



**REPUBLICAN UNITARY ENTERPRISE
“BELARUSIAN STATE CENTRE FOR ACCREDITATION”**

P SM 7.7-2019

**PROVISION
ON TECHNICAL COMMISSION FOR ACCREDITATION**

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1 SCOPE

1.1 This Provision on technical commission for accreditation is a document of the management system of the Republican Unitary Enterprise “Belarusian State Centre for Accreditation” (hereinafter BSCA, accreditation body). The provision is developed to further clause 7.7 of the BSCA Quality Manual with account of GOST ISO/IEC 17011. The provision lays down tasks, functions, composition, responsibilities and operation order of the Technical Commission for Accreditation (hereinafter – TKA).

1.2 The requirements of this provision are mandatory for TKA members.

2 REFERENCES

The provision references the following documents:

Law of the Republic of Belarus N 437-3 of October 24, 2016 «On assessment for compliance with technical requirements and on accreditation of conformity assessment bodies (hereinafter – the Law 437-3);

Resolution of the State Committee on Standardization of May 31, 2011 No. 27 “On Approval of Accreditation Rules” (as amended by the Resolution of State Standard of June 19, 2017 No. 49) (hereinafter referred to as the Accreditation Rules);

Decision of the Council of Eurasian economic commission of 5th December 2018 N100 “On rules of procedures on inclusion of accredited conformity assessment bodies into the unified register of conformity assessment bodies of Eurasian economic union”;

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

DP SM 6-01 Management of personnel who participate in the accreditation process. Criteria of competence;

DP SM 6-02 Monitoring of activity and competence participating in the accreditation process;

P SM 5.8 The Provision on technical committees on accreditation;

RI SM 7.8-01 Accreditation certificate. Requirements to contents and design. Introduction of changes to the accreditation certificate;

RI SM 7.8-02 Scope of accreditation. Requirements to design. Introduction of changes to the scope of accreditation;

RK SM Quality Manual.

Note: When using this procedure the current versions of the referenced documents should be used. If the reference documents are replaced (modified), then the modified documents should be used. If reference documents are canceled without replacement, the provisions of the procedure in which references are given to them are applied in the part that does not affect these references.

3 TERMS, DEFINITIONS AND ABBREVIATIONS

3.1 Terms and definitions used in this provision are those used in GOST ISO/IEC 17011.

3.2 The following notations and abbreviations are used in this provision:

BSCA, accreditation body	Republican Unitary Enterprise «Belarusian State Centre for Accreditation»
Unified Register	Unified register of conformity assessment bodies of the Eurasian economic Union
IS «Accreditation»	Unified information system in the field of conformity assessment
NPA	Normative legal act
CAB	Conformity assessment body

OEPK	Legal, economic and HR department
Withdrawal of accreditation	cancelling the validity of the accreditation certificate
Suspending accreditation	putting temporary restrictions in place for accreditation certificate
Extending accreditation	accreditation in additional scope;
Register of the National accreditation system	Register all of the National accreditation system of the Republic of Belarus
Reducing accreditation	Reducing accreditation for part of the accreditation scope
SMBusiness	electronic document flow SMBusiness»
TK	Technical committee
TKA	Technical commission for accreditation
TNPA	Technical normative legal act
IDT	Identification of the level of identity with the international standard (identity in technical content and structure)

4 GENERAL

4.1 TKA is a permanent collegial body created by BSCA Director to consider materials on assessment of competence (hereinafter – assessment materials) of conformity assessment bodies (hereinafter – CAB) and making decisions on accreditation.

4.2 In its operation TKA is guided by normative legal acts (hereinafter – NPA), technical normative legal acts (hereinafter – TNPA) which regulate activity on accreditation, conformity assessment. TKA follows management system documents and this provision.

5 TKA TASKS AND FUNCTIONS

5.1 TKA basic function is decision-making on:

confirmation of competence and issue of accreditation certificate (hereinafter – accreditation decision);
confirmation of competence and issue of accreditation certificate as a result of reaccreditation (hereinafter – decision on reaccreditation);
confirmation of competence as a result of surveillance;
accreditation in additional scope (hereinafter – extension of accreditation);
withdrawal accreditation for part of the scope (hereinafter – reducing if accreditation);
actualization of the accreditation scope;
suspension (renewal of accreditation for all or part of the accreditation scope (hereinafter – suspension (renewal) of accreditation);
withdrawal of accreditation;
refusal to grant accreditation;
inclusion of accredited CABs into national part of the unified register of the Eurasian economic Union (hereinafter – the EAEU Register) or exclusion from the EAEU Register;
introduction of changes or/and amendments into certificate of accreditation, reissue of certificate of accreditation.

5.2 TKA performs the following functions:

5.2.1 Consideration of materials on CAB assessment to determine their sufficiency to make decisions on accreditation.

5.2.2 Consideration of reports on identification (confirmation) of facts of violation of the conformity assessment activity upon requests (complaints) received from consumers (citizens), individual entrepreneurs and legal entities as well as upon provision of information from state authorities and organizations.

5.2.3 Consideration of materials on CABs' appeals on TKA decisions where the validity of the appeal is confirmed and there's a need to reconsider TKA decision.

5.2.4 Consideration of notification of change, which might affect the ability of accredited CAB to implement accreditation requirements (change of location, commercial property status, the structure of the legal entity, the composition and qualifications of personnel, resources and their placement, as well as cases of reorganization, liquidation, bankruptcy).

5.2.5 Consideration of information on violation by the accredited CAB of the requirements of documents regulation activity on accreditation and conformity assessment.

5.2.6 Consideration of any other issues addressed to TKA.

6 TKA COMPOSITION OF ORDER OF FORMATION

6.1 TKA composition is formed from the BSCA specialists (at least 5 persons) included into the List of persons competent in making decisions on accreditation (hereinafter – the List of decision-makers) (F 7.7-01).

The List of decision-makers is formed with account of confirmed competence and results of monitoring. The List is approved by the order of director, subject to annual review and update. New candidates can be included into the List of decision-makers in accordance with the requirements of the documented procedure DP SM 6-01. Monitoring of the decision-making process is performed in accordance with the documented procedure DP SM 6-02.

6.2 TKA meetings are headed by the Chair who is elected at each TKA meeting from the TKA members present at the meeting by open vote by simple majority. The requirements to TKA chair and members are laid down in documented procedure DP SM 6-01.

6.3 TKA Secretary is appointed by BSCA Director from BSCA staff members. Secretary is not a TKA member.

6.4 Personal composition of each TKA meeting (F 7.7-02) is approved by BSCA Director or Deputy Director.

Each TKA decision on accreditation, reaccreditation, confirmation of competence after surveillance, extension, reducing, suspension or withdrawal of accreditation is made by TKA members who did not take part in the assessment.

6.5 Technical committee members and technical experts can be invited to participate in TKA meetings when there's a need for recommendation related to decisions on CAB accreditation and on conformity assessment of the CAB under consideration. Technical committee operation is set in the provision P SM 5.8.

6.6 TKA members as well as members of technical committees and technical experts who participate in the TKA meeting sign Declaration on ensuring independence, impartiality, competence and confidentiality (F 7.7-03).

7 RIGHTS

TKA members have the following rights:

- to consider issues put on the TKA agenda, and decisions on them;
- request for additional documents and information from CABs as appropriate;
- to send back assessment material for additional preparation if the materials violate the requirements of legal acts, technical legal acts, management system documents or if they do not provide sufficient information for decision-making;
- receive recommendations from technical committees and technical experts.

8 OBLIGATIONS

8.1 TKA members are obliged:

to take part in preparation of TKA meetings and agenda;
be present at meetings, be its active participant, inform TKA Secretary in case of inability to participate in the meeting;

stick to the requirements of legal acts and technical legal acts which regulate activity on accreditation and conformity assessment and follow the requirements of the management system documents;

adhere to the Declaration on independence, impartiality, competence and confidentiality of information.

8.2 TKA Chair's obligations include:

general management of TKA operation, distribution of obligations between the TKA members;

consideration of issues in accordance with the agenda of the meeting and participation in making decisions on accreditation;

making TKA decisions accessible to all TKA members;

exercising control over the implementation of TKA decisions;

follow the Declaration on independence, impartiality, competence and confidentiality of information.

to ensure while holding the TKA meeting adherence to the requirements of legal acts and technical legal acts which regulate activity on accreditation and conformity assessment and as well as to the requirements of the management system documents and this provision.

8.3 TKA Secretary's obligations include:

preparation of meetings schedule and submitting it for approval;

placing the approved schedule of the meetings on BSCA server and website for information purposes;

informing TKA members, lead assessors and case officers on the date, time and venue of TKA meeting;

making composition of the meeting with account of the List of decision-makers and assessment materials put on the agenda;

general preparation of the agenda, placing it on BSCA server for information purposes;

keeping minutes of the meeting by electronic means;

placing minutes of the meeting on BSCA server;

exercising control over the implementation of TKA decisions;

preparing information requests and response to information requests on behalf of TKA;

registration and retaining TKA documentation in accordance with the nomenclature;

preparing reports on TKA work (quarterly, 6 month, year);

provision of approved copies of TKA decisions and minutes from the meetings (upon request);

adherence to the requirements of legal acts and technical legal acts which regulate activity on accreditation and conformity assessment and as well as to the requirements of the management system documents and this provision when holding TKA meetings;

keeping confidentiality of the information obtained as a result of TKA operation.

8.4 Members of Technical committees and technical experts are obliged to:

provide recommendation related to conformity assessment of the CAB under consideration an related decisions on CAB accreditation;

adherence to the requirements of legal acts and technical legal acts which regulate activity on accreditation when holding TKA meetings;

adhere to the Declaration on independence, impartiality, competence and confidentiality of information.

8.5 In relation to TKA operation a case officer is obliged to:
prepare extract on TKA decision from the minutes of the meeting, place it in the Register of the National accreditation system and(or) sending it to the CAB concerned in the prescribed term;
fill the Register of the National accreditation system and Information system “Accreditation” in the prescribed term with the information on accreditation, reaccreditation, extension, actualization of the scope, introduction of amendments to the accreditation certificate, suspension, renewal, withdrawal of accreditation, confirmation of competence as a result of periodic surveillance.

9 TKA RULES OF PROCEDURE

9.1 Meetings are the basic from of TKA operation, its frequency is provided in the schedule (F 7.7-04). The schedule is developed and approved by Director or Deputy Director quarterly and is placed on BSCA server [\\srvbscaNAS\bsca\TKA20_ /](\\srvbscaNAS\bsca\TKA20_/) and in SMBusiness for information of lead assessors, case officers, technical guarantor. It is also made accessible to CABs and other interested parties on BSCA website in 5 days after approval/

If there is a need to make decision on CABs in a timely manner unplanned meetings can take place.

9.2 TKA agenda (F 7.7-05) is formed by case office based on the suggestions of lead assessors. Materials for the meetings are prepared in accordance with the requirements of the documented procedure DP SM 7.7-01.

9.3 TKA composition (F 7.7-02) for the upcoming meeting is formed with account of clause 6 of this provision. The composition is approve by BSCA Director or its Deputy at least 5 days before the meeting. The approved agenda and composition is placed in server \\srvbscaNAS\bsca\TKA20_/\TKANº_____ OT _____.

9.4 Notification TKA members on date, time and venue of the meeting is done at least 2 days before the meeting through Spark messenger of the telephone.

9.5 Date, time and venue of unplanned meetings are defined by Director or its Deputy taking into account the agenda of the meeting.

9.6 In accordance with clause 6 of this provision TKA meeting can only be held if at least 2/3 of the TKA members (at least 5 persons) are present.

As appropriate assessment team members can be invited to TKA meetings to provide explanations on issues related to assessment materials. Representatives of legal department can be invited to TKA meetings to provide explanations on complaints, violation by the CAB of its obligations as the accredited body. Other interested parties may be invited to TKA meetings.

CAB representatives may be present at the TKA meeting when the assessment materials of this CAB is considered. To participate in the meeting the CAB should submit to BSCA an application in accordance with the form (F 7.7-06) accessible from BSCA website.

9.7 All persons present in the meeting put their signature on the List of participants (F 7.7-07). Minutes of the meeting is kept in an electronic form.

9.8 The Chair and TKA members are entitled to vote. Technical committees members and technical experts, candidates for inclusion into the List of decision-makers who take part in the meeting for training purposes, TKA secretary and all invited persons who are not included into the TKA composition have no right to vote.

Decisions are made by consensus between all TKA members. If a consensus cannot be reached between all TKA members this point is excluded from the agenda to gather additional information. This issue is reconsidered at the upcoming TKA meeting after consideration of additional information presented by the secretary.

9.9 If CAB initiates reducing, suspension or withdrawal of accreditation the issue is included into to agenda to make decision omitting independent review.

9.10 All accreditation decisions are made in a timely manner and on the basis of the information obtained by the assessment team. Preparation of the materials on competence assessment of the CAB for TKA is described in documented procedure DP SM 7.7-01.

9.11 BSCA identified processes for all types of accreditation decisions documented in articles 54-56 of chapter 6 of the Law N437-3 as well as clause 18 of chapter 3 of Accreditation Rules. This includes the following:

9.11.1 Decision on accreditation, reaccreditation, extension, confirmation of competence as a result of periodic surveillance is made if all requirements accreditation requirements are fulfilled and competence of the CAB is confirmed in accordance with clauses 11-17 of chapter 3 of the Accreditation Rules. Accreditation decision comes into effect from the date of the TKA meeting when this decision was made.

9.11.2 Decision on refusal to grant accreditation based on the results of the assessment of competence, extension of accreditation is made when accreditation requirements of are not fulfilled and the competence in the declared scope is not confirmed in accordance with paragraphs 11-17 of Chapter 3 of the Accreditation Rules. The decision comes into effect from the date of the TKA meeting when this decision was made.

9.11.3 The decision on suspending for all or part of the accreditation scope, on reducing accreditation can be made based on the results of assessment of competence with the purpose of re-accreditation, periodic assessment of competence if facts of violation of the conformity assessment activity are identified (confirmed) upon requests (complaints) received from consumers (citizens), individual entrepreneurs and legal entities as well as upon provision of information from state authorities and organizations

The grounds for suspending accreditation for all or part of the accreditation scope, as well reducing accreditation not related to the initiative of the CAB, its liquidation or reorganization – are violations escribed in Article 56 of Chapter 6 of Law N 437-3 and clause18 of Chapter 3 of the Accreditation Rules.

The decision on suspending accreditation is made provided that the revealed violations or circumstances and their reasons can be eliminated by the accredited CAB through the development and implementation of corrective actions.

Accreditation is suspended until the complete elimination of violations or circumstances (nonconformities) which served as grounds for suspension of accreditation, as well as their causes. Accreditation can be suspended for the period not exceeding six months from the date of the decision on suspension.

Decision on suspending accreditation for all or part of accreditation scope initiated by the CAB can be made for the period not exceeding six months provided that conditions of clause 46 of chapter 8 of Accreditation Rules are fulfilled.

Decision on suspending accreditation for all or part of accreditation scope comes into effect on the day after the TKA meeting when this decision was taken.

9.11.4 The decision to suspend accreditation can be made based on the results of the assessment of competence with the purpose of reaccreditation, periodical assessment of competence, and if facts of violations in the conformity assessment activity are identified or confirmed upon requests (complaints) received from consumers (citizens), individual entrepreneurs and legal entities as well as upon provision of information from state authorities and organizations.

The grounds for the withdrawing of accreditation, not related to the initiative of the CAB, its liquidation or reorganization, are violations and circumstances established by Article 56 of Chapter 6 of Law N 437-3 and clause 18 of Chapter 3 of the Accreditation Rules.

The decision to withdraw accreditation can be made provided one of the following conditions is in place:

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

identified violations or circumstances (nonconformities), their causes can be eliminated by

the accredited entity through the development and implementation of corrective actions, but the CAB did not express written consent to eliminate them within twenty days from the date of the decision suspending of accreditation;

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

The decision on withdrawing of accreditation enters into force on the day following the date of the TKA meeting when the decision was made.

9.11.5 The decision on renewal of accreditation for all or part of the accreditation scope can be made provided the following conditions are fulfilled:

corrective actions are developed and agreed with the accreditation body;

corrective actions are implemented in the agreed term and accreditation body is informed.

Implementation of the corrective actions by the CAB is analyzed by the accreditation body and if elimination of nonconformities is confirmed the decision on renewal of accreditation is made.

The decision on renewal of accreditation enters into force on the day following the date of the TKA meeting when the decision was made.

9.11.6 Decision on actualization of the scope of accreditation, reducing of scope is made upon completion of works on actualization of the scope of accreditation in accordance with the requirements of chapter 6 of the Accreditation Rules and working instruction RI SM 7.8-02.

Decision on actualization of the scope of accreditation and/or reducing of scope is made effective on the day following the date of the TKA meeting when the decision was made.

9.11.7 The decision to introduce amendments into the accreditation certificate is made based on the results of consideration of information received from the CAB related to a change in the name of the legal entity (branch of the legal entity), structural unit, change of the location of the legal entity (branch of the legal entity), structural unit in accordance with the requirements of chapter 7 of Accreditation Rules and working instruction RI SM 7.8-01. The decision enters into force on the date of the TKA meeting at which this decision was made.

The decision to issue a duplicate of the accreditation certificate is made if there is an application from the CAB in accordance with the procedure established by Chapter 7 of the Accreditation Rules.

9.11.8 The decision to include or exclude accredited CABs in the national part of the unified register of the Eurasian Economic Union in accordance with clause 11 of the Procedure for inclusion into the unified register. This decision enters into force from the date of the meeting of the TKA at which the decision was made.

9.12 TKA results are reflected in the minutes (F 7.7-08) within 3 working days from the date of the TKA meeting. The minutes is signed by the Chair, TKA members and secretary and is placed in BSCA server [\\srvbscaNAS\bsca\TKA20__/TKA№____ or _____](#) in uneditable format.

The minutes of the meeting includes the names of the invited persons who are not the members of the TKA.

9.13 An extract from the minutes of the TKA meeting (F 7.7-09), including information about the decision made, is placed by case officer in the Register or is sent to the CAB through regular mail no later than three working days from the date of the TKA meeting in order to inform in writing about the decision. An extract from the minutes of the TKA meeting regarding suspension, withdrawal of accreditation, refusal to issue an accreditation certificate or a reducing accreditation is sent on the day of the TKA meeting by e-mail or facsimile.

9.14 Case officers place information on accreditation into the Register of National Accreditation system and Information system “Accreditation” within 3 working days from the date of the TKA meeting. This information includes decisions on accreditation, re-accreditation, extending accreditation, updating the scope of accreditation, making changes (amendments) to the accreditation certificate, suspension, renewal, withdrawal of accreditation, refusal to issue an accreditation certificate, confirmation of competence based on the results of a periodic assessment

of competence.

9.15 TKA decision can be appealed in accordance with the documented procedure.

10 FORMS TO BE APPLIED

- F 7.7-01 List of persons competent in making decisions on accreditation of CABs
- F 7.7-02 Composition of TKA
- F 7.7-03 Declaration on ensuring independence, impartiality, competence and confidentiality
- F 7.7-04 TKA meetings schedule
- F 7.7-05 Agenda of TKA meeting
- F 7.7-06 Application on participation in TKA meeting
- F 7.7-07 List of participants of the TKA meeting
- F 7.7-08 Minutes of the TKA meeting
- F 7.7-09 Extract from the minutes of the TKA meeting

11 MANAGEMENT OF RECORDS

Management of records set by this procedure is described in Table 1.

Table 1 Management of records

Title, type of records	Place for records retain	Responsibility for update of records form/keeping records	Place for records form retain	Term for records retain
List of persons competent in making decisions on accreditation of CABs (BH)	Legal department/Folder "Lists of persons, declarations"	OORA/OORA	IPS Standart/ Our documents/ П SM 7.7/ Forms/F 7.7-01	10 years
Composition of TKA (paper means)	Legal department /Folder «TKA materials»	Legal department / Legal department	IPS Standart/ Our documents/ P SM 7.7/ Forms/F 7.7-02	10 years
Declaration on ensuring independence, impartiality, competence and confidentiality (paper means)	Legal department /Folder « Lists of persons, declarations »	Legal department / Legal department	IPS Standart/ Our documents/ P SM 7.7/ Forms/F 7.7-03	10 years
TKA meetings schedule (paper mean)	Legal department /Folder «TKA materials»	Legal department / Legal department	IPS Standart/ Our documents/ P SM 7.7/ Forms/F 7.7-04	10 years
Agenda of TKA meeting (paper means), (electronic means)	Legal department /Folder «TKA materials»/ <u>\\srvbscaNAS\bsca\TKA20_/TKANo_</u> <u>___ OT ___</u>	Legal department / Legal department	IPS Standart/ Our documents/ P SM 7.7/ Forms/F 7.7-05	10 years
Application on participation in TKA meeting (paper means)	Legal department /Folder «TKA materials»	Legal department / Legal department	IPS Standart/ Our documents/ P SM 7.7/ Forms/F 7.7-06	10 years

Title, type of records	Place for records retain	Responsibility for update of records form/keeping records	Place for records form retain	Term for records retain
List of participants of the TKA meeting (paper means)	Legal department /Folder «TKA materials»	Legal department / Legal department	IPS Standart/ Our documents/ П CM 7.7/ Forms/F 7.7-07	10 years
Minutes of the TKA meeting (paper means), (electronic means)	Legal department /Folder «TKA materials» \\srvbscaNAS\bsca\TKA20_/TKAN№_ ___ OT ___	Legal department / Legal department	IPS Standart/ Our documents/ П CM 7.7/ Forms/F 7.7-08	10 years
Extract from the minutes of the TKA meeting (paper means)	CAB's case, Register of the National accreditation system	Legal department /OORA	IPS Standart/ Our documents/ П CM 7.7/ Forms/F 7.7-09	10 years

Developer:

Head of OORA

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O.V. Shabanova

AGREED

Deputy Director

_____ V.A.Sharamkov

«_____» _____ 2019

Head of OAL 1

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Head of OAOS

_____ N.V.Kravchenko

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«_____» _____ 2019

Amendments registration sheet

N	Date of introduction of the amendment	N of notification of change, date of approval	Paragraph changed	Signature of the person who introduced the change	Full name of the person who introduced the change