**RI SM 7.8-02-2021**

**SCOPE OF ACCREDITATION.**

**REQUIREMENTS FOR CONTENT AND PREPARATION.**

**CHANGES IN THE SCOPE OF ACCREDITATION.**

**ISSUANCE OF THE SCOPE OF ACCREDITATION**

**(testing and medical laboratories, calibration laboratories,**

**inspection bodies, proficiency testing providers)**

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**1 SCOPE**

**1.1** This work instruction (hereinafter referred to as the instruction) is a document of the management system of the Republican Unitary Enterprise “BSCA” (hereinafter referred to as the BSCA), developed in development of clause 7.8 of the RK SM, DP SM 7, taking into account the requirements of clause 7.8 of GOST ISO/IEC 17011, ILAC G18, EA-4/17 M and establishes requirements for the content, design, issuance, and amendments to the scope of accreditation.

**1.2** The requirements of this instruction are mandatory for use by BSCA personnel and conformity assessment bodies (hereinafter referred to as the CAB).

**2 REFERENCES**

This manual contains references to the following documents:

Resolution of the State Committee for Standardization of the Republic of Belarus dated May 31, 2011 No. 27 “On approval of the Accreditation Rules” (as amended by State Standards Resolutions No. 49 dated June 19, 2017, No. 39 dated June 26, 2019, No. 102 dated December 22, 2020) (hereinafter - Accreditation Rules);

Resolution of the Council of Ministers of the Republic of Belarus dated November 24, 2020 No. 673 “On units of quantities approved for use in the Republic of Belarus” (hereinafter referred to as Resolution No. 673 dated November 24, 2020) ;

STB ISO 9000 (ISO 9000, IDT) Quality management system. Fundamentals and vocabulary;

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

GOST ISO/IEC 17011 (ISO / IEC 17011) Requirements for accreditation bodies accrediting conformity assessment bodies;

RK SM Quality Manual of the State Enterprise “BSCA”;

DP SM 7 Accreditation process;

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

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

RI SM 7.8-01 Accreditation certificate. Requirements for content and design;

ILAC G18 Guideline for describing Scopes of Accreditation;

ILAC G28 Guideline for the Formulation of Scopes of Accreditation for Inspection Bodies;

EA-4/17 M Description of scopes of accreditation for medical laboratories;

*Note: When using this instruction, the current versions of the referenced documents must be used. If the reference documents are replaced (changed), then when using this instruction, you should be guided by the replaced (changed) documents. If the referenced documents are canceled without replacement, then the provisions of the instructions that contain references to them apply to the extent that this instruction are not affected.*

**3 TERMS AND DEFINITIONS**

This instruction uses the terms and definitions established in STB ISO 9000, GOST ISO/IEC 17000*,* GOST ISO/IEC 17011.

**4 SYMBOLS AND ABBREVIATIONS**

The following symbols and abbreviations are used in this instruction:

|  |  |
| --- | --- |
| BSCA,  accreditation body | – Republican Unitary Enterprise “Belarusian State Centre for Accreditation” |
| DP | – documented procedure |
| NLA | – normative legal act |
| IS | – Information system |
| OORA | – Department for organization of accreditation works |
| CAB | – conformity assessment body |
| PED | – Planning and economic department |
| PC | – personal computer |
| MI | – measuring instrument |
| MS | – management system |
| CMC | – calibration and measurement capabilities |
| RI | – work instruction |
| NAS Register | – Register of the national accreditation system of the Republic of Belarus; |
| TNLA | – technical normative legal act in the field of technical regulation and standardization |
| TC | – Technical Committee |
| TKA | – Technical Commission for Accreditation |
| IDT | – designation of an identical degree of compliance with the international standard (identity in technical content and structure) |

**5 LIABILITY**

**5.1** The responsibility of specialists for performing the activities described in this document is established in Appendix 1 to this document.

**6 GENERAL**

**6.1 Grounds for issuance of the scope of accreditation**

**6.1.1** The scope of accreditation of the CAB is drawn up by the lead assessor as an annex to the accreditation certificate, taking into account the requirements of clause 7.8.3 of GOST ISO/IEC 17011, based on the declared scope of accreditation submitted by the CAB, and taking into account the results of the document review and assessment.

**6.1.2** The scope of accreditation is issued to the CAB at the written request of the CAB, after making a positive decision by the TKA of BSCA on confirmation of competence and accreditation, changing the scope of accreditation, including extending or reducing the scope of accreditation, re-accreditation, actualization of the scope of accreditation, amending the accreditation certificate

**6.2 General requirements for the design of the scope of accreditation**

**6.2.1** The scope of accreditation of the CAB is drawn up using a personal computer on white A4 paper on one side in a vertical position according to the form given in Annex 2 to the Accreditation Rules.

To draw up the scope of accreditation, a document template in electronic form is used, located on the BSCA website http://[www.bsca.by](http://www.bsca.by) and in the working module (workspace) of the CAB “Accredited Body” in the Information System “Accreditation” (IS).

**6.2.2** Responsibility for preparation (including changes/additions) of the scope of accreditation lies with the lead assessor, responsibility for placing the scope of accreditation (including changes/additions) into the Register of National accreditation system (NAS) lies with the case officer. Before placing scope of accreditation into the Register, the case officer additionally checks the correctness of the information in the scope of accreditation contained in clause 6.2.2.1 of listing a)-l) of this instruction.

The scope of accreditation includes:

6.2.2.1 the first sheet, on which the following details are indicated:

1. “Appendix No.\_\_ to the accreditation certificate” or “Appendix No.\_\_ to the accreditation certificate with the assigned registration number”;
2. registration number of the CAB accreditation certificate according to the Register of NAS;
3. the date of registration of the accreditation certificate, corresponding to the date of entering information into the Register of NAS;
4. accreditation certificate form number *(if available);*
5. the total number of accreditation scope sheets;
6. edition number (indicated each time the field is republished in a new edition during the accreditation cycle);
7. title “SCOPE OF ACCREDITATION” or “SUPPLEMENT TO SCOPE OF ACCREDITATION”;
8. date of the scope of accreditation, which corresponds to:

* upon accreditation - the date of entering information into the Register of NAS;
* upon re-accreditation - the effective date of the new accreditation period, adopted in accordance with the TKA decision on re-accreditation;
* when making changes to the scope of accreditation (in connection with actualization, extension, reduction) - the date of entering information into the Register of NAS;

1. full name of the CAB;
2. full name of the legal entity, if the CAB is its division;
3. surname, first name, patronymic (if any) of the individual entrepreneur (for laboratories that calibrate measuring instruments);
4. codes for each type of CAB in accordance with RI SM 7-05.
5. information about the location of the CAB activities, including:

- address(es)[[1]](#footnote-1)of place(s) of activity;

- attribute[[2]](#footnote-2) of place(s) of activity.

When carrying out CAB activities exclusively outside the CAB, the accreditation scope shall contain mobile locations, address(es) of the premises(s) where the processing and registration of the results of CAB activities, storage and archiving of documents, storage of equipment (if available), etc. take place

When carrying out CAB activities at several (2 or more) addresses, the scope of accreditation is structured into sections for each address with the details filled in.

Examples of the design of the accreditation scope form (including in terms of displaying the address(es) of the place(s) of activity and the sign of the place(s) of activity) are given in Annexes 2 and 3 to this document.

6.2.2.2 Subsequent sheets of the accreditation scope are drawn up in the form of a table in which only the table column numbers are indicated.

**6.2.3** All accreditation scope sheets must have a header and footer.

6.2.3.1 On the first sheet, the header includes the logo of the accreditation body (located on the left side of the footer) and the details “NATIONAL ACCREDITATION SYSTEM OF THE REPUBLIC OF BELARUS REPUBLICAN UNITARY ENTERPRISE “BELARUSIAN STATE CENTRE FOR ACCREDITATION”, which is placed in the center of the header and footer in three lines (the first line is NATIONAL ACCREDITATION SYSTEM OF THE REPUBLIC OF BELARUS; the second line is REPUBLICAN UNITARY ENTERPRISE; the third line - “BELARUSIAN STATE CENTRE FOR ACCREDITATION”).

On subsequent sheets of the accreditation scope, the header includes the logo of the accreditation body (placed in one line on the left side of the footer) and the details “Appendix No.\_\_\_ to the accreditation certificate BY /112 Х.ХХХХ.

6.2.3.2 The footer on all sheets shall include:

– signature of the team leader (located on the left side of the footer);

– date of the decision (day, month, year are entered in numerical form and placed in the center of the footer);

– sheet number and total number of sheets in the accreditation scope (located on the right side of the footer);

* the stamp with the logo of the accreditation body affixed to the signature of the team leader (the letters “LS” on the left side of the footer under the sublinear text “signature of the lead assessor” are not indicated, while on all sheets except the last one, the signature of the lead assessor is affixed stamp with the logo of the accreditation body).

**6.2.4** Header text should be in Times font New Roman N 12. Footer text (except for interlinear text) must be in Times font New Roman N 11. Interlinear text in the footer should be in Times font New Roman N 8.

**6.2.5** Accreditation scope text must be in Times font New Roman N 14, the table of the scope of accreditation must be written in Times font New Roman N 11. The text of notes to the scope of accreditation must be written in Times font New Roman N 10.

The width of table columns is selected depending on the contents of the columns.

The margins of the left and right margins of the accreditation scope pages are set as follows: 3 cm for the left margin and 1 cm for the right margin.

Using non-breaking space and forced hyphenation (manually) in text, incl. in footers is not allowed.

*Note: a non-breaking space (^s) is an element of computer text encoding that appears inside a line like a regular space but does not allow display and printing programs to break the line at this point.*

**6.2.6** The date of the accreditation scope on the first sheet of the accreditation scope is written in a verbal-numeric way: the date is written in a pair of numbers, the name of the month in words,   
the year in four Arabic numerals, after which the word “year” is written.

**6.2.7** Requirements for the design of accreditation scope tables for each type of CAB are given in this document*.*

**6.2.8** The scope of accreditation is drawn up in two copies. The first copy of the scope of accreditation is issued by the CAB, the second copy remains in the BSCA.

At the written request of the CAB, the number of copies of the accreditation scope may be increased; the decision in this case is made by the head of the relevant accreditation department.

**6.2.9** Signatures on the accreditation scopes are written in blue. Facsimiles are not permitted.

**6.2.10** All accreditation scope sheets are signed by the lead assessor and are certified with a stamp with the logo of the accreditation body (except for the last sheet). The last sheet of the accreditation scope is signed by the director of the State Enterprise “BSCA” or an authorized person replacing him, with a transcript of the signature, and certified with the blue official round seal of the State Enterprise “BSCA” (in this case, the letters “LS” and the subscript text "signature "under the director's signature, as well as the interlinear text "initials, surname" do not need to be indicated). The text “Head of the accreditation body of the Republic of Belarus, director of the state enterprise “BSCA” is placed under the text of the sign of the location of the activities of the CAB with a distance of no more than one single line spacing. In this case, the text of the lines must include the following details: the first line - the Head of the body, the second line - by accreditation; third line - Republic of Belarus; fourth line - director of the state; fifth line: of the enterprise “BSCA”.

The last sheet of the second copy of the accreditation scope is additionally signed by the head of the corresponding accreditation department (the head’s signature is placed to the right of the lead assessor’s signature).

**6.2.11** Corrections in the field of accreditation are not allowed. Changes to the scope of accreditation are made in accordance with section 6.8 of this document.

**6.2.12** The scope of accreditation on paper is stored in the CAB file.

**6.2.13** The scope of accreditation in electronic form, as a file in a text editor format, and a brief description of the scope of accreditation are entered by the OORA case officer into the IS Accreditation. The entered information is displayed on the BSCA website <http://www.bsca.by>

**6.2.14** Responsibility and authority for drawing up the scope of accreditation are established in Appendix 1 to this document.

**6.3 Additional requirements for the design of the scope of accreditation of a testing laboratory**

**6.3.1** The scope of accreditation of the testing laboratory is determined by:

* name of the object;
* object code;
* name of the characteristic (nomenclature of indicators, parameters);
* designation of a document establishing requirements for an object;
* designation of the document establishing methods of research (testing) and measurements, including rules for sampling;
* indicating the location(s) of activities in accordance with clause 6.2.2.1 (listing n).

**6.3.2** The form of the scope of accreditation of the testing laboratory is given in Annex 2 to the Accreditation Rules.

For testing laboratories carrying out work to assess product compliance with the requirements of technical regulations of the Eurasian Economic Union, the scope of accreditation is documented in Appendix 2 to the accreditation certificate.

**6.3.3** Requirements for filling out the table of the scope of accreditation of the testing laboratory are given in Table 1.

**Table 1**

|  |  |  |
| --- | --- | --- |
| **No.** | **Column name** | **Record content and completion requirements** |
| **1** | **2** | **3** |
| 1 | Item No. | The continuous numbering of the item/subitem of objects and the defined characteristics of this object is indicated.  The item/subitem number is assigned to the object and the characteristic being determined (indicator, parameter) for the entire accreditation cycle.  When changing the scope of accreditation, incl. abbreviation of the scope of accreditation, the number of the canceled clause/subclause is not assigned to another defined characteristic, the clause is excluded from the scope of accreditation and is not displayed upon subsequent publication in a new edition of the current cycle.  When new identifiable characteristics are added to the scope of accreditation, the numbering continues within the numbering of this object.  When a new object is added to the scope of accreditation, it is assigned a new serial number of the item/subitem. |
| 2 | Name of object | The full name of the object is indicated in full accordance with its name established in the documents establishing the requirements for the object. If there are different names, the name of the object, which is given in the highest-level document, is accepted. |
| 3 | Code | The code of the object/type of research (tests) and measurements is indicated in accordance with RI SM 7-05. |
| 4 | Name of characteristic (indicator, parameters) | 1 The full name of the indicator(s), parameter(s) of the studied (tested) and measured quantity of the object is indicated indicating, if necessary (on the recommendation of the Technical Committee), indicators of the accuracy of the research (test) and measurement method, the error or uncertainty of measurements, the range of research (tests) and measurements, indicating units of quantities.  2 The full name of the indicator(s), parameter(s) is indicated in full accordance with its name established in the documents establishing technical requirements for the object.  If the names of the characteristics of an object in the documents establishing technical requirements for the object differ from the names of the parameters being determined according to the method of research (testing) and measurements, then the names are indicated in accordance with the documents establishing technical requirements for the object. |
| 5 | Reference of a document establishing requirements for an object | The index, registration number, year of approval (acceptance) of the document (may not be specified [[3]](#footnote-3)) establishing the requirements for the object are indicated.  In the absence of an index or registration number of a document establishing requirements for an object, the full name of the document, the name of the organization that approved and/or agreed upon the document, the date of approval and/or agreement are indicated in the accreditation scope. It is allowed to provide an abbreviated title of the document by adding an endnote placed under the table on the last sheet of the accreditation scope, in the form of a note identified by the sign(s) “ 1 ”, “ 2 ”, etc. |

|  |  |  |
| --- | --- | --- |
| **1** | **2** | **3** |
| 6 | Reference of a document establishing a research (testing) and measurement method, including sampling rules | The index, registration number, year of approval (acceptance) of the document (it is possible not to indicate 3 ) establishing the method of research (testing) and measurements, including the rules for sampling, are indicated.  Additionally, references are provided to the numbers of sections and paragraphs of the document establishing the method of research (testing) and measurements, including the rules for sampling in the event that the CAB uses only one method out of several provided for in this document.  In the absence of an index or registration number of the document establishing the method of research (testing) and measurements, including the rules for sampling, the full name of the document, the name of the organization that approved and/or agreed upon the document, the date of approval and/or agreement are indicated in the accreditation scope. It is allowed to provide an abbreviated title of the document by adding an endnote placed under the table on the last sheet of the accreditation scope, in the form of a note identified by the sign(s) “ 1 ”, “ 2 ”, etc.  When performing research (tests) and measurements, including sampling under a contract for customers of other states, the scope of accreditation may include documents establishing requirements for objects and/or methods of research (testing) and measurements, including rules for sampling other states, after confirming competence in accordance with the established procedure.  In this case, next to the document establishing the method of research (testing) and measurements, including the rules for sampling, an endnote is provided, placed under the table on the last sheet of the accreditation scope, in the form of a note identified by the sign(s) “ 1 ”, “ 2 " etc. (example, " 2 "applies for deliveries to the Russian Federation). |

According to clause 12-1-1 of the Accreditation Rules, it is allowed to form a draft accreditation scope in accordance with Appendix 2 without indicating the year of approval (acceptance) in the designation of technical codes of established practice, state standards of the Republic of Belarus, international standards, interstate and other regional standards, other documents in the field technical regulation and standardization that are not technical regulatory legal acts.

**6.4** **Additional requirements for the scope of accreditation of the laboratory performing calibration of measuring instruments**

**6.4.1** The scope of accreditation of a laboratory performing calibration of measuring instruments is determined by calibration and measurement capabilities (CMC), expressed as:

* code of the type of measurement, according to RI SM 7-05;
* names of measured quantities;
* calibration object (SI type);
* measurement range;
* expandedmeasurement uncertainties;
* designations of the document(s) establishing calibration methods (procedures);
* indications of the place(s) of activity in accordance with clause 6.2.2.1 (listing n).

**6.4.2** The form of the accreditation scope of the calibration laboratory is given in Annex 2 to the Accreditation Rules.

**6.4.3** Requirements for filling out the table of the scope of accreditation of a laboratory performing calibration of measuring instruments are given in Table 2.

**Table 2**

|  |  |  |
| --- | --- | --- |
| **No.** | **Column name** | **Record content and completion requirements** |
| **1** | **2** | **3** |
| 1 | Item No. | Indicated in accordance with the measurement scope code (for example, measurement scope code 26.51/99.013 corresponds to accreditation scope item 13).  The continuous numbering of the sub-item of the calibration objects and the measured quantities of this object within one code of the type of measurement is indicated (for example, if there are several calibration objects that have one code of the type of measurement, the numbers of points/sub-points of the accreditation scope are entered as follows: 13.1, 13.2, 13.3, etc.). d.).  The item/subitem number is assigned to the calibration object and the measured value for the entire accreditation cycle.  When changing the scope of accreditation, incl. abbreviation of the scope of accreditation, the number of the canceled item/subitem is not assigned to another measured value, the item is excluded from the scope of accreditation and is not displayed upon subsequent publication in a new edition of the current cycle.  When measurable quantities with a new measurement type code are added to the accreditation scope, it is assigned a new serial number of the item.  When adding new measured quantities within the same measurement type code to the accreditation scope, the numbering continues within the numbering of subparagraphs |
| 2 | Measurement type code | Indicated in accordance with RI SM 7-05 |
| 3 | Name of measured quantities | The full name of the measured value is indicated |
| 4 | Calibration objects (MI type) | The full name of the SI being calibrated is indicated |
| 5 | Range | The range(s) of measurements of the measured quantity are indicated with an indication of the unit of quantity in accordance with the Decree No. 673 dated November 24, 2020 |
| 6 | Expanded uncertainty U  (k, P) | The numerical value of the expanded uncertainty for a specific measurement range is indicated, having a probability of coverage of approximately 95%.  The units of uncertainty must correspond to the units of the measurand or be relative to the measurand |
| 7 | References to the documents establishing calibration methods (techniques) | The index, registration number, and year of approval (acceptance) of the document (it is possible not to indicate 3) establishing the calibration method (procedure) are indicated. In the absence of an index or registration number of a document establishing a calibration method (procedure), the full name of the document, the name of the organization that approved and/or agreed upon the document, the date of approval and/or agreement are indicated in the accreditation scope. |

**6.4.4** The values indicated in columns 5 and 6 of Table 2 are determined by the calibration and measuring capabilities of the laboratory.

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# 6.5​ Additional requirements for the design of the scope of accreditation of a medical laboratory

**6.5.1** The scope of medical laboratory accreditation is determined by:

* name of the object (body system, biological material);
* code of the research object/type of research;
* the name of the characteristics of the object (indicator, type of research, parameters);
* documents establishing the research method for each indicator, parameter, including the rules for sampling/selecting a sample/material;
* indications of the place(s) of activity in accordance with clause 6.2.2.1 (listing н)).

**6.5.2** The form of the scope of accreditation of a medical laboratory is given in Appendix 2 to the Accreditation Rules.

**6.5.3** Requirements for filling out the table for the scope of accreditation of a medical laboratory are given in Table 3.

**Table 3**

|  |  |  |
| --- | --- | --- |
| **No.** | **Column name** | **Record content and completion requirements** |
| **1** | **2** | **3** |
| 1 | Item No. | The continuous numbering of the item/subitem of the objects of study and the determined characteristics of this object are indicated.  The item/subitem number is assigned to the object and the characteristic being determined for the entire accreditation cycle.  When changing the scope of accreditation, incl. abbreviation of the scope of accreditation, the number of the canceled clause/subclause is not assigned to another defined characteristic, the clause is excluded from the scope of accreditation and is not displayed upon subsequent publication in a new edition of the current cycle.  When new identifiable characteristics are added to the scope of accreditation, the numbering continues within the numbering limits of the given object.  When a new object is added to the scope of accreditation, it is assigned a new serial number of the item/subitem. |
| 2 | Object name | The full name of the research object is indicated (body system, biological material) |
| 3 | Code | The code of the research object/type of research is indicated in accordance with RI SM 7-05 |
| 4 | Name of characteristics (indicator, type of research, parameters) | The full name of the characteristics of the research object is indicated (indicator, type of research, parameters). |
| 5 | Reference to the document establishing the research method, including the rules for collecting/selecting a sample/material | Indicate the index, registration number, year of approval (acceptance) of the document (it is possible not to indicate 3) establishing the research method, including the rules for collecting the sample/material.  Additionally, references are provided to the numbers of sections and paragraphs of the document establishing the research method, including the rules for sampling/selecting a sample/material if the CAB uses only one method out of several provided for in this document.  In the absence of an index or registration number of a document establishing a research method, including rules for sampling/selecting a sample/material, the full name of the document, the name of the organization that approved and/or agreed upon the document, the date of approval and/or agreement are indicated in the accreditation scope. It is allowed to provide an abbreviated title of the document by adding an endnote placed under the table on the last sheet of the accreditation scope, in the form of a note identified by the sign(s) “ 1 ”, “ 2 ”, etc. |

# 6.6​ Additional requirements for the design of the scope of accreditation of an inspection body

**6.6.1** The scope of accreditation of the inspection body is determined by:

* name of the object;
* code;
* type of inspection;
* documents establishing requirements for the object;
* documents establishing the inspection method(s) and procedure(s).

**6.6.2** The form of the scope of accreditation of the inspection body is given in Annex 2 to the Accreditation Rules.

For inspection bodies carrying out work to assess the conformity of products with the requirements of technical regulations of the Eurasian Economic Union, the scope of accreditation is documented in Annex No. 2 to the accreditation certificate.

**6.6.3** The requirements for filling out the table for the scope of accreditation of the inspection body are given in Table 4.

**Table 4**

|  |  |  |
| --- | --- | --- |
| **No.** | **Column name** | **Record content and completion requirements** |
| **1** | **2** | **3** |
| 1 | Item No. | Continuous numbering of inspection objects is indicated.  The item/subitem number is assigned to the facility for the entire accreditation cycle.  When changing the scope of accreditation, incl. reduction of the scope of accreditation, the number of the canceled item/subitem is not assigned to another type of inspection, the item is excluded from the scope of accreditation and is not displayed upon subsequent publication in a new edition of the current cycle.  When adding new types of inspection to the accreditation scope, the numbering continues within the numbering of this object.  When a new object is added to the scope of accreditation, it is assigned a new serial number of the item/subitem. |
| 2 | Object name | The name of the inspection object is indicated. |
| 3 | Code | The object code is indicated in accordance with RI SM 7-05. |
| 4 | Type of inspection | The type of inspection (or a separate part thereof) is indicated. |
| 5 | Reference to a document establishing requirements for an object | The index, registration number, year of approval (acceptance) of the document (it is possible not to indicate 3) establishing the requirements for the object are indicated.  In the absence of an index or registration number of a document establishing requirements for an object, the full name of the document, the name of the organization that approved and/or agreed upon the document, the date of approval and/or agreement are indicated in the accreditation scope. It is allowed to provide an abbreviated title of the document by adding an endnote placed under the table on the last sheet of the accreditation scope, in the form of a note identified by the sign(s) “ 1 ”, “ 2 ”, etc. |
| 6 | Reference to a document establishing an inspection method and procedure | The index, registration number, year of approval (acceptance) of the document (it is possible not to indicate 3) establishing the inspection method(s) and procedure(s) are indicated.  Additionally, references are provided to the numbers of sections and paragraphs of the document establishing the inspection method(s) and procedure(s) if the CAB uses only one of the several inspection methods and procedures provided for in this document.  In the absence of an index, registration number of the document establishing the inspection method(s) and procedure(s), the full name of the document, the name of the organization that approved and/or agreed upon the document, the date of approval and/or agreement are indicated in the accreditation scope. It is allowed to provide an abbreviated title of the document by adding an endnote placed under the table on the last sheet of the accreditation scope, in the form of a note identified by the sign(s) “ 1 ”, “ 2 ”, etc. |

# 6.7​ Additional requirements for the design of the scope of accreditation of a proficiency testing provider

**6.7.1** The scope of accreditation of the proficiency testing provider organization is determined by:

* type of proficiency testing program;
* name of the sample for the program (product, material);
* determined by parameters (values), characteristics;
* indicating the location(s) of activities in accordance with clause 6.2.2.1 (listing н)).

**6.7.2** The form of the scope of accreditation of the organization-provider of proficiency testing is given in Annex 2 to the Accreditation Rules.

**6.7.3** Requirements for filling out the table of the scope of accreditation of the proficiency testing provider organization are given in Table 5.

**Table 5**

|  |  |  |
| --- | --- | --- |
| **No.** | **Column name** | **Record content and completion requirements** |
| 1 | Item No. | Indicate the continuous numbering of the item/subitem of the type of proficiency testing program, sample for the program (product, material), determined parameters (values), characteristics.  The item/subitem number is assigned to the type of proficiency testing program, sample for the program (product, material), determined parameter (value), characteristic for the entire accreditation cycle.  When changing the scope of accreditation, incl. abbreviation of the scope of accreditation, the number of the canceled item/subitem is not assigned to another determined parameter (value), characteristic, and upon subsequent publication in a new edition of the current cycle, is not displayed.  When adding new defined parameters (values) or characteristics to the scope of accreditation, the numbering continues within the numbering of the type of proficiency testing program.  When adding a proficiency testing program type, it is assigned a new item/subitem serial number. |
| 2 | Type of proficiency testing program | Specifies the type of proficiency testing program |
| 3 | Name of the sample for the program (product, material) | The full name of the product and material must be indicated |
| 4 | Determined parameters (values), characteristics | The full name of the parameter(s) (values) and characteristics being determined is indicated. |

**6.8 Amendments to the scope of accreditation**

**6.8.1** Amendments to the scope of accreditation are made when:

1. changing the scope of accreditation, incl. expansion or reduction of the scope of accreditation ;
2. updating the scope of accreditation;
3. cancellation of part of the scope of accreditation;
4. making changes to the accreditation certificate;
5. detection of a technical error.

**6.8.2** Changes in the scope of accreditation, incl. expansion or reduction of the scope of CAB accreditation is carried out in accordance with the procedure established in DP SM 7, preparation of materials for consideration at the TKA is carried out in accordance with DP SM 7.7-01.

Reducing the scope of accreditation means removing a clause/subclause of the scope of accreditation in its entirety.

After assessing the competence of the CAB and making a positive decision by the TKA to expand the scope of accreditation, the scope of accreditation may be published in a new edition or issued as a separate appendix. The publication of a new edition of the scope of accreditation in full or as a separate addition when expanding the scope of accreditation is determined by the lead assessor.

On the first sheet of the accreditation scope, when it is published as a separate annex, details are included (see paragraph 6.2.2.1 of this instruction), with a heading formatted in two lines: the first line is “ADDITION No. XX dated <day of the month> <month in words > <year number> year"; - second line: “to the edition of the XX scope of accreditation from <day of the month> <month in words> <year by number> year.” The identification of the edition of the “SUPPLEMENT TO THE SCOPE OF ACCREDITATION” is the date of the TKA in the footer of the sheet.

When re-issuing the scope of accreditation in a new edition, the revision number and the date of issue of the new edition of the scope of accreditation are indicated. Re-issue of the accreditation scope in a new edition must contain all changes/additions that have occurred since the approval of the previous edition of the accreditation scope.

The procedure for completing and signing an addendum to the scope of accreditation in accordance with section 6.2 of this document.

**6.8.3** The scope of accreditation is updated in the following cases:

* change of details, name of the legal entity and (or) CAB;
* cancellation, reissue, replacement of TNLA, introduction of TNLA identical to the existing ones in terms of application of techniques (methods);
* expanding the range of objects (not requiring on-site assessment) according to methods (techniques) and procedures included in the current scope of accreditation;
* changes in the composition of details in the form of the accreditation scope or headings (subheadings) columns (rows) in the form of a table of the accreditation scope.

The scope of CAB accreditation can be updated by issuing a new edition or partially (in separate sheets). The publication of a new edition of the scope of accreditation in full or individual sheets of the scope of accreditation during updating is determined by the lead assessor.

To update the scope of accreditation, the CAB sends an application to the State Enterprise “BSCA” in the form established in Annex 1 to the Accreditation Rules.

The following are provided with the application:

* results of a comparative analysis of documents according to the form established in Annex 4 to the Accreditation Rules (for calibration laboratories according to form F 7.8-02-03. The comparative analysis form includes information only for items/subitems proposed for change. In addition to the comparative analysis of documents included in the application for updating, the following documents are attached: information on the validation of newly introduced calibration methods, as well as calibration methods included in the current scope of accreditation, which have undergone changes and/or amendments affecting the calibration capabilities of the laboratory, budgets uncertainties calculated using calibration methods in accordance with the current scope of accreditation (for cases of changes arising due to the next calibration of standards), the results of satisfactory participation in comparisons of measurement results, taking into account the representativeness of the comparison results in relation to the calibration objects and measured quantities declared for updating.
* separate sheets of the scope of accreditation that need to be updated, or a draft updated scope of accreditation in a new edition, taking into account previously issued additions to the scope of accreditation (if any);
* tables of the Certificate of Technical Competence (if necessary), which provide information on the updated scope of accreditation.

Consideration of the application for updating is carried out in accordance with DP SM 7.

The lead assessor analyzes the documents submitted by the CAB and draws up a report on the analysis of documents and records in order to update the scope of accreditation (F 7.8-02-01), which is submitted to the head of the relevant accreditation department for signing.

Preparation of materials for consideration at the TKA is carried out in the manner established by DP SM 7.7-01. Analysis of materials on updating the scope of accreditation of the CAB to implement the requirements of the CU/EAEU TR is additionally carried out by the technical guarantor.

If one legal entity has several separate structural units accredited for identical scopes of accreditation and having one accreditation certificate, a single scope of accreditation is drawn up, which provides a separate scope of accreditation for each separate structural unit.

When updating individual sheets of the scope of accreditation, in the footer next to the signature of the lead assessor, the date of the TKA is indicated, at which the decision was made to make changes to the scope of accreditation, corresponding to the date of entering information into the Register of NAS.

The procedure for completing and signing the updated scope of accreditation in accordance with section 6.2 of this document.

When simultaneously carrying out work to expand the scope of accreditation and making changes to the previously issued scope of accreditation in order to update it, the scope of accreditation may be published in a new edition. The publication of a new edition of the scope of accreditation is determined by the lead assessor.

The previously issued scope of accreditation is kept in the file of the accredited CAB for at least two accreditation cycles (current and full previous accreditation cycles).

Previously issued individual sheets are not removed from the scope of accreditation; they are stored in the file of the accredited CAB for at least two accreditation cycles (current and complete previous accreditation cycles).

**6.8.4​** When part of the scope of accreditation is cancelled, the scope of accreditation is published in a new edition or a new edition of individual sheets is published, and the item(s) are excluded from the scope of accreditation. The publication of a new edition of the scope of accreditation in full or individual sheets of the scope of accreditation when part of the scope of accreditation is canceled is determined by the lead assessor.

**6.8.5** When changes are made to the scope of accreditation due to the discovery of a technical error a new edition of separate sheets is published, on which in the footer, next to the signature of the lead assessor, the date of the TKA is indicated , on which the decision was made to make changes in the scope of accreditation, corresponding to the date of entering information into the Register of NSAs.

**6.8.6** At the request of the accredited entity, it is allowed to make changes to the scope of accreditation (adjustment, adjustment) to the scope of accreditation if necessary:

– changes (clarifications) of coding, with the exception of cases related to expanding the scope of accreditation;

- identification (clarification) of places of activity (except for cases of change or addition of places of activity);

- restructuring of the position (clause, subclause) of the scope of accreditation (except for cases related to the expansion and/or updating of the scope;)

When changes are made to the scope of accreditation for the above reasons, the issue of re-registration of the scope is submitted to the TKA for consideration and is drawn up in a new edition; the date of the TKA at which the decision was made to make changes to the scope of accreditation corresponding to the date of entering information into the NSA Register is indicated in the footer.

**6.9 Granting the scope of accreditation**

**6.9.1** Issuance of accreditation documents (certificate, scope of accreditation) is carried out by the office of the State Enterprise “BSCA”, on the basis of a previously sent official request from the accredited entity, personally to the head of the accredited CAB or his authorized representative who has appropriate permission (power of attorney), with information entered into the logbook for issuing accreditation documents (F 7.8-02-02). The transfer of the scope of accreditation is confirmed by the signature of the recipient in this journal.

**7 APPLIED FORMS**

F 7.8-02-01 Report on the analysis of documents and records in order to update the scope of accreditation.

F 7.8-02-02 Logbook for issuing accreditation documents.

F 7.8-02-03 Form of comparative analysis of documents for calibration laboratories.

**8 RECORDS MANAGEMENT**

Information on managing records under this instruction is given in Table 6.

**Table 6**

| **Name, type\* of record** | **Storage**  **records** | **Responsible for**  **updating the registration form/responsible for filling out the registration form** | **Location of the entry form** | **Record retention  period** |
| --- | --- | --- | --- | --- |
| Report on the analysis of documents and records in order to update the scope of accreditation (hard copy) | Accredited Entity Case | Quality manager/  Lead assessor | IS “Accreditation”/  MS Documents/  RI SM 7.8-02/  F 7.8-02-01 | current accreditation cycle and complete next accreditation cycle |
| Logbook for issuing accreditation documents (hard copy) | Office | Quality Manager /  Office Worker | IS “Accreditation”/  MS Documents/  RI SM 7.8-02/  F 7.8-02-02 | until no longer needed |
| Form of comparative analysis of documents for calibration laboratories (hard copy) | Accredited Entity Case | Quality manager/  Lead assessor | IS “Accreditation”/  MS Documents/  RI SM 7.8-02/  F 7.8-02-03 | current accreditation cycle and complete next accreditation cycle |

## **Annex 1**

**Responsibility and role assignment matrix for design the scope of accreditation**

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|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **STAGE OF REGISTRATION OF THE SCOPE OF ACCREDITATION** | **RESPONSIBLE PERSONS** | | | | | | | |
| **Director** | **Deputy director** | **Front office secretary** | **Head of accreditation Department** | **Case officer of OORA** | **Lead assessor** | **Members of the assessment team** | **Head of OORA** |
| 1 | Registration of the project scope of accreditation |  |  |  |  |  | **R** |  |  |
| 2 | Preparation and submission of documents for signature (accreditation certificate, scope of accreditation) |  |  |  |  | **R** | **P** |  | **I** |
| 3 | Agreement on the scope of accreditation |  | **P** |  | **P** |  | **R** |  |  |
| 4 | Signing documents (accreditation certificate, scope of accreditation) | **P** |  |  |  | **R** |  |  |  |
| 5 | Entering information about the scope of accreditation into the NSA Register |  |  |  |  | **R** |  |  | **I** |
| 6 | Issuance documents (accreditation certificate, scope of accreditation) to the CAB |  |  | **R** |  | **U** |  |  |  |
| 7 | Compilation of case materials |  |  |  |  | **R** |  |  | **I** |

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**Note:**

R - responsible for implementing the function;

P - participates in the implementation of the function;

I - informed about the implementation of the function

**II Responsibility and role assignment matrix for actualization of the scope of accreditation**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **ACTUALIZATION** | | | **RESPONSIBLE PERSONS** | | | | | | | | | | | | | | | | | | |
| **Director** | | **Deputy director** | | **Front office staff** | | **Head of accreditation Department** | | **Case officer** | | **Lead assessor** | | **Assessment Team Members** | | **TKA members** | **Head of OORA** | | **Economist of PED** | |
| **1** | **Acceptance and consideration of applications for updating** | | | | | | | | | | | | | | | | | | | | | |
| 1.1 | Receiving and registering of an application | | |  | |  | | **R** | |  | |  | |  | |  | |  |  | |  | |
| 1.2 | Appointment of the case officer | | |  | |  | |  | |  | |  | |  | |  | |  | **R** | |  | |
| 1.3 | Handing of the application to the case officer | | |  | |  | | **R** | |  | | **I** | |  | |  | |  |  | |  | |
| 1.4 | Checking the correctness of the application and completeness of documents | | |  | |  | |  | |  | | **R** | |  | |  | |  | **I** | |  | |
| 1.5 | Making a decision on the application | | |  | |  | |  | | **I** | | **R** | |  | |  | |  | **P** | |  | |
| **2** | **Preparation for actualization** | | | | | | | | | | | | | | | | | | | | | |
| 2.1 | Appointment of the lead assessor | | |  | |  | |  | | **R** | | **I** | |  | |  | |  |  | |  | |
| 2.2 | Compilation of labor intensity of work | | |  | |  | |  | |  | | **I** | | **R** | |  | |  |  | |  | |
| 2.3 | Coordination of labor intensity of work | | |  | |  | |  | | **P** | |  | | **R** | |  | |  | **P** | |  | |
| 2.4 | Calculation of the contract price and drawing up a draft contract for work, planned costing, work acceptance certificate | | |  | |  | |  | |  | | **R** | |  | |  | |  |  | | **P** | |
| 2.5 | Approval and signing of the contract | | |  | |  | |  | | **R** | | **I** | |  | |  | |  | **I** | | **R** | |
| 2.6 | Entering the contract into the information database and registration, transferring acceptance certificates, labor intensity and calculations to the case officer, sending of the contract to the CAB | | |  | |  | | **R** | |  | | **R** | |  | |  | |  | **I** | |  | |
| 2.7 | Control of payment for the contract and informing the lead assessor | | |  | |  | |  | |  | | **R** | | **I** | |  | |  |  | |  | |
| **3** | **Review of documents and records** | | | | | | | | | | | | | | | | | | | | | |
| 3.1 | Document review | | |  | |  | |  | |  | |  | | **R** | | **P** | |  |  | |  | |
| 3.2 | Drawing up a document review report | | |  | |  | |  | |  | |  | | **R** | | **P** | |  |  | |  | |
| 3.3 | Monitoring the implementation of corrective actions based on the results of assessment document (if necessary) | | |  | |  | |  | |  | |  | | **R** | | **P** | |  |  | |  | |
| **No.** | **ACTUALIZATION** | **RESPONSIBLE PERSONS** | | | | | | | | | | | | | | | | | | | | | |
| **Director** | | | | | **Deputy director** | | **Front office staff** | | **Head of accreditation Department** | | **Case officer** | | **Lead assessor** | | **Assessment Team Members** | | | **TKA members** | | **Head of OORA** | |
| **4** | **Preparation of materials for consideration at TKA and decision-making** | | | | | | | | | | | | | | | | | | | | | | |
| 4.1 | Design of projects: new edition of the scope of accreditation or separate sheets of the scope of accreditation | |  | |  | | | |  | |  | | **I** | | **R** | |  | | |  | |  | |
| 4.2 | Checking the quality of assessment of the CAB and the readiness of assessment materials for TKA | |  | |  | | | |  | | **R** | |  | | **I** | |  | | | **R** | |  | |
| 4.3 | Submission of assessment results to TKA for consideration | |  | |  | | | |  | | **I** | | **R** | | **P** | |  | | |  | |  | |
| 4.4 | Making a decision on actualization | | **I** | | **I** | | | |  | | **I** | | **I** | | **I** | |  | | | **R** | |  | |
| 4.5 | Preparation and submission to the CAB of an extract from the minutes of the TKA meeting | |  | |  | | | | **P** | |  | | **R** | |  | |  | | |  | |  | |
| 4.6 | Preparation and handing of the actualization documents for signature (accreditation certificate, scope of accreditation) | |  | |  | | | |  | |  | | **R** | | **P** | |  | | |  | |  | |
| 4.7 | Agreeing of the scope of accreditation | |  | |  | | | |  | |  | |  | | **R** | |  | | |  | |  | |
| 4.8 | Signing documents on changes to the scope of accreditation | | **R** | |  | | | |  | |  | |  | |  | |  | | |  | |  | |
| 4.9 | Entering information about the scope of accreditation into the Register of NSA | |  | |  | | | |  | |  | | **R** | |  | |  | | |  | |  | |
| **5** | **Issuance of documents on actualization** | | | | | | | | | | | | | | | | | | | | | | |
| 5.1 | Issuance to the CAB of documents on actualization | |  | |  | | | | **R** | |  | | **P** | |  | |  | | |  | |  | |
| **6** | **Submission of the materials to archive and reporting on the results of accreditation work** | | | | | | | | | | | | | | | | | | | | | | |
| 6.1 | Filing of case materials | |  | |  | | | |  | |  | | **R** | |  | |  | | |  | |  | |
| 6.2 | Reporting on the results of work on actualization | | **I** | | **I** | | | |  | | **R** | | **P** | | **P** | |  | | |  | |  | |
| 6.3 | Control of observance of actualization procedure | |  | | **R** | | | |  | | **P** | | **I** | | **I** | |  | | | **I** | |  | |

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**Note:**

R - responsible for implementing the function;

P - participates in the implementation of the function;

I - informed about the implementation of the function

**Annex 2**

**Examples of the design of the scope of accreditation in terms of displaying the address(es) of the place(s) of activity and the attribute of the place(s) of activity**

**2.1** An example of design of the scope of accreditation when carrying out CAB activities at one address of the place of activity

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. ​ | Object name | Code | Name of the characteristic (indicator, parameters) | Designation of a document establishing requirements for an object | Designation of a document establishing examination (testing) and measurement method, including sampling rules |

| 1 | 2 | 3 | 4 | 5 | 6 |
| --- | --- | --- | --- | --- | --- |
| **st. Pionerskaya, 100, 220000, Minsk** | | | | | |
| 1.1\* | Object name | code | Characteristic | Document designation | Document designation |
| 1.2\*\* | code | Characteristic | Document designation |
| 2.1\*\* | Object name | code | Characteristic | Document designation | Document designation |
| 3.1\* | Object name | code | Characteristic | Document designation | Document designation |

**Note**: (indicated on the last sheet of the accreditation scope under the table)

\* – activities are carried out directly in the CAB;

\*\* – activities are carried out directly in the CAB and outside the CAB;

\*\*\* – activities are carried out outside the CAB.

**2.2** An example of design of the scope of accreditation when carrying out CAB activities at two addresses of places of activity

| No. ​ | Object name | Code | Name of the characteristic (indicator, parameters) | Designation of a document establishing requirements for an object | Designation of a document establishing examination (testing) and measurement method, including sampling rules |
| --- | --- | --- | --- | --- | --- |

| 1 | | 2 | 3 | 4 | 5 | 6 |
| --- | --- | --- | --- | --- | --- | --- |
| **st. Pionerskaya, 100, 220000, Minsk**  **st. Pionerskaya, 102, 220000, Minsk** | | | | | | |
| 1.1\* | Object name | | code | Characteristic | Document designation | Document designation |
| 1.2\*\* | code | Characteristic | Document designation |
| 2.1\*\* | Object name | | code | Characteristic | Document designation | Document designation |
| 3.1\*\*\* | Object name | | code | Characteristic | Document designation | Document designation |

**Note** : (indicated on the last sheet of the accreditation scope under the table)

\* – activities are carried out directly in the CAB;

\*\* – activities are carried out directly in the CAB and outside the CAB;

\*\*\* – activities are carried out outside the CAB.

**2.3** An example of the design of the scope of accreditation when carrying out CAB activities at several (2 or more) addresses of places of activity (the scope of accreditation is structured into sections for each of the addresses of places of activity) (for a testing laboratory)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. ​ | Object name | Code | Name of the characteristic (indicator, parameters) | Designation of a document establishing requirements for an object | Designation of a document establishing examination (testing) and measurement method, including sampling rules |

| 1 | 2 | 3 | 4 | 5 | 6 |
| --- | --- | --- | --- | --- | --- |
| **st. Pionerskaya, 100, 220000, Minsk (Name of the CAB unit)** | | | | | |
| 1.1\* | Object name | code | Characteristic | Document designation | Document designation |
| 2.1\*\* | Object name | code | Characteristic | Document designation | Document designation |
| **st. Pionerskaya, 102, 220000, Minsk (Name of the CAB unit)** | | | | | |
| 3.1\*\*\* | Object name | code | Characteristic | Document designation | Document designation |
| 4.1\* | Object name | code | Characteristic | Document designation | Document designation |
| 5.1\*\* | Object name | code | Characteristic | Document designation | Document designation |
| 6.1\*\*\* | Object name | code | Characteristic | Document designation | Document designation |
| 7.1\* | Object name | code | Characteristic | Document designation | Document designation |
| 7.2\*\* | code | Characteristic | Document designation |
| 8.1\*\* | Object name | code | Characteristic | Document designation | Document designation |
| 9.1\*\*\* | Object name | code | Characteristic | Document designation | Document designation |
| 10.1\* | Object name | code | Characteristic | Document designation | Document designation |
| 10.2\*\* | code | Characteristic | Document designation |
| 11.1\*\* | Object name | code | Characteristic | Document designation | Document designation |
| 12.1\*\*\* | Object name | code | Characteristic | Document designation | Document designation |
| **st. Komsomolskaya, 50, 220000, Pinsk (Name of the CAB unit)** | | | | | |
| 1.1\* | Object name | code | Characteristic | Document designation | Document designation |
| 2.1\*\* | Object name | code | Characteristic | Document designation | Document designation |
| 13.1\*\*\* | Object name | code | Characteristic | Document designation | Document designation |
| 14.1\*\* | Object name | code | Characteristic | Document designation | Document designation |

**Note**: (indicated on the last sheet of the accreditation scope under the table)

\* – activities are carried out directly in the CAB;

\*\* – activities are carried out directly in the CAB and outside the CAB;

\*\*\* – activities are carried out outside the CAB.

**2.4** An example of filling out the accreditation scope when carrying out CAB activities exclusively outside the CAB at several (2 or more) addresses of places of activity

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. ​ | Object name | Code | Name of the characteristic (indicator, parameters) | Designation of a document establishing requirements for an object | Designation of a document establishing examination (testing) and measurement method, including sampling rules |

| 1 | 2 | 3 | 4 | 5 | 6 |
| --- | --- | --- | --- | --- | --- |
| **st. Oktyabrskaya, 10, 220000, Minsk (Name of the CAB unit)** | | | | | |
| 1.1\*\*\* | Object name | code | Characteristic | Document designation | Document designation |
| 2.1\*\*\* | Object name | code | Characteristic | Document designation | Document designation |
| 3.1\*\*\* | Object name | code | Characteristic | Document designation | Document designation |
| **st. Ivanovskaya, 30, 220000, Slutsk (Name of the CAB unit)**  **st. Gagarina, 4, 220000, Mozyr (Name of the CAB unit)** | | | | | |
| 4.1\*\*\* | Object name | code | Characteristic | Document designation | Document designation |
| 4.2\*\*\* | code | Characteristic | Document designation |
| 5.1\*\*\* | Object name | code | Characteristic | Document designation | Document designation |

**Note**: (indicated on the last sheet of the accreditation scope under the table)

\* – activities are carried out directly in the CAB;

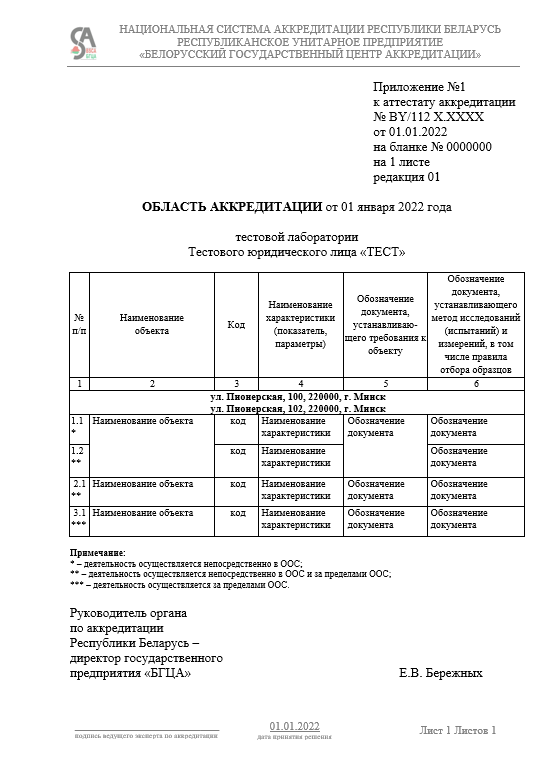
\*\* – activities are carried out directly in the CAB and outside the CAB;

\*\*\* – activities are carried out outside the CAB.

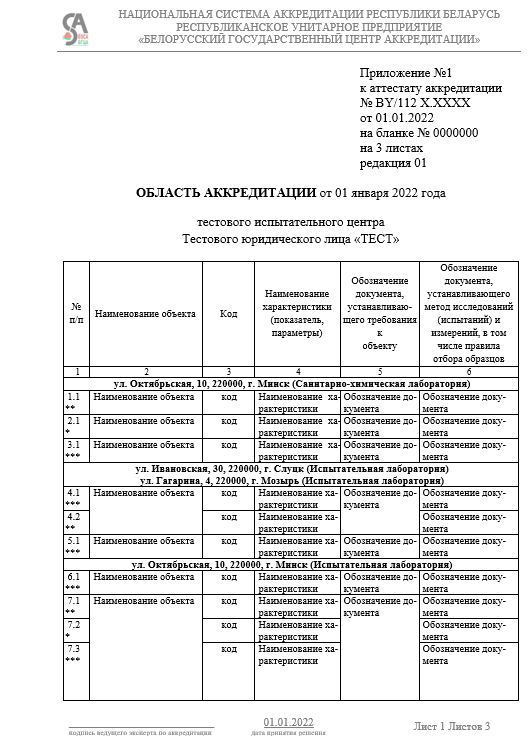
**Annex 3**

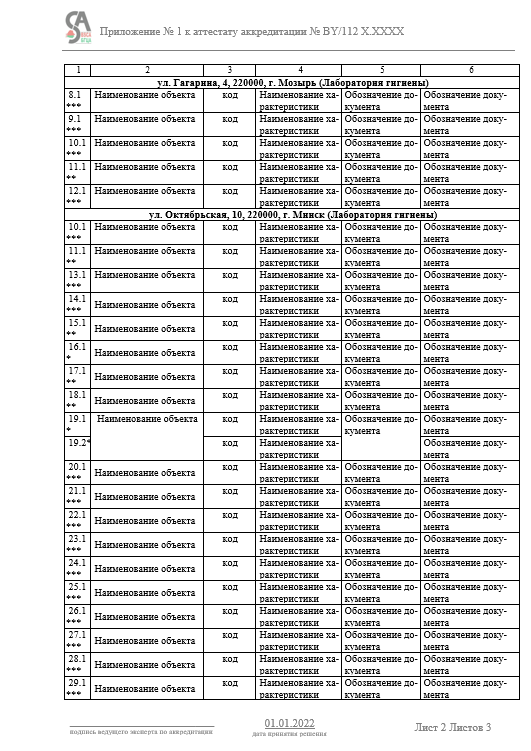
**Example of the complete design of the scope of accreditation**

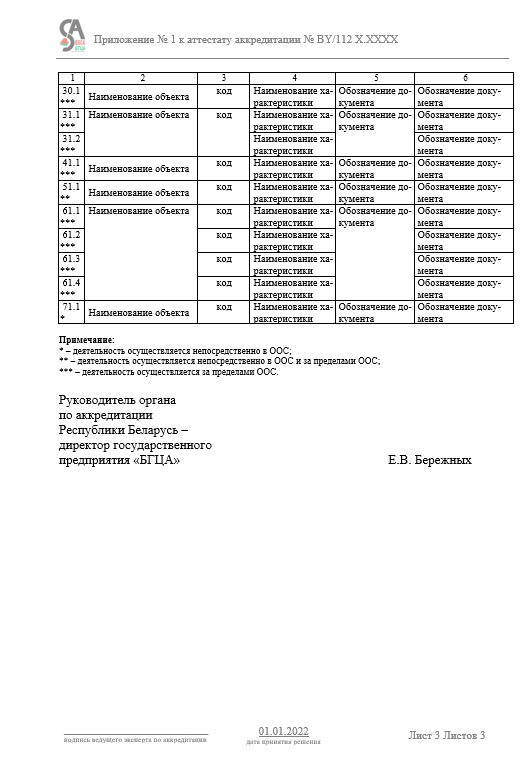
**3.1** An example of a complete design of the scope of accreditation on one sheet.



**3. 2** An example of a complete design of the scope of accreditation on three sheets.







**Revision record sheet**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sequence number of change | No. of the or-der for approval/  entry into force | Approval/  effective date | Changed item | Signature of the person making the change | Print name of the person who made the change |
| 1 | 2 | 3 | 4 | 5 | 6 |
| 1 | No. 28 of 16.02.2022 | 16.02.2022/  01.03.2022 | clause 7, clause 8, subclause 6.8.3 |  | Melnikov A.N. |
| 2 | No. 50 of 31.03.2022 | 31.03.2022/ 06.04.2022 | subclause 6.2,  Annex 2,  Annex 3 |  | Grinko V.V.,  Suvorova N.A. |
| 3 | No. 119 of 31.07.2023 | 31.07.2023/ 01.08.2023 | clause 6 |  | Grinko V.V. |
| 4 | No. 58/1 of 29.04.2024 | 29.04.2024/ 05.06.2024 | clause 6 |  | Savchenko V.A. |

1. The addresses of the place(s) of activities are to mean the addresses of the location(s) of the premises(s) involved in activities according to the scope of accreditation, including mobile places for carrying out activities within the scope of accreditation.

   The places involved in activities according to the scope of accreditation may also include the addresses of premises in the scopes of which the processing and registration of the results of the CAB, storage and archiving of documents, storage of equipment (if available), etc. are carried out. [↑](#footnote-ref-1)
2. The sign of place(s) of activity is understood to mean the identification of the activity being performed (for research, testing, measurements, calibration, etc.) at the address(es) of the place(s) of activity.

   The attribute of place(s) of activity is formulated as follows:

   - Activities are carried out directly in the CAB (identified by the sign “\*”);

   - Activities are carried out directly in the CAB scope and outside the CAB scope (identified by the sign “\*\*”);

   - Activities are carried out outside the CAB (identified by the sign “\*\*\*”).

   The attribute of the place(s) of activity is indicated when filling out the column “No.” of the accreditation scope, and the explanation is in the form of a note placed under the table of the accreditation scope.

   The sign “\*” can be placed to the right of “Item No.” or under “Item No.” depending on the need to select the width of the table columns in accordance with the forms of accreditation scopes specified in Annex 2 to the Accreditation Rules. [↑](#footnote-ref-2)
3. [↑](#footnote-ref-3)