scope of accreditation, including the reduction of the scope of accreditation, is made on the basis of an application for reducing the scope of accreditation received from the CAB. The decision to reduce the scope of accreditation comes into force from the date of making the relevant entry in the register of the NSA.

9.11.5 A decision to cancel accreditation (for all or part of the scope of accreditation) may be made based on the results of a periodic assessment of competence, as well as upon establishing (confirming) the facts of violations in the activities of assessing the conformity of environmental protection on the merits of appeals (complaints) of citizens, individual entrepreneurs and legal entities, as well as information from state bodies and other state organizations.

The grounds for cancellation of accreditation for all or part of the scope of accreditation, which are not related to the initiative of the CAB, its liquidation or reorganization, are violations and circumstances established by Article 56 of Chapter 6 of Law No. 437-З and paragraph 18 of Chapter 3 of the Accreditation Rules.

A decision to cancel accreditation (for all or part of the accreditation area) may be made if one of the following conditions is met:

identified violations or circumstances (inconsistencies), their causes cannot be eliminated by an accredited environmental protection through the development and implementation of corrective actions;

identified violations or circumstances (inconsistencies), their causes can be eliminated by the accredited entity through the development and implementation of corrective actions, but the CAB has not expressed written consent to their elimination within twenty days from the date of the decision to suspend accreditation;

the period of suspension of accreditation has expired and the identified violations or circumstances (inconsistencies), their causes have not been eliminated by the accredited EP through the development and implementation of corrective actions agreed with the accreditation body.

The decision to cancel accreditation (for all or part of the accreditation area) comes into force from the date of making the relevant entry in the NSA register.

9.11.6 The decision to establish an interval of twenty-four months for the periodic assessment of the competence of the accredited CAB shall be made in the following cases in accordance with Chapter 8 of the Accreditation Rules:

if there were no inconsistencies in the previous periodic competency assessment;

in the absence of complaints about the activities of the accredited CAB.

9.11.7 The decision to renew accreditation (for all or part of the scope of accreditation) is made in accordance with paragraph 6 of Article 56 of Chapter 6 of Law No. 437-З and part two of paragraph 47-2 of Chapter 8 of the Accreditation Rules if the following conditions are met:

development of environmental protection and coordination with the accreditation body of corrective actions to eliminate the identified violations or circumstances, their causes;

ensuring the implementation of corrective actions by the environmental protection in due time and informing the accreditation body about the implementation of corrective actions;

conducting an unscheduled periodic assessment of the competence of the environmental protection body, the validity of the accreditation certificate of which has been suspended on the grounds specified in subparagraph 18.3-1 of paragraph 18 of the Accreditation Rules, as well as confirmation by the accreditation body of the elimination of violations or circumstances that served as grounds for suspension of accreditation, their reasons.

The decision to renew accreditation (for all or part of the scope of accreditation) comes into force from the date of making the relevant entry in the NSA register.

9.11.8 The decision to update the scope of accreditation is made based on the results of work on updating the scope of accreditation in accordance with the requirements of Chapter 6 of the Accreditation Rules and RI SM 7.8-02, RI SM 7.8-03, RI SM 7.8-04.

The decision to update the scope of accreditation comes into force from the date of making the relevant entry in the register of the National Accreditation System of the Republic of Belarus.

9.11.9 The decision to amend the accreditation certificate is made based on the results of consideration of information from the CAB related to the change of the names of the legal entity (branch of the legal entity), structural subdivision, change of the address of the location of the legal entity (branch of the legal entity), structural subdivision in accordance with the requirements of Chapter 7 of the Accreditation Rules and RI SM 7.8-01, comes into force from the date of the TCA meeting at which this decision was made.

The decision to issue a duplicate of the accreditation certificate is made in the presence of an application from the CAB in the manner established by Chapter 7 of the Accreditation Rules.

9.11.10 The decision on the inclusion of accredited environmental protection in the national part of the unified register of environmental protection of the Eurasian Economic Union or exclusion from it is made in accordance with paragraph 11 of the Procedure for inclusion in the unified register, comes into force from the date of the meeting of the TCA at which this decision was made.

**9.12** The results of the TCA meeting shall be documented in the minutes (F 7.7-08) within 5 (five) working days from the date of the TCA meeting, which shall be signed by the TCA Chairman and the Secretary, posted on the BSCA server  [**\\srvbscaNAS\bsca\TKA20\_\_/**](file:///%5C%5CsrvbscaNAS%5Cbsca%5C%D0%A2%D0%9A%D0%9020__/)**TCA No\_\_\_\_\_ from \_**in a non-editable format, IS "Accreditation".

The minutes of the meeting also indicate the invited persons who are not members of the TCA.

**9.13**  Extract from the minutes of the meeting of the TCA (F 7.7-09) (for testing and medical laboratories, inspection bodies, providers of qualification testing, certification bodies), extract from the minutes of the meeting (conclusion on the assessment of competence) of the TCA (F 7.7-10) (for legal entities and individual entrepreneurs carrying out verification and (or) calibration), including information about the decision made shall be posted by the organizer of accreditation works in the IS "Accreditation" within ten working days from the date of the decision.

**9.14** The decision of the TCA may be appealed in accordance with the procedure established in DP SM 7.13.

# 10 APPLICABLE FORMS

|  |  |
| --- | --- |
| F 7.7-01 | List of Persons Competent to Make Decisions on Accreditation of Conformity Assessment Bodies |
| F 7.7-02 | Composition of the meeting of the Technical Commission on Accreditation |
| F 7.7-03 | Declaration on Independence, Impartiality, Competence and Confidentiality |
| F 7.7-04 | Schedule of meetings of the Technical Commission on Accreditation |
| F 7.7-05 | Agenda of the meeting of the Technical Commission on Accreditation |
| F 7.7-06 | Application for participation in the meeting of the Technical Commission on Accreditation |
| F 7.7-07 | List of attendance at the meeting of the Technical Commission on Accreditation |
| F 7.7-08 | Minutes of the meeting of the Technical Commission on Accreditation |
| F 7.7-09 | Extract from the minutes of the meeting of the Technical Commission on Accreditation  |
| F 7.7-10 | Extract from the minutes of the meeting (conclusion on the assessment of competence) of the Technical Commission on Accreditation |

# 11 RECORDS MANAGEMENT

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

**Table 1 Records Management**

| **Name, type\* of record** | **Storage****Record** | **Responsible for** **updating the registration form/ responsible for filling out the registration form** | **Location of the registration form** | **Record retention period** |
| --- | --- | --- | --- | --- |
| List of Persons Competent in Making Decisions on Environmental Protection (BN) Accreditation | OORA/Lists of Persons, Declarations Folder | OORA/OORA | IS "Accreditation"/ Documents SM/P SM 7.7/ Forms/F 7.7-01 | 10 years |
| Composition of the TCA (BN) meeting | OORA/TCA Materials Folder | OORA/OORA | IS "Accreditation"/ Documents SM/P CM 7.7/ Forms/F 7.7-02 | 10 years |
| Declaration on Independence, Impartiality, Competence and Confidentiality (BN) | OORA/Lists of Persons, Declarations Folder | OORA/OORA | IS "Accreditation"/ Documents SM/P CM 7.7/ Forms/F 7.7-03 | 10 years |
| Schedule of TCA (BN) meetings | OORA/TCA Materials Folderw:\Share\TKA 20\_/Schedule of TCA quarters/ | OORA/OORA | IS "Accreditation"/ Documents SM/P CM 7.7/ Forms/F 7.7-04 | 10 years |
| Agenda of the TCA meeting(BN), (EN) | OORA/TCA Materials Folder/ w:\Share\TCA 20\_ | OORA/OORA | IS "Accreditation"/ Documents SM/P SM 7.7/ Forms/F 7.7-05 | 10 years |
| Application for participation in the TCA meeting(BN) | OORA/TCA Materials Folder/w:\Share\TCA 20\_ | OORA/OORA | IS "Accreditation"/ Documents SM/P SM 7.7/ Forms/F 7.7-06 | 10 years |
| TCA (BN) Meeting Attendance List | OORA/TCA Materials Folder/ w:\Share\TCA 20\_ | OORA/OORA | IS "Accreditation"/ Documents SM/P SM 7.7/ Forms/F 7.7-07 | 10 years |
| Minutes of the TCA meeting(BN), (EN) | OORA/TCA Materials Folder/w:\Share\TCA 20\_ | OORA/OORA | IS "Accreditation"/ Documents CM/P CM 7.7/ Forms/F 7.7-08 | 10 years |
| Extract from the minutes of the TCA meeting  (BN), (EN) | Case of the Joint Forces Operation, IS "Accreditation" | OORA/OORA | IS "Accreditation"/ Documents CM/P CM 7.7/ Forms/F 7.7-09 | 10 years |
| Extract from the minutes of the meeting (conclusion on the assessment of competence) TKA (BN), (EN) | Case of the Joint Forces Operation, IS "Accreditation" | OORA/OORA | IS "Accreditation"/ Documents CM/P CM 7.7/ Forms/F 7.7-10 | 10 years |