**DP SM 4.6-02-2015**

**ADOPTION, EXPANSION AND ABOLITION OF
ACCREDITATION SCHEMES**

|  |  |
| --- | --- |
| Developed | Department of Accreditation Work Organization |
| Responsible for revision | Department of Organization of Work on Accreditation |
| Approved  | Order No. 11 dated 09.03.2015  |
| Put into effect | From 20.04.2015 |
| revision | 04 |
| Change | 1 from 15.12.2015, order No79 |
| 2 from 10.04.2018, order dated 02.04.2018 No. 29 |
| 3 from 20.06.2019, order dated 04.06.2019 No. 40/1 |
| Copy  | Working copy |
| Instead  |  |

# CONTENT

|  |  |
| --- | --- |
| 1 Scope.................................................................................... | 3 |
| 2 References .................................................................................................. | 3 |
| 3 Terms and definitions ................................................................................ | 3 |
| 4 Designations and abbreviations ........................................................................... | 4 |
| 5 Responsibilities and Authority........................................................................ | 4 |
| 6 Procedure for Mastering the New Accreditation Scheme and Expanding the Existing Accreditation Scheme ........................................................................... | 5 |
| 6.1 General ........................................................................... | 5 |
| 6.2 Possibility and necessity of mastering the new accreditation scheme............... | 5 |
| 6.3 Implementation of the new accreditation scheme....................................................... | 6 |
| 6.4 Extension of the accreditation scheme......................................................... | 8 |
| 6.5 Activities for the transition to a new standard or to a new version of the standard.... | 8 |
| 6.6 Stakeholder Engagement....................................... | 8 |
| 7 Procedure for full or partial cancellation of the accreditation scheme.............................. | 8 |
| 8 Records Management.................................................................................... | 9 |
| Appendix 1 Flowchart Form "Mastering the New Accreditation Scheme"............... | 10 |
| Annex 2 Proposal Form for the Development/Expansion of the Accreditation Scheme...... | 12 |
| Annex 3 Form of composition of the Coordination Group for the Implementation/Extension of the Accreditation Scheme.................................................................................... | 13 |
| Annex 4 Minutes of the meeting of the Coordination Group for the Development/Expansion of the Accreditation Scheme................................................................... | 14 |
| Annex 5 Form of the Plan-Report on the Development/Expansion of the Accreditation Scheme.............................................................................................. | 15 |
| Change Logging Sheet............................................................................. | 18 |

# 1 SCOPE

1.1 This documented procedure (hereinafter referred to as the procedure) is a document of the management system of the Republican Unitary Enterprise "Belarusian State Accreditation Center" (hereinafter referred to as BSCA), developed in development of clauses 4.6.4, 4.6.5 of the RK CM taking into account the requirements of clauses 4.6.4, 4.6.5 of GOST ISO/IEC 17011 and establishes the procedure for the development, expansion, full or partial cancellation of the accreditation scheme.

1.2 The requirements of this procedure are mandatory for personnel involved in the development and expansion of accreditation schemes.

# 2 REFERENCES

In this procedure, reference is made to the following documents:

GOST ISO/IEC 17000 (ISO/IEC 17000, IDT) Conformity assessment. Vocabulary and general principles;

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

Quality Manual of BSCA;

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

DP SM 7 Accreditation Process

DP SM 7.4-01 Sampling for Laboratories, Inspections, Proficiency Testing Providers;

DP SM 7.4-02 Sampling for Certification Bodies;

DP SM 7.6 Assessment;

DP SM 7.7-01 Preparation of materials for consideration at the meeting of the Technical Commission on Accreditation;

PL SM 4.6.2 Policy for the transition to a new standard or to a new version of the standard;

P SM 5.8 Regulations on Technical Committees on Accreditation;

P SM 4.4 Statute of the Committee for Ensuring Impartiality;

Resolution of the State Committee for Standardization of the Republic of Belarus of July 12, 2017 No. 59 "On Approval of the Rules for the Development of State Standards of the Republic of Belarus";

Resolution of the State Committee for Standardization of the Republic of Belarus of July 7, 2017 No. 53 "On Approval of the Rules for the Development of Interstate Standards".

*Note: When using this procedure, you should use the current versions of the reference documents. If the reference documents are replaced (modified), then the replaced (modified) documents should be used in this procedure. If reference documents are deleted without replacement, the provisions of the procedure in which references are made to them shall apply to the extent that those references are not affected.*

# 3 TERMS AND DEFINITIONS

In this procedure, the terms and definitions established in GOST ISO/IEC 17000, GOST ISO/IEC 17011 are used.

# 4 NOTATIONS AND ABBREVIATIONS

The following symbols and abbreviations are used in this procedure:

|  |  |
| --- | --- |
| BSCA, Accreditation Body | - Republican Unitary Enterprise "Belarusian State Accreditation Center";  |
| RLA | - regulatory legal acts;  |
| OA 1 | - Accreditation Department No. 1; |
| OA 2 | - Accreditation Department No. 2; |
| OAOS | - Department of Accreditation of Certification Bodies; |
| OMSOMT | - Department of International Cooperation;- Department of Methodology and Training; |
| OORA | - Department of Accreditation Work Organization; |
| CAB | - conformity assessment body; |
| EPC | - Department of Economic, Legal and Personnel Work; |
| PGS | - Plan of State Standardization of the Republic of Belarus; |
| MS | - management system; |
| TC | - Technical Committee; |
| RLA | - technical regulatory legal acts; |
| EA | - European Accreditation Organisation(European co-operation for Accreditation); |
| IAFIDT | - International Accreditation Forum(International Accreditation Forum);- designation of an identical degree of compliance with the international standard (identity in technical content and structure); |
| ILAC | - International Laboratory Accreditation Cooperation; |
| ISO | - International Organization for Standardization; |
| CASCO | - ISO Committee on Conformity Assessment. |

# 5 RESPONSIBILITIES AND POWERS

5.1 The Director of BSCA approves the action plan for the implementation of the new accreditation scheme.

5.2 The Deputy Director, the Heads of OA 1, OA 2, OAOS, OMS, OEPK are responsible for organizing the work and monitoring the implementation of the new accreditation scheme in accordance with this procedure.

5.3 The person appointed as the responsible executor for the development of the new accreditation scheme shall be responsible for the preparation and implementation of the plan-report for the development of the new/expansion of the applied accreditation scheme in accordance with this procedure.

5.4 Members of the coordination group are responsible for collecting and analysing information, preparing proposals to the Director for the implementation of the new/expanding the existing accreditation scheme.

5.5 The Quality Manager is responsible for the analysis of the compliance of the documents of the BSCA management system with the requirements of the technical regulations in the field of the new/expanded accreditation scheme, the requirements of the documents of international accreditation organizations, the need for the development of new , revision of the existing CM documents in connection with the development of the new accreditation scheme (if necessary).

# 6 PROCEDURE FOR MASTERING THE NEW ACCREDITATION SCHEME AND EXPANDING THE EXISTING ACCREDITATION SCHEME

**6.1 General**

6.1.1 The BSCA has established, documented, implemented and maintained a process for the adoption and expansion of accreditation schemes, including:

* the suitability of the new or expanded accreditation scheme;
* analysis of their current competence and resources;
* availability and involvement of expertise;
* the need for guidance and application documents;
* training of accreditation body personnel;
* implementation or transition activities;
* Stakeholder opinions.

6.1.2 The flowchart "Mastering the new accreditation scheme" is given in Annex 1.

**6.2 Possibility and necessity of mastering the new accreditation scheme**

6.2.1 BSCA considers the possibility and necessity of mastering the new accreditation scheme based on information received from the following sources:

- from written proposals of interested parties: accredited environmental protection and potential applicants for accreditation, clients and potential clients of environmental protection in any form; by filling out the form "Proposals for the development of new accreditation schemes" (Appendix 2); by means of telephone messages; based on the results of a survey of participants in seminars and conferences; based on the results of information received from accredited CABs during an on-site assessment; based on the results of the information obtained during the survey of accredited environmental protection in order to determine the requirements of the consumer and assess the satisfaction of the consumer.

- based on the results of market analysis: information received by the management and staff of BSCA when participating in international and interstate exhibitions, conferences, meetings, meetings, committees, etc.;

- based on the results of the analysis of new trends in the legislation of the Republic of Belarus: periodically conducted by the head of the OEPK on official publications and legal acts;

- the results of the analysis of information on new trends in the activities of international accreditation and standardization organizations (EA, IAF and ILAC, ISO/CASCO).

Heads of production departments, compulsory medical bodies, OEPCs and OORAs regularly monitor and analyze this information, and discussions on the development of new accreditation schemes are held annually with analysis by management.

6.2.2 Proposals from interested parties on the development of new accreditation schemes in the field of conformity assessment are sent to the BSCA in the form (Appendix 2) posted on the BSCA website, registered by the office and submitted to the BSCA Director for consideration.

6.2.3 The Director shall put a resolution on a proposal which shall contain:

- surname of the responsible executor;

- the content of the order;

- deadline;

- the date of the resolution;

- personal signature, initials and surname.

The proposal shall be sent to the responsible executor specified in the resolution.

6.2.4 The Executive Officer shall arrange for a meeting to be held, to which the following persons shall be invited:

- Deputy Director;

- Heads of production departments;

- Quality Manager;

- Interested parties (applicants), if necessary.

During the meeting, an analysis of the suitability and need for the new accreditation scheme is carried out, as a result of which the justification for the implementation of the new accreditation scheme is drawn up in writing.

At the end of the meeting, the responsible executive draws up the composition of the coordination group for the development of the new accreditation scheme (Appendix 3), the minutes of the meeting of the coordinating group for the development of the accreditation scheme in the form of Appendix 4 and submits them to the director for consideration.

6.2.5 In the absence of questions about the received documents, the Director of the BSCA initiates a meeting of the Committee to ensure impartiality, at which the results of the analysis of the collected information under the new accreditation scheme are considered.

The decision of the Impartiality Committee on the implementation of the new accreditation scheme shall be documented in the minutes of the meeting of the Impartiality Committee in accordance with the procedure established by P SM 4.4.

6.2.6 In case of a positive decision of the Committee for Ensuring Impartiality, the responsible executor begins work on the development of a new accreditation scheme, in case of a negative decision, the applicant of the proposal is informed (if necessary).

**6.3 Implementation of the new accreditation scheme**

6.3.1 The sequence of work on the development of the new accreditation scheme is defined in the block diagram (Appendix 1).

6.3.2 The person appointed responsible for the development of the new accreditation scheme (hereinafter referred to as the responsible executor) prepares an action plan for the development of the new accreditation scheme (hereinafter referred to as the plan) in the form established by Appendix 5 and submits it to the Director for approval. The plan includes the activities described in subparagraphs. 6.3.2.1-6.3.2.11.

6.3.2.1 Analysis of the availability and status in the Republic of Belarus of the current state standard establishing a new accreditation scheme, the availability of a document establishing the procedure for accreditation of applicants for this type of activity, the analysis of the resources available for this: qualified personnel and time, availability and involvement of expert knowledge, is carried out by the Deputy Director.

6.3.2.2 If necessary, taking into account the information obtained as a result of meetings with experienced specialists from other countries, and the provisions of the Rules for the Development of State/Interstate Standards, a fundamental standard and a document establishing the procedure for accreditation, including the necessary forms, including applications, shall be developed/updated.

6.3.2.3 To this end, as directed by senior management:

- the Quality Manager, in accordance with the procedure established by the Rules for the Development of State/Interstate Standards, submits a proposal-application to the State Standardization Plan (hereinafter referred to as the State Standardization Plan) and, if a positive decision is made by the State Standardization Committee, organizes work on the development of the standard with the establishment of deadlines and responsible persons in accordance with the CSP;

- The Deputy Director organizes meetings with representatives of specialists experienced in this accreditation scheme from other countries: round tables, trainings, visits of BSCA specialists in order to exchange experience, gain skills (internships) by BSCA specialists.

6.3.2.4 The Head of the OMS organizes the placement of information on the start of work on the development of the new accreditation scheme, the fundamental standard and the procedure for accreditation of applicants for the new accreditation scheme in the public domain on the BSCA website. This is an invitation to cooperation.

6.3.2.5 Heads of production departments shall arrange for the selection of potential candidates for technical accreditation experts to work in the new accreditation scheme.

6.3.2.6 At the same time, the Quality Manager analyzes the existing documents of the BSCA management system for their compliance with the newly developed/revised technical regulations in connection with the development of the new accreditation scheme and organizes their updating: revision of existing or development of new additional management system documents in accordance with DP SM 9.3-01.

The Head of the HTA organizes trainings for accreditation experts, technical accreditation experts appointed to participate in accreditation work in the new accreditation scheme.

6.3.2.7 The Deputy Director analyses the status of the Technical Committees (hereinafter referred to as the TCs) for their potential to perform functions under the new accreditation scheme: either to create a new TC or to expand the scope of activities of the existing ones. The establishment/extension of the Technical Committee shall be carried out in accordance with P CM 5.8.

6.3.2.8 Within the time limits specified in the action plan for the development of the new accreditation scheme, the Deputy Director shall organize the first meeting of the TC under the new accreditation scheme. The results of the TC meeting shall be recorded in the minutes in accordance with the procedure established by P CM 5.8. Among other proposals, recommendations may be provided on additional (in addition to what is stated in 6.3.2.7) revision of the BSCA management system documents (according to DP SM 9.3-01).

6.3.2.9 After completing all the above actions (6.3.2.1 – 6.3.2.9), if there is an application, a joint assessment is carried out with specialists experienced in this accreditation scheme for the purpose of accreditation in the new accreditation scheme in accordance with DP SM 7, DP SM 7.4-01, DP SM 7.4-02; DP SM 7.6, DP SM 7.7-01.

In this case, the BSCA recognizes the competence of accreditation experts (assessors) of accreditation bodies of other countries that are signatories of multilateral agreements EA, ILAC, IAF, provided that the above-mentioned accreditation experts (assessors) provide copies of documents officially confirming their competence in performing accreditation work under the new accreditation scheme.

At the same time, after agreeing on the candidacy of an accreditation expert competent to perform accreditation work in the new accreditation scheme with the applicant for accreditation to the accreditation body where the involved accreditation expert works, the responsible persons are sent a request to include the accreditation expert in the assessment group as a lead accreditation expert (DP SM 7) and a set of documents of the applicant for accreditation. At the same time, regulatory acts and documents of the BSCA Quality manual on the accreditation process necessary for the analysis of documented information and assessment are sent (Accreditation Rules, DP SM 7, DP SM 7.4-01, DP SM 7.4-02, DP SM 7.6, etc.).

The responsible executive prepares a report on the implementation of the new accreditation scheme (Appendix 5) in accordance with the approved plan and submits it to the director.

6.3.2.10 The Director shall inform the Impartiality Committee of the implementation of the new accreditation scheme at the next meeting of the Impartiality Committee.

6.3.2.11 The Head of the OMS shall post on the website of the BSCA [www.bsca.by information on the](http://www.bsca.by)  completion of work on the development of the new accreditation scheme.

**6.4 Extension of the existing accreditation scheme**

Works on expansion of the applied accreditation scheme in connection with the emergence of new objects of conformity assessment for conformity assessment include:

- appointment by the director of the responsible executor for the expansion of the accreditation scheme;

- carrying out works in accordance with the procedure established by 6.3.2.1-6.3.2.11.

**6.5 Activities for the transition to a new standard or to a new version of the standard**

When international accreditation organizations EA, ILAC or IAF adopt resolutions on the transition to a new standard or to a new version of a standard establishing accreditation schemes, the BSCA determines the policy for the transition to a new standard or to a new version of the standard in accordance with PL SM 4.6.2. The Policy establishes the terms and action plan for the transition of the BSCA and accredited entities to a new standard or to a new version of the standard.

**6.6 Stakeholder Engagement**

At all stages of the process of mastering the new accreditation scheme, BSCA interacts with the parties interested in this accreditation scheme by posting information regarding the new accreditation scheme on the official website in free access, through feedback and organizing bilateral meetings. All suggestions, comments, feedback received from interested parties are analyzed by BSCA and taken into account when making a decision on the development, expansion or cancellation of the accreditation scheme.

# 7 PROCEDURE FOR FULL OR PARTIAL CANCELLATION OF THE ACCREDITATION SCHEME

**7.1** If it is decided that it is inexpedient to apply the accreditation scheme, the BSCA may fully or partially cancel this accreditation scheme.

**7.2** Prior to the full or partial termination of the application of the BSCA accreditation scheme:

- seeks the views of stakeholders on the need and suitability of the accreditation scheme;

- reconciles all contractual obligations concluded with accredited CABs participating in this accreditation scheme;

- if necessary, provides information about other accreditation bodies - signatories of EA, ILAC, IAF agreements offering accreditation under this accreditation scheme;

- sends information letters to all accredited CABs participating in this accreditation scheme on the full or partial cancellation of the accreditation scheme with a description of further actions;

- publishes on the official website comprehensive information on the full or partial cancellation of the accreditation scheme, on the activities necessary to complete the activities within the framework of this accreditation scheme or to switch to another accreditation scheme.

**8 RECORDS MANAGEMENT**

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

**Table 1 Records Management**

| **Name, type\*** **Record** | **Place** **Storage****Record** | **Responsible for** **Updating** **Registration Forms/** **responsible for** **Record Keeping** | **Place** **Finding the Entry Form** | **Shelf life** **Record** |
| --- | --- | --- | --- | --- |
| Proposal for the Development/Extension of the Accreditation Scheme (THS) | OORA/ Folder/Expansion of Accreditation Schemes" | Quality Manager/ Stakeholders | IPS Standard/ Our documents/DP SM 4.6-02/ Appendix 2 | 6 years |
| Composition of the Coordination Group for the Implementation/Extension of the Accreditation Scheme (NN) | OORA/Folder/Expansion of Accreditation Schemes" | Quality Manager/Person Designated as the Responsible Executor for the New Accreditation Scheme | IPS Standard/ Our Documents/DP SM 4.6-02/ Appendix 3 | 6 years |
| Minutes of the meeting of the working group on the development/expansion of the accreditation scheme (BN) | OORA/ Folder/Expansion of Accreditation Schemes" | Quality Manager/Person Designated as the Responsible Executor for the New Accreditation Scheme | IPS Standard/ Our Documents/DP SM 4.6-02/ Appendix 4 | 6 years |
| Plan-report on the development/expansion of the accreditation scheme (NN) | OORA/ Folder/Expansion of Accreditation Schemes" | Quality Manager/Person Designated as the Responsible Executor for the New Accreditation Scheme | IPS Standard/ Our documents/DP SM 4.6-02/ Appendix 5 | 6 years |
| AHD – the document is stored on an electronic medium;BN – the document is stored on paper. |

**Annex 1**

Flowchart Form "Mastering the New Accreditation Scheme"

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | Entrance | Flowchart | Exit | Responsibleperformer |
| 12 | Information about potential applicants | Beginning Appointment of a responsible person, approval of the Action Plan for the development of the new accreditation scheme | Proposal for the implementation of the new accreditation scheme (Annex 2 of DP SM 4.6) | Head of Production Departments at the request of applicants and other interested parties |
| 3 |  | Analysis of the standard setting out the requirements of the new accreditation scheme and resource analysisAvailability of time and personnel with the appropriate qualifications? |  | DirectorDeputy Director, Quality Manager |
| 4 |  |  |  | Manager In terms of quality |
| 5 | Proposals to the Coordination Group and Lead Evaluators | Is the level of competence of the leading appraisers and internal auditors appropriate? NoYes | Order on the appointment of the responsible executor – the lead appraiser and the coordination group  | Manager In terms of quality |
| 6 | Proposal-application to the State Standardization Plan | Is it necessary to develop/finalize documents (standards and accreditation procedures)?YesNo | TNLA: (Criteria;Rules for the development of state/interstate standardsForms, lists) Information on the BSCA website about the start of work on the development of the new accreditation scheme | Manager In terms of quality |
| 7 |  | Placement of documents in free access on the site |  | Head of Compulsory Medical Insurance |
| 8 |  | Do the documents of the Council of Ministers of the BSCA comply? |  | Manager In terms of quality |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 9 |  | Finalization of the documents of the Council of Ministers of the BSCA in connection with the development of the new accreditation scheme | New editions of the documents of the Council of Ministers of the BSCA | Manager In terms of quality |
| 10 |  | Selection of potential candidates for technical accreditation experts  |  | Heads of Production Departments  |
| 11 |  | Preparation of presentations for trainings on teaching the new requirements of the BCCA CM documents |  | Manager In terms of quality |
| 12 |  | Conducting trainings for technical accreditation experts appointed for the new accreditation scheme  |  | Manager In terms of quality |
| 13 |  | Creation of a new TC or making changes to the work of a sister TC |  | Deputy Director |
| 14 |  | Preparation of information for the first TC meeting. Holding the first meeting of the TC under the new accreditation scheme | Information for the first TC meeting | Deputy DirectorManager In terms of quality |
| 15 |  | Finalization of the documents of the Council of Ministers of the BSCA (if necessary) based on the results of the TC meeting | New editions of the documents of the Council of Ministers of the BSCA | Manager In terms of quality |
| 16 |  | First joint assessment composed of:-NOAH;- experienced third-party OA in this area. | Reporting to the Director on the implementation of the Action Plan for the implementation of the new accreditation scheme | Manager in terms of quality;Responsible performer |
| 17 |  | Preparation of a report in the relevant details of the Action Plan for the development of the new accreditation scheme |  | Responsible executor;Manager In terms of quality |
| 18 |  | Preparation of information for the Impartiality Committee on the implementation of the new accreditation scheme  | Information (report) to the Impartiality Committee  | Director |

**Annex 2**

**Accreditation Scheme Proposal Form**

Proposal for the development/expansion of the accreditation scheme

|  |  |
| --- | --- |
| Name of the organization/full name of the individual from whom the offer is received: |  |
| Address, phone, fax, e-mail: |  |
| Accreditation Scheme Offered for Mastering |  |
| A standard that establishes the requirements for the subject of accreditation |  |
| TNLA, which establishes the procedure for accreditation |  |
|  |  |
| Date, signature |  |
|  |  |

**Annex 3**

**Form of composition of the Development/Extension Coordination Group**

**Accreditation Schemes**

**Composition of the Coordination Group for the Implementation/Extension of the Accreditation Scheme**

(attached to the Minutes of the Coordination Group Meeting No. .... from ......)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item No. | Name | Post | Education, specialization and qualification by diploma | Scope |
|  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |

Developed:

Responsible executor \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_*\_*\_\_\_\_\_\_\_

 (Signed) (initials, surname)

**Annex 4**

**Form of the minutes of the meeting of the coordination group**

**on the development/expansion of the accreditation scheme**

PROTOCOL

Meetings of the Coordination Group for the Implementation/Expansion of the Accreditation Scheme

\_\_.\_\_.20\_\_

**ATTENDED:**

Chairman – Deputy Director (full name);

Members of the Coordination Group:

- Quality Manager - (full name);

- Heads of production units: (position, full name);

- Responsible executor - (position, full name);

**AGENDA:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A DECISION WAS MADE ON:**

- the candidacy(s) of the lead accreditation expert(s), technical accreditation experts for the new accreditation scheme;

- organization of work on the development of the new accreditation scheme;

-Other

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Members of the working group:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(position) (Signed) (initials, surname)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(position) (Signed) (initials, surname)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(position) (Signed) (initials, surname)

Responsible executor:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(position) (Signed) (initials, surname)

**Annex 5**

**Form of the plan – report on the development/expansion of the accreditation scheme**

|  |
| --- |
| CLAIM |
| Director of the State Enterprise  "BSCA" |
| \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| «\_\_\_\_» \_\_\_\_\_\_\_\_\_\_\_ 20\_\_ |
|  |

**Plan – report on the development/expansion of the accreditation scheme**

 (name of the new/expanded accreditation scheme)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item No. | Name of the event | Responsible executor,Co-executors | Planned DatePerform | ActualDue Date | Evidence of Fulfillment |
| 1 | Analysis of the requirements of the standard establishing the requirements of the accreditation scheme by the accreditation body with the involvement of representatives of accreditation bodies of other countries competent in performing accreditation work under this accreditation scheme |  |  |  |  |
| 2 | Suitability Analysis of the New Accreditation Scheme |  |  |  |  |
| 3 | Analysis of the existing level of competence of the accreditation body's personnel and resources, including the technical accreditation experts involved  |  |  |  |  |
| 4 | Preparation of presentations and conducting trainings for BSCA personnel planned as leading accreditation experts |  |  |  |  |
| 5 | Preparation and approval of the development plan/processing of documents required for accreditation under the new accreditation scheme and sending an application for inclusion in the State Standardization Plan (if necessary) |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item No. | Name of the event | Responsible executor,Co-executors | Planned DatePerform | ActualDue Date | Evidence of Fulfillment |
| 6 | Revision of existing or development of new documents used for the new accreditation scheme as:-Criteria;- accreditation procedure;- application forms;- List of documents to be attached to the application... |  |  |  |  |
| 7 | Placement in free access on the BSCA website: information on the start of work on the development of the new accreditation scheme, the necessary technical regulations and forms for applicants |  |  |  |  |
| 8 | Analysis of compliance of the documents of the Council of Ministers of the BSCA with the requirements of the TNLA, establishing the criteria, the procedure for accreditation and documents of international accreditation organizations  |  |  |  |  |
| 9 | Preparation of new forms of record-keeping for conformity assessment Requirements of the new accreditation scheme |  |  |  |  |
| 10 | Selection of potential candidates for accreditation experts, technical accreditation experts for the new accreditation scheme |  |  |  |  |
| 11 | Preparation of a technical training programme for technical accreditation experts  |  |  |  |  |
| 12 | Preparation of presentations and materials for the training of technical experts on accreditation  |  |  |  |  |
| 13 | Conducting trainings for accreditation experts, technical accreditation experts  |  |  |  |  |
| 14 | Creating a new technical committee or making changes to the the work of the existing technical committee |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item No. | Name of the event | Responsible executor,Co-executors | Planned DatePerform | ActualDue Date | Evidence of Fulfillment |
| 15 | Preparation of information for the first meeting of the technical committee |  |  |  |  |
| 16 | Holding of the first meeting of the technical committee |  |  |  |  |
| 17 | Based on the results of the meeting of the technical committee, the revision of the documents of the Council of Ministers of the BSCA under the new accreditation scheme |  |  |  |  |
| 18 | Conducting a joint assessment under the new accreditation schemeBSCA Assessment Teamtogether with specialists from other accreditation bodies who are experienced in this accreditation scheme  |  |  |  |  |
| 19 | Preparation of information to the Impartiality Committee on the implementation of the new accreditation scheme  |  |  |  |  |
| 20 | Posting on the BSCA website information on the completion of the new accreditation scheme |  |  |  |  |
|  | Proposal |  |  |  |  |

\* - if it is impossible to initially set the planned date of implementation, the responsible executor enters it after the implementation of the previous stage

**Developed:**

Responsible executor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_*\_*\_\_\_\_\_\_\_\_\_\_

 (Signed) (initials, surname)

**Agreed:**

Chief OORA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

  (Signed) (initials, surname)

**Change Logging Sheet**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Change Sequence Number | Approval Order No.Implementation | 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 | № 79 | 15.12.2015/15.12.2015 | R.2, p.6.2.1 |  | Morozova E.V. |
| 2 | № 29 | 02.04.2018/10.04.2018 | Title page, p.1, 2, 4, 5, p.6.2.1, 6.2.5, 6.2.6, 6.3.2.3, 6.3.2.4, 6.3.2.6- 6.3.2.9, 6.3.2.10, 6.3.2.11, p.7, appendices 1, 3-6, change registration sheet |  | Klimenko E.E. |
| 3 | №40/1 | 04.06.2019/20.06.2019 |  |  | Misevich M.A. |