



**REPUBLICAN UNITARY ENTERPRISE  
«BELARUSIAN STATE CENTRE FOR ACCREDITATION»**

**DP SM 6-01-2019**

**MANAGEMENT OF PERSONNEL INVOLVED IN  
ACCREDITATION PROCESS.  
CRITERIA OF COMPETENCE**

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## 1 SCOPE

**1.1** This documented procedure (hereinafter, “the procedure”) is a document of the management system of the Republican Unitary Enterprise the Belarusian State Centre for Accreditation. It is developed to further section 6 of BSCA Quality Manual in accordance with account of GOST ISO/IEC 17011, ILAC G11:07, IAF MD 20. The Procedure sets competence criteria and the order to manage competence of personnel involved in the accreditation process.

**1.2** The requirements of this procedure are mandatory for BSCA personnel involved in the accreditation process.

## 2 REFERENCES

This procedure 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 June 25, 2017 No. 40 “On approval of the Order of attestation of accreditation assessors” (hereinafter referred to as the Provision on assessor attestation);

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

GOST ISO/IEC 17021-1 (ISO/IEC 17021-1, IDT) Conformity assessment. Requirements for bodies providing audit and certification of management systems. Part 1: Requirements;

GOST ISO/IEC 17021-2 (ISO/IEC 17021-2, IDT) Conformity assessment. Requirements for bodies providing audit and certification of management systems. Part 2: Competence requirements for auditing and certification of environmental management systems;

GOST ISO/IEC 17021-3 (ISO/IEC 17021-3, IDT) Conformity assessment. Requirements for bodies providing audit and certification of management systems. Part 3: Competence requirements for auditing and certification of quality management systems;

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;

GOST ISO/IEC 17024 (ISO/IEC 17024, IDT) Conformity assessment. General requirements for bodies operating certification of persons;

GOST ISO/IEC 17025 (ISO/IEC 17025, IDT) General requirements for the competence of testing and calibration laboratories;

GOST ISO/IEC 17043 (ISO/IEC 17043, IDT) Conformity assessment. General requirements for proficiency testing;

GOST ISO/IEC 17065 (ISO/IEC 17065, IDT) Conformity assessment. Requirements for bodies certifying products, processes and services;

ILAC G11 Guidelines on Qualifications & Competence of Assessors and Technical Experts ;

IAF MD 8 Application of ISO/IEC 17011:2004 in the Field of Medical Device Quality Management Systems (ISO 13485);

IAF MD 9 Application of ISO/IEC 17021-1 in the Field of Medical Device Quality Management Systems (ISO 13485);

IAF MD 13 Knowledge Requirements for Accreditation Body Personnel for Information Security Management Systems (ISO/IEC 27001);

IAF MD 16 Application of ISO/IEC 17011 for the Accreditation of Food Safety Management Systems (FSMS) Certification Bodies;

IAF MD 20 Application of ISO/IEC 17011 for the Accreditation of Food Safety Management Systems (FSMS) Certification Bodies;

IAF MD 22 Application of ISO/IEC 17021-1 for the Certification of Occupational Health and Safety Management Systems (OH&SMS);

RK SM BSCA Quality Manual;

P SM 5.8 Provision on technical committees on accreditation;  
P SM 6.1 Provision on Attestation Commission;  
P SM 7.7 Provision on Technical commission for accreditation;  
DP SM 6-02 Monitoring of activity and competence of personnel participating in the accreditation process;  
DP SM 6-03 Training arrangements;  
RI SM 6-01 Rules of procedure for initial training of personnel involved in the accreditation process;  
RI SM 6-02 Rules of procedure for determination of sufficiency of assessors;  
RI SM 7-05 Classifier of the scope of activity in the field of conformity assessment (laboratories/inspection bodies);  
RI SM 7-07-2017 Work instruction. Classifier of scope of activities in the field of conformity assessment (certification bodies).

*Note: When using this procedure the current versions of the referenced documents shall be used. If the reference documents are replaced (modified), then the modified documents should be used. If reference documents are cancelled 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 AND DEFINITIONS

Terms and definitions used in this procedure are those of GOST ISO/IEC 17000, GOST ISO/IEC 17011, STB ISO 9000, and the following terms and definitions:

**tutor:** a person appointed by the accreditation body to manage the initial training of the applicant for the status of an assessor/case officer and/or to perform monitoring;

**case officer:** an employee of the accreditation body whose responsibilities include coordinating and monitoring of the implementation of all the stages of accreditation of applicant/accredited CAB;

**candidate:** a person applying for the status of an assessor and/or case officer

**technical assessor:** a natural person who provides specific knowledge in a specific field of accreditation, appointed by the accreditation body to participate in accreditation and included in the Register of technical experts on accreditation

Note 1 – This term is laid down by the Law 437-3 and corresponds to clause 3.30 of GOST ISO/IEC 17011.

**technical guarantor:** a person appointed by the accreditation body to control specific assessment materials submitted to the Technical commission for accreditation.

**TKA members:** persons authorized by the accreditation body to participate in the process of making decisions on accreditation at meetings of the technical commission on accreditation

**assessor:** a natural person attested by an accreditation body in accordance with the legal acts of the Republic of Belarus, appointed by an accreditation body to perform accreditation and included in the Register of assessors.

Notes

1 – This term is laid down by the Law 437-3 and corresponds to clause 3.30 of GOST ISO/IEC 17011.

2 – In this Quality Manual and other management system documents the term “lead assessor” means assessor who is given the overall responsibility for the management of an assessment. The term „lead assessor“ corresponds to clause 3.31 of GOST ISO/IEC 17011..

**technical expert:** a person assigned by an accreditation body, working under the responsibility of a lead assessor, who provides specific knowledge or expertise with respect to the scope of accreditation to be assessed and does not assess independently.

Notes

1 This term corresponds to clause 3.32 of GOST ISO/IEC 17011.

2 A technical expert is not expected to have assessor qualifications and training.

### 4 DENOTATIONS AND ABBREVIATIONS

The following notation and abbreviations apply in this procedure:

IS «Accreditation» – unified information system in the field of conformity assessment;

NPA – Normative legal act;

- CAB – Conformity assessment body (applicant for accreditation/ accredited body);
- TKA – Technical accreditation commission;
- IDT – Identification of the level of identity with the international standard (identity in technical content and structure).

## 5 RESPONSIBILITY AND AUTHORITY

### 5.1. BSCA Director provides:

- decision-making regarding labor activity of personnel;
- approval of lists of technical guarantors and persons competent in making decisions on accreditation.

### 5.2. The Head of the accreditation department is responsible for:

- determination of sufficiency of personnel;
- recruitment of personnel for conducting assessments;
- appointment of a tutor;
- official authorization of assessors, technical assessors and technical experts to conduct assessment of CAB's competence as part of the assessment team;
- preparing proposals on inclusion/exclusion persons in the lists of technical guarantors and accreditation decision-makers;
- registration of protocols of technical training.

### 5.3. The head of OORA is responsible for:

- determination of need for personnel;
- selection of personnel involved in the accreditation process;
- making a decision on assigning the status of technical assessors and inclusion in the Register of assessors and technical experts;
- compiling lists of technical guarantors and accreditation decision-makers based on proposals from heads of accreditation departments;
- formation and maintenance of a Register of assessors and technical experts;
- formation and maintenance of personal files of assessors, technical assessors and technical experts;
- registration of protocols of technical training.

### 5.4. Team leader is responsible for:

- selection (search) of technical expert and technical experts to be included in the assessment team in case of absence of a technical assessor with appropriate field of competence;
- familiarization of technical experts with relevant requirements and procedures used in the accreditation process before assessment.

### 5.5. Assessors and technical assessors are responsible for:

- maintaining and improving their competence, improving their knowledge and skills through self-training, conducting various activities for continuous professional development and attending BSCA trainings;
- ensure updated records in the personal file and personal account in the IS "Accreditation";

### 5.6. The tutor is responsible for:

- formation and implementation of the program of initial training for applicants for assessor and case officer status;
- initial evaluation of competence;
- monitoring the activities and competencies of personnel involved in the accreditation process.

The responsibility and authority of the tutor to perform a specific task are established in DP SM 6-02, RI SM 6-01.

**5.7. Technical Accreditation Committee** is responsible for confirming of technical competence of technical assessors and technical experts.

**5.8. Attestation commission** is responsible for authorizing the assessor to conduct accreditation activities.

**5.9.** Notifying of duties, responsibilities and authorities of each specialist involved in the accreditation process is carried out through signing contracts, civil contracts, employment contracts, obligations set forth in Declarations (F 6-01-01, F 6-01-02) as well as through familiarization with the Code of Professional Ethics, job descriptions, documents of BSCA management system. Personnel, through personal signature in the documents listed above, formally accepts obligations to comply with the rules established by BSCA and accreditation procedures. These obligations include impartiality and confidentiality requirements.

## **6 CRITERIA OF COMPETENCE**

### **6.1 General provisions**

6.1.1 Personnel competence ensures confidence in the results of accreditation. Personnel competence is demonstrated by the ability to apply knowledge and skills in practice.

6.1.2 BSCA has a sufficient number of qualified and competent personnel with training, knowledge, skills and experience necessary to carry out accreditation activities in all accreditation schemes.

6.1.3 The personnel involved in the accreditation process include:

- top management (director and deputy director, heads of accreditation departments, quality manager);
- head of OORA;
- assessor, technical assessors, technical experts;
- case officers;
- accreditation decision makers;
- technical guarantors;

– tutors.

**6.2 Determination of competence criteria**

6.2.1. Requirements for education (qualifications), work experience and specialized training of personnel involved in the accreditation process are established in Annex 1.

6.2.2. Personnel competence criteria are shown in Figure 1:

A. Competence set by accreditation schemes	B. General competence for conducting assessments	C. Professional competence
<ul style="list-style-type: none"> <li>• <b>A1</b> GOST ISO/ IEC 17025 (calibration)</li> <li>• <b>A2</b> GOST ISO/ IEC 17025 (testing)</li> <li>• <b>A3</b> STB ISO 15189</li> <li>• <b>A4</b> GOST ISO/IEC 17020</li> <li>• <b>A5</b> GOST ISO/IEC 17043</li> <li>• <b>A6</b> STBISO/IEC 17021</li> <li>• <b>A7</b> GOST ISO/IEC 17024</li> <li>• <b>A8</b> GOST ISO/IEC 17065</li> </ul>	<ul style="list-style-type: none"> <li>• <b>B1</b> Accreditation</li> <li>• <b>B2</b> Planning and drawing up assessment programmes</li> <li>• <b>B3</b> Document review</li> <li>• <b>B4</b> Conducting assessment</li> <li>• <b>B5</b> Reporting</li> </ul>	<ul style="list-style-type: none"> <li>• <b>C1</b> Personal attributes</li> <li>• <b>C2</b> Communicative skills</li> <li>• <b>C3</b> Organisational skills</li> <li>• <b>C4</b> Basic computer skills</li> <li>• <b>C5</b> Leadership skills</li> </ul>

Figure 1

The competence requirements for Category A of Figure 1 are given in Annex 2, for Category B of Figure 1 - in Annex 3 (according to IAF MD 20), Annex 4 (according to GOST ISO/IEC 17011), for Category C of Figure 1 - in Annex 5.

Other competencies and associated knowledge and skills are established in IAF MD 20 as appropriate. For assessor and technical assessor in the field of management system certification bodies the above mentioned requirements are supplemented with the requirements of IAF MD 8 (Annex 2), IAF MD 13 (Annex A), IAF MD 16 (Clause 6.2.1). The texts of these international documents are placed in the IS “Accreditation” in the section “Documents of international organizations” and are available to all personnel involved in the accreditation process.

6.2.3. Regardless of the nature of the tasks performed, BSCA personnel meets the following requirements:

- knowledge and experience necessary for effective activity in a certain field in accordance with the procedures established in the BSCA management system documents;
- carrying out activities impartially without any economic and other impact;
- ensuring confidentiality of information obtained during accreditation activities.

## 7 MANAGEMENT OF COMPETENCE OF PERSONNEL

### 7.1 General provisions

7.1.1 One of the goals of BSCA quality policy is to carry out accreditation activities competently, non-discriminatory, objectively and impartially at all levels to ensure confidence of conformity assessment services end users in the results of CABs accredited by BSCA.

7.1.2 To achieve this goal, BSCA adheres to the following principles:

- providing objective evaluation of competence of assessors, technical assessors and technical experts through attestation, observation by competent assessor or technical assessors during the first assessments and further monitoring of activities and competence in relevant accreditation schemes;
- each technical assessor and technical expert shall have a proven qualification and scope of competence for the accreditation scheme;
- applicants for assessor/technical assessor status undertake mandatory initial training according to RI SM 6-01 under the guidance of tutors;
- assessors and technical assessors are constantly improving their skills through participation in seminars, special trainings and at trainings organized by BSCA in accordance with DP SM 6-03.

7.1.3 Periodically BSCA reviews and evaluates competence of personnel involved in accreditation process to ensure sufficiency of competent personnel to manage and maintain all types of accreditation activities for all accreditation schemes. The procedure for determining sufficiency of personnel is established in RI SM 6-02.

### 7.2 Selection of personnel involved in accreditation process

7.2.1 The need for personnel is determined by the heads of accreditation departments and the head of OORA, taking into account the strategic and operational plans in accordance with BSCA objectives.

7.2.2 The selection of personnel for the assessment activities is carried out on the basis of the following:

- recommendations of BSCA employees who conducted assessments in CABs;
- recommendations of technical expert and experts included in the Register of assessors and technical experts;
- recommendations of technical accreditation committees, lecturers of various trainings and seminars;
- recommendations of various professional associations and unions, communities, research institutes and higher educational institutions;
- CV supported with a set of documents submitted to BSCA;



– proposals from national accreditation bodies of other states to attract assessors from other accreditation bodies that have signed MLA/MRA agreements.

7.2.3 The staff is selected in accordance with the criteria set out in Annex 1 through review of records on education, qualifications and work experience submitted by the applicant. This information is indicated in the CV in the form F 6-01-03 and is submitted to BSCA with supporting documents on paper and (or) electronic media. CV of applicants for a full-time position is considered by the head of the OEPK together with the potential head of the department. If an applicant complies with the requirements for personnel established by BSCA, the applicant is invited to an interview with the director, after which a decision is made regarding the applicant's work at BSCA.

7.2.4 Internal and external personnel involved in accreditation process shall be Registered in the system IS "Accreditation" and have a personal account. Personal account in the IS "Accreditation" is used to assess competence, to notify personnel, to provide access to international documents containing information on accreditation processes. Some stages of accreditation are implemented with the help of IS "Accreditation".

7.2.5 Personal account of IS "Accreditation" includes the following information:

- contact and personal data;
- information on education, qualifications and work experience;
- scope of competence which is indicated with codes of the technical field (RI SM 7-05 and RI SM 7-07) depending on qualifications, knowledge and experience.

Personal accounts in IS "Accreditation" allow attaching CV and copies of documents confirming qualifications and professional development. In addition to this applicants for the status of a technical expert shall provide copies of documents confirming technical competence in the states scoped of competence in accordance with P SM 5.8.

7.2.6 CV and records in personal accounts of applicants for the status of assessor/technical assessor/technical expert are reviewed by specialist from OORA department to check correctness, completeness, adequacy and compliance with the requirements set forth in Annex 1 of this procedure.

If the review result is positive:

- the head of the accreditation department appoints a tutor for initial training of this candidate for the status of an assessor;
- the applicant for the status of a technical assessor is invited to initial training organized by BSCA in accordance with DP SM 6-03 and RI SM 6-01;

- an account in IS “Accreditation” is created for the assessor/expert.

7.2.7 If any inconsistencies with the requirements specified in Annex 1 are identified by OORA specialist, the missing information is requested, or a response is sent to the applicant with the rationale on impossibility of cooperation.

7.2.8 In absence of technical assessors with the necessary scope of competence in the Register of assessors and technical experts, a team leader searches for a technical expert in accordance with clause 7.2.2 of this procedure. The further technical expert selection process is carried out in accordance with clauses 7.2.6 -7.2.7 of this procedure.

7.2.9 When selecting members of the assessment team to assess a CAB located in another country, it is possible to include a technical expert from the country in which the assessment is to be conducted to provide advice on the normative legal acts of that country.

7.2.10 Applicants who have successfully completed the selection process are assigned an account in the Register of assessors and technical experts in the IS «Accreditation» in order to carry out further works.

### **7.3 Confirmation of technical competence of technical assessors and technical experts**

7.3.1. Confirmation of technical assessor’s/technical expert’s technical competence is carried out by the relevant technical committee of BSCA or working group of the technical committee.

7.3.2. An applicant for the status of technical assessor/technical expert is allowed to eligible to confirm technical competence if the applicant carries out practical activities in accordance with the accreditation scheme and according to the declared codes of technical competence, or if no more than 3 years have passed since the termination of practical activities in this field.

7.3.3. Confirmation of technical competence of the applicant for the status of technical assessor/technical expert is carried out at meetings of the technical committee and is done through reviewing set of documents, and, if necessary, through an interview. This results in technical committee decision on confirmation of the declared codes of competence. The procedure for confirming technical competence is described in P SM 5.8.

7.3.4. If it is impossible to confirm technical competence by members of the technical committee (for example, in the absence of a technical committee member with corresponding field of technical competence due to a unique field of activity), information (documentation) confirming applicant’s competence in a specific field of activity is requested from the parent organization of the applicant.

7.3.5. On the basis of international agreements signed by BSCA with other accreditation bodies on cooperation and mutual provision of technical experts in specific fields of accreditation, BSCA may involve a foreign technical expert for accreditation activity, as necessary. Confirmation of technical competence of a foreign technical expert can be provided directly by the relevant accreditation body that has signed the MLA/MRA arrangements.

### **7.4 Initial evaluation of competence**

7.4.1. Initial evaluation of applicants’ competence for the status of assessor/technical assessor is carried out as part of initial training, which is divided into three stages: theoretical, special and practical. The procedure for initial training of personnel involved in the accreditation process, as well as the forms of records used in the course of this activity, are defined in RI SM 6-01.

7.4.2. During theoretical and special stages of initial training, applicants demonstrate their knowledge and skills through testing and participation in simulation exercise. In practical training, applicants demonstrate ability to apply acquired knowledge and skills in the course of assessment. After passing each stage of initial training, the tutor evaluates the competence of the applicant through an interview and observing the applicant in the course of assessment.

7.4.3. Initial evaluation of applicant's competence ends with attestation, which takes place after successful completion of the initial training. Attestation is carried out as interviewing (oral examination) in accordance with the Regulation on attestation procedure. At attestation the results of initial training and the level of acquired knowledge and skills needed to assess competence of CAB are evaluated.

### **7.5 Official authorization of personnel to perform accreditation activity**

7.5.1. Personnel is officially authorized to carry out accreditation activities prior to its undertaking through:

- assignment of appropriate status;
- inclusion of assessors, technical assessors and technical experts in the Register of assessors and technical experts;
- inclusion of technical guarantors/accreditation decision-makers in the relevant lists;
- conclusions of head of OORA on admission of case officers to independent work.

7.5.2. The decision to assign the status of an assessor is made by the attestation commission. Based on the extract from the minutes of the attestation commission meeting where positive decision on assigning assessor status was made and based on the provided set of documents, OORA specialist:

- prepares a report on selection of personnel according to the form F 6-01-04,
- draws up a personal card according to the form F 6-01-05,
- forms a personal file in accordance with clause 7.7.2 of this procedure;
- enters the relevant information on the attested assessor in the Register of assessors and technical experts.

7.5.3. Inclusion in the Register of assessors and technical experts with assignment of corresponding status and registration number is official authorization of the applicant for the status of technical assessor.

The decision to grant the status of technical assessor is made on the basis of:

- compliance of the applicant with all the requirements for technical assessor in accordance with the requirements set forth in Annex 1;
- confirmation of the applicant's technical competence;

- positive results of initial evaluation of competence in initial training.

7.5.4. The authorization of assessors, technical assessors and technical experts to conduct assessment of competence of CAB as part of assessment team is carried out by the head of the accreditation department based on the verification of following:

- account in the Register of assessors and technical experts;
- compliance with the requirements for assessors, technical assessors and technical experts set out in Annex 1-5.
- conformity of confirmed scope of competence with the scope of accreditation being verified;
- updated profile (personal account) of assessor/technical assessors/technical expert.

7.5.5. The compilation and updating of the lists of technical guarantors and accreditation decision-makers is carried out by the head of OORA on the proposals of heads of accreditation departments. The lists are approved by director. The decision to include or exclude technical guarantors and accreditation decision-makers from the relevant lists is taken according to the requirements set forth in Annex 1.

7.5.6. Admission of case officers to independent work is granted by the head of OORA after the applicant has undergone initial training under supervision of a tutor and after an interview to determine preparedness for independent work.

## **7.6 Maintenance, improvement of competence and extending scope of competence**

### **7.6.1. Independent maintenance and improvement of competence**

Each external technical expert/expert, included in the Register assessors and technical experts, maintains technical competence through working in relevant field, performing certain types of activities, conducting development, educating others, participating in trainings, seminars, conferences, participating in professional associations, being a technical and other committees member at national and international levels.

BSCA supports and as necessary requires staff members to improve their knowledge and skills through self-training and various ongoing professional development activities, including: participation in the work of the technical committee, being a member of a standard development groups, participation in round tables, monitoring of personnel, training of applicants and other activities aimed at improving competence.

The staff participating in the meetings of committees, trainings, seminars, conferences and other events shares knowledge with BSCA personnel from other departments (within their competence) through technical training, where relevant received information is highlighted, and possibility of applying the acquired knowledge and skills is discussed. The results of technical training are recorded in protocol (F 6-01-06). Responsibility for execution of protocols rests with the heads of departments.

Team leader bring the requirements and procedures used in the accreditation process to the attentions of assessors/technical experts before the assessment.

### **7.6.2. Extending scope of competence**

When expanding technical field of competence, technical assessor/technical expert shall demonstrate work experience and competence providing/attaching a documented certificate and indicate these changes in the profile in the IS “Accreditation”. These additions in the scope of competence are entered into the Register of assessors and technical experts only after confirmation of technical competence in the new scope in accordance with paragraph 7.3 of this procedure.

If necessary, assessor can extend its competence to another accreditation scheme. In this case, he/she shall undertake training on the requirements of this accreditation scheme, take part in at least 1 assessment in this accreditation scheme as an observer, and conduct 1 assessment in the relevant field under the supervision of a tutor.

When BSCA develops a new type of accreditation activity for a new accreditation scheme, the applicant shall be trained in the requirements of the new accreditation scheme and conduct an assessment under the supervision of an invited assessor or technical assessor competent in performing accreditation work under the new accreditation scheme.

The decision to assign the status of an assessor in new accreditation scheme is taken by the attestation commission according to P SM 6.1.

### **7.6.3. Special training at BSCA**

Assessors and technical assessors included in the Register of assessors and technical experts, shall annually attend BSCA trainings to:

- obtaining information on new accreditation schemes, on changes in legislation related to accreditation, in the rules of accreditation;
- ensure uniformity in the interpretation of accreditation requirements;
- improve assessment techniques;
- be informed of the most frequent violations in accreditation activities;
- exchange of experience in accreditation activities;
- maintain and enhance competence to assess in a correct and competent manner.

The organization procedure and typical training program are defined in DP SM 6-03.

### **7.6.4. Experience in accreditation activity**

To maintain competence in accreditation activities, assessor and technical assessor need to attend trainings organized by BSCA every year and participate in assessments regularly - at least two assessments per year.

Assessor/technical assessor who has not participated in the assessments more than:

- 1 year but regularly attended trainings for technical assessor/assessor organized by BSCA shall conduct one assessment under observation of a tutor in the relevant field before he/she can conduct assessment independently;

- 3 years but regularly attended trainings for technical assessor/assessor organized by BSCA shall conduct one assessment under observation of a tutor in the relevant field before the next assessment provided that he/she works in an accredited CAB. Otherwise, the assessor shall participate in one assessment as an observer and in one assessment under observation of a tutor in the relevant field;

- 3 years and did not attend trainings for technical assessor/assessor organized by BSCA shall pass initial training again before he/she can conduct assessment independently.

## **7.7 Monitoring competence and performance of personnel**

The competence and activities of assessors, technical assessors and technical experts are monitored at least every three years, taking into account the frequency of participation in assessments and the level of risk associated with the accreditation activity.

Monitoring is carried out in accordance with international requirements established for accreditation bodies.

The procedure for planning, conducting and evaluating the results of monitoring of personnel involved in accreditation process, as well as forms of records used in the course of this activity, are defined by DP SM 6-02.

## **7.8 Records of personnel involved in accreditation process**

### **7.8.1. Registration**

When Registering in the the IS «Accreditation», personal data and information about education and professional activities shall be specified in personal account.

The registration of assessor/technical assessor/technical experts in the Register of assessors and technical experts and entering information on their competence is the responsibility of OORA specialists who have the right to work in the Register of assessors and technical experts.

### 7.8.2. Records storage

Documents of personnel involved in the accreditation process (both internal and external), obtained during their initial training, initial evaluation of competence, monitoring, participation in the accreditation process, are generated in personal files and stored on paper in separate folders.

When forming a personal file documents shall be included in strict sequence and are systematized in the following groups:

- a) "Recruitment" contains:
  - CV;
  - copies of the document(s) on education, training (copies of certificates, etc.) supporting the CV;
- b) "Initial training" contains:
  - initial training program (for internal personnel);
  - certificates of special training in accordance with DP SM 6-03;
  - reports on observation of applicant;
  - vertical assessment cards; cards of observation of certification body assessment (for technical assessors for certification bodies);
  - report on selection of the personnel (for internal personnel);
- c) "Confirmation of competence" contains:
  - extract from the minutes of the technical committee meeting (for technical assessor/technical expert);
  - characteristics of the applicant (for internal personnel);
  - conclusion on the results of initial training (for internal personnel);
  - application for attestation;
  - extract from the minutes of attestation commission meeting;
  - signed Declaration;
- d) "Professional growth" contains copies of documents confirming professional development (copies of certificates, etc.) obtained during professional activities on accreditation;
- e) "Monitoring" contains monitoring reports.

A personal file starts with a copy of the certificate of competence with the scope of competence and a personal card.

The formation and management of personal files is carried out by OORA specialist. In the absence of this specialist the head of OORA entrusts with this function to another employee.

Personal data of assessors, technical assessors and technical experts, containing information about education and professional activities, are also stored electronically in the IS «Accreditation» in a personal account which is accessed by the owner of the account through password.

### 7.8.3. Records update

Assessors, technical assessors and technical experts are required to periodically update their data in the personal file and account in IS «Accreditation» on an ongoing basis or at regular intervals after receiving a notice from BSCA.

## 8 FORMS TO BE APPLIED

F 6-01-01 Declaration of an assessor and technical expert

F 6-01-02 Declaration of a case officer

F 6-01-03 CV

F 6-01-04 Report on selection of personnel

F 6-01-05 Personal card

F 6-01-06 Protocol of technical training

**9 MANAGEMENT OF RECORDS**

Management of records laid down by this procedure is provided in Table 1.

**Table 1 Management of records**

<b>Name and type* of record</b>	<b>Location of the record storage</b>	<b>Person responsible for record maintenance</b>	<b>Location of record form</b>	<b>Storage period of the record</b>
Declaration of assessor and technical expert	Personal file of an assessor and technical expert	OORA/ BSCA specialist	IPS Standart/Our documents/ DP SM 6-01/Forms/F 6-01	Permanently
Declaration of a case officer	Personal file of a case officer	OORA/ BSCA specialist	IPS Standart/Our documents/ DP SM 6-01/Forms/F 6-02	Permanently
CV	Personal card of assessor and technical expert	OORA/ BSCA specialist	IPS Standart/Our documents/ DP SM 6-01/Forms/F 6-03	Permanently
Personal card	Personal card of assessor	OORA/ BSCA specialist	IPS Standart/Our documents/ DP SM 6-01/Forms/F 6-04	Permanently
Protocol of technical training	relevant department	OORA/ BSCA specialist from relevant department	IPS Standart/Our documents/ DP SM 6-01/Forms/F 6-05	According to nomenclature

**Requirements to education (qualification), experience and training**
**Table 1.1 Competence criteria for personnel who manage application of accreditation schemes**

Requirement Categories	Position / status in the management system / requirements	
<b>Director - Head of Accreditation Body</b>		
<b>Qualification</b>	Higher education. Valid certificate of competence of an assessor.	
<b>Work experience</b>	4 years in the field of accreditation or conformity assessment and 1 year at managerial position	
<b>Training</b>	External training in other accreditation bodies. Internal training at BSCA	
<b>Additional requirements</b>	Ensuring independence in accreditation decision-making	
<b>Quality manager</b>		
<b>Qualification</b>	Higher education in the field of engineering and quality management, qualification of internal auditor	
<b>Work experience</b>	Minimum 10 years in the field of accreditation and 5 years in the field of quality management	
<b>Knowledge and skills</b>	<p><u>General knowledge</u>: regulatory legal acts of the National Accreditation System of the Republic of Belarus, state standards and interstate standards identical to international standards ISO / IEC 17011 and ISO 19011, Regulation (EC) No. 765/2008, management system documents and organizational and administrative documents of BSCA related to accreditation process, knowledge of quality management systems in practice.</p> <p><u>Skills</u>: good ability to organize, coordinate; good communication and writing skills; conflict management; systems approach; good situational awareness; proper application of audit skills; ability to organize and optimize the workflow; ability to put knowledge into practice in BSCA procedures.</p> <p><u>Personal qualities</u>: leadership, analytical abilities, strategic thinking, logical thinking, tenacious memory, responsibility, self-confidence, resistance to stress, ability to establish contact with people regardless of their position, politeness, honesty, objectivity.</p>	
<b>Training</b>	External training in other accreditation bodies. Internal training at BSCA	
<b>Head of accreditation department</b>		
<b>Qualification</b>	Higher education in technical field. Valid certificate of competence of an assessor.	
<b>Work experience</b>	Minimum 5 years in the field of accreditation, of which at least 3 years of work as a team leader at BSCA and/or 30 assessments of competence of CABs for compliance with the requirements of fundamental standard corresponding to the certificate of competence of an assessor.	
<b>Training</b>	External training in other accreditation bodies. Internal training at BSCA	
<b>Evaluation of performance</b>	Positive monitoring results over the past 3 years.	
<b>TKA Chair</b>		
<b>Qualification</b>	Valid certificate of competence of an assessor and status of TKA member	<ul style="list-style-type: none"> <li>• Certificate of competence of an</li> </ul>



Requirement Categories	Position / status in the management system / requirements	
		assessor <ul style="list-style-type: none"> <li>• List of accreditation decision-makers</li> </ul>
<b>Knowledge and skills</b>	Knowledge for performing functions such as review of evaluation reports and decision-making on accreditation are specified in Annex 3 of this procedure.	<ul style="list-style-type: none"> <li>• Tests</li> </ul>
<b>Experience in conducting accreditation works</b>	At least 5 years in accreditation, of which 1 year in senior position, at least 3 years at BSCA as lead assessor and/or 30 assessments of competence of CABs for compliance with the requirements of fundamental standard corresponding to the certificate of competence of an assessor.	<ul style="list-style-type: none"> <li>• Records in IS «Accreditation»</li> </ul>
<b>Evaluation of performance</b>	Positive monitoring results over the past 3 years.	<ul style="list-style-type: none"> <li>• Reports on monitoring</li> </ul>
<b>TKA members</b>		
<b>Qualification</b>	Valid certificate of competence of an assessor	<ul style="list-style-type: none"> <li>• Certificate of competence of an assessor</li> </ul>
<b>Knowledge and skills</b>	Knowledge and skills of assessor established in annex 1-2 of this procedure. Knowledge for performing functions such as review of evaluation reports and decision-making on accreditation are specified in Annex 3 of this procedure. For TKA members making decisions on management system certification bodies - knowledge established in international documents IAF MD 8 (Annex 2), IAF MD 13 (Annex A), IAF MD 16 (paragraph 6.2.1)	<ul style="list-style-type: none"> <li>• Tests</li> </ul>
<b>Experience in conducting accreditation works</b>	Minimum 3 years of work as lead assessor at BSCA and/or 30 assessments of competence of CABs for compliance with the requirements of fundamental standard corresponding to the certificate of competence of an assessor.	<ul style="list-style-type: none"> <li>• Records in IS «Accreditation»</li> </ul>
<b>Evaluation of performance</b>	Positive monitoring results over the past 3 years.	<ul style="list-style-type: none"> <li>• Reports on monitoring</li> </ul>

Table 1.2 Competence criteria for personnel who assess competence of CABs

Requirements	Status of assessment team member		Documents confirming competence
<b>Assessor</b>			
<b>Education/qualification</b>	Higher education, qualifications in a scientific/technical discipline corresponding to stated technical field of competence		<ul style="list-style-type: none"> <li>• Diploma</li> </ul>
<b>Work experience</b>	For applicants with experience of work at CAB	For applicants with no experience of work at CAB	<ul style="list-style-type: none"> <li>• CV</li> <li>• Documents confirming technical competence in the relevant field (certificates)</li> </ul>
	At least 4 years of work experience in technical field (by specialty) corresponding to the stated technical field of competence, including 2 years in the field of management system	<ul style="list-style-type: none"> <li>• 1 year of work in the accreditation body,</li> <li>• 40 hours internship at a conformity assessment body</li> </ul>	
<b>Training</b>	<ul style="list-style-type: none"> <li>• Theoretical training (self-training), including knowledge of the documents specified in Annex 2 for the corresponding category.</li> <li>• Special training, including training in the module training “Training of assessors” with successful test results (at least 80%) and the development of information resources.</li> </ul>		<ul style="list-style-type: none"> <li>• Certificates on completion TRM 1, TRM 2, TRM 3, TRM 4</li> <li>• Tests</li> </ul>
<b>Practical training</b>	Minimum 4 assessments of CABs competence for compliance with the requirements of fundamental standards corresponding to the stated field of competence. Of these 4 assessments: <ul style="list-style-type: none"> <li>• 2 assessments as an observer,</li> <li>• 2 assessments under the supervision and guidance of an experienced lead assessor/expert</li> </ul>	Minimum 10 assessments of CABs competence for compliance with the requirements of fundamental standards corresponding to the stated field of competence. Of these 10 assessments:: <ul style="list-style-type: none"> <li>• 8 assessments as an observer,</li> <li>• 2 assessments under the supervision and guidance of an experienced lead assessor/assessor</li> </ul>	<ul style="list-style-type: none"> <li>• Copies of assessment team composition</li> <li>• Reports on monitoring of the applicant for the status of an assessor</li> </ul>

Requirements	Status of assessment team member		Documents confirming competence
<b>Team leader</b>			
<b>Education/qualification</b>	Higher education, qualifications in a scientific/technical discipline corresponding to stated technical field of competence Valid status of an assessor		<ul style="list-style-type: none"> <li>• Diploma</li> <li>• Certificate of competence of an assessor</li> </ul>
<b>Experience in conducting accreditation works</b>	Minimum 5 assessments of CAB competence as assessor and/or applicant for the status of lead assessor for each fundamental standard, in accordance with the field of competence of an assessor. In the 5 <sup>th</sup> assessment a candidate for the status of a lead assessor is accompanied by an experienced lead assessor	Minimum 5 assessments of CAB competence as assessor for each fundamental standard, in accordance with the field of competence of an assessor. In the 5 <sup>th</sup> assessment a candidate for the status of a lead assessor is accompanied by an experienced lead assessor	<ul style="list-style-type: none"> <li>• Report(s) on monitoring the applicant for the status of a lead assessor with a positive result</li> </ul>
<b>Technical assessor</b>			
<b>Education/qualification</b>	Higher education, qualifications in a scientific/technical discipline corresponding to stated technical field of competence		<ul style="list-style-type: none"> <li>• Diploma</li> </ul>
<b>Work experience</b>	Minimum 4 years of work experience at CAB in the technical field (by specialty) corresponding to the stated technical field of competence, including 2 years in the field of conformity assessment.		<ul style="list-style-type: none"> <li>• CV</li> <li>Documents confirming technical competence in the relevant field (certificates)</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• Theoretical training (self-training), including knowledge of the documents specified in Annex 2 for the corresponding category.</li> <li>• Special training, including training in the module training “Training of assessors” with successful test results (at least 80%) and the development of information resources.</li> </ul>		<ul style="list-style-type: none"> <li>• Certificates on completion TRM 1, TRM 2, TRM 3, TRM 4</li> <li>• Tests</li> </ul>

Requirements	Status of assessment team member		Documents confirming competence
<b>Practical training</b>	For a candidate working in an accredited CAB	For a candidate working in not accredited CAB	<ul style="list-style-type: none"> <li>• Copies of assessment team composition</li> <li>• Reports on observation of the applicant for the status of an technical expert</li> </ul>
	1 assessment of CAB competence for the fundamental standard in accordance with the stated field of competence under observation and guidance of experienced lead assessor/assessor	2 assessments of CAB competence for the fundamental standard in accordance with the stated field of competence: <ul style="list-style-type: none"> <li>• 8 assessments as an observer,</li> <li>• 2 assessments under the supervision and guidance of an experienced lead assessor/assessor</li> </ul>	
<b>Technical expert</b>			
<b>Education/qualification</b>	Higher education, qualifications in a scientific/technical discipline corresponding to stated technical field of competence		<ul style="list-style-type: none"> <li>• Diploma</li> </ul>
<b>Work experience</b>	Minimum 4 years of work experience at CAB in the technical field (by specialty) corresponding to the stated technical field of competence, including 2 years in the field of conformity assessment.		<ul style="list-style-type: none"> <li>• CV</li> <li>• Documents confirming technical competence in the relevant field (certificates)</li> </ul>
<b>Training</b>	Individual training from a lead assessor before assessment, including familiarization with the relevant requirements and procedures used in the accreditation process.		<ul style="list-style-type: none"> <li>• Programme of individual training</li> </ul>

Table 1.3 Competence criteria for personnel who coordinate and monitor implementation of accreditation activity stages

Requirements categories	Status of personnel involved in accreditation process/requirement	Documents confirming competence
<b>Case officer</b>		
<b>Education/qualification</b>	Higher / vocational education, qualification in scientific/technical discipline	<ul style="list-style-type: none"> <li>• Diploma</li> </ul>
<b>Knowledge and skills</b>	<p>Legal acts of the National Accreditation System of the Republic of Belarus, state standard identical to the international standard ISO/IEC 17011, management system documents, BSCA organizational and administrative documents related to accreditation process.</p> <p>Knowledge requirements for implementation of functions such as application review and selection of members of the assessment team are specified in Annex 3 of this procedure.</p>	<ul style="list-style-type: none"> <li>• Certificates on completion обучения,</li> <li>• Conclusion of the head of department</li> </ul>
<b>Training</b>	<p>Duration of training - at least 1 month</p> <p>Theoretical (self-training) and special training (trainings) in accordance with initial training program defined in RI SM 6-02. Familiarization with information resources.</p>	<ul style="list-style-type: none"> <li>• Certificates on completion тренинга</li> <li>• Tests</li> </ul>
<b>Technical guarantor</b>		
<b>Qualification</b>	Valid certificate of competence of an assessor	<ul style="list-style-type: none"> <li>• Certificate of competence of an assessor</li> </ul>
<b>Knowledge and skills</b>	<p>The knowledge and skills of assessor set in Annex 1-2 of this procedure. Knowledge requirements for implementation of functions such as review of evaluation reports are listed in Annex 3 of this procedure. BSCA management system document laying down requirements for preparedness of assessment materials for review by TKA.</p> <p>For technical guarantor in the field of certification bodies of management systems - knowledge of documents IAF MD 8 (Annex 2), IAF MD 13 (Annex A), IAF MD 16 (paragraph 6.2.1)</p>	<ul style="list-style-type: none"> <li>• List of technical guarantors</li> </ul>
<b>Experience in conducting accreditation works</b>	At least 2 years of work as a lead assessor at BSCA and/or conducting 15 assessments of CAB competence according to a fundamental standard that corresponds to the assessor's/technical expert's competence certificate and corresponds to the field of activity of assessor's/technical expert's candidate for the status of technical guarantor	<ul style="list-style-type: none"> <li>• Records in IS «Accreditation»</li> <li>• Scope of competence of assessor/technical expert</li> </ul>
<b>Evaluation of performance</b>	Positive monitoring results over the past 2 years.	<ul style="list-style-type: none"> <li>• Reports on monitoring</li> </ul>

Requirements categories	Status of personnel involved in accreditation process/requirement	Documents confirming competence
<b>Tutor</b>		
<b>Qualification</b>	Valid certificate of competence of an assessor (for tutor of a lead assessor)	<ul style="list-style-type: none"> <li>• Diploma</li> <li>• Certificate of competence of an assessor</li> </ul>
<b>Experience in conducting accreditation works</b>	for tutor of assessors - at least 2 years of work as a lead assessor at BSCA and/or conducting 15 assessments of CAB competence according to a fundamental standard that corresponds to certificate of competence of an assessor and field of activity corresponding to scope of competence of an assessor for tutor of case officers - at least 1.5 years of work at BSCA as case officer	<ul style="list-style-type: none"> <li>• Records in IS «Accreditation»</li> <li>• Scope of competence of assessor</li> </ul>
<b>Evaluation of performance</b>	Positive monitoring results over the past 2 years.	<ul style="list-style-type: none"> <li>• Reports on monitoring</li> </ul>

**Annex 2**

**Competence requirements in terms of accreditation schemes**

Field of technical competence	Knowledge and skills		
	team leaders, technical assessor and technical experts		Assessors
	Special	General	
<b>A1 GOST ISO/IEC 17025 (ISO/IEC 17025, IDT) calibration</b>	<ul style="list-style-type: none"> <li>• state standard identical to international standard ISO/IEC 17025, laying down requirements to CABs in the field of calibration;</li> <li>• technical requirements to objects of calibration (for technical experts).</li> </ul>	<ul style="list-style-type: none"> <li>• GOST ISO/IEC 17011 (ISO/IEC 17011, IDT) laying down requirements to accreditation body;</li> <li>• accreditation rules and procedures;</li> <li>• interstate rules in the field of accreditation;</li> <li>• EA, ILAC documents;</li> <li>• general principles and tools of system management;</li> <li>• legal acts of the National Accreditation System of the Republic</li> </ul>	<ul style="list-style-type: none"> <li>• relevant sections of state standard identical to international standard ISO/IEC 17025;</li> <li>• relevant BSCA policies, assessment techniques, ethical principles of communication, method of processing of received records</li> <li>• specialized standards and rules related to calibration;</li> <li>• technical requirements to objects of calibration /verification.</li> </ul>
<b>A2 GOST ISO/IEC 17025 (ISO/IEC 17025, IDT) testing</b>	<ul style="list-style-type: none"> <li>• state standard identical to international standard ISO/IEC 17025, laying down requirements to CABs in the field of testing;</li> <li>• technical requirements to objects of testing (for</li> </ul>		<ul style="list-style-type: none"> <li>• relevant sections of state standard identical to international standard ISO/IEC 17025;</li> <li>• relevant BSCA policies, assessment</li> </ul>

	<p>technical experts).</p>	<p>of Belarus, the National System of Confirmation of Conformity of the Republic of Belarus, the System for ensuring the uniformity of measurements of the Republic of Belarus;</p> <ul style="list-style-type: none"> <li>• BSCA management system documents related to accreditation of laboratories, inspection bodies, and proficiency testing providers.</li> </ul>	<p>techniques, ethical principles of communication, method of processing of received records</p> <ul style="list-style-type: none"> <li>• specialized standards and rules related to testing;</li> <li>• technical requirements to objects of testing</li> </ul>
<p><b>A3</b> <b>STB ISO 15189</b> <b>(ISO 15189, IDT)</b> <b>Medical examinations</b></p>	<ul style="list-style-type: none"> <li>• state standard identical to international standard ISO 15189, laying down requirements to CABs in the field of examinations;</li> <li>• technical requirements to objects of examinations (for technical experts).</li> </ul>		<ul style="list-style-type: none"> <li>• relevant sections of state standard identical to international standard ISO 15189;</li> <li>• relevant BSCA policies, assessment techniques, ethical principles of communication, method of processing of received records;</li> <li>• examination procedures for clinical laboratories, standards related to examination;</li> <li>• technical requirements to objects of examination</li> </ul>
<p><b>A4</b> <b>GOST ISO/IEC 17020</b> <b>(ISO/IEC 17020, IDT)</b> <b>inspection</b></p>	<ul style="list-style-type: none"> <li>• state standard identical to international standard ISO/IEC 17020, laying down requirements to CABs in the field of inspection;</li> <li>• technical requirements to objects of inspection (for technical experts).</li> </ul>		<ul style="list-style-type: none"> <li>• relevant sections of state standard identical to international standard ISO/IEC 17020;</li> <li>• relevant BSCA policies, assessment techniques, ethical principles of communication, method of processing of received records</li> <li>• specialized standards and rules related to inspection;</li> <li>• technical requirements to objects of inspection</li> </ul>
<p><b>A5</b> <b>GOST ISO/IEC 17043</b> <b>(ISO/IEC 17043, IDT)</b> <b>proficiency testing providers</b></p>	<ul style="list-style-type: none"> <li>• state standard identical to international standard ISO/IEC 17043, laying down requirements to CABs in the field of proficiency testing;</li> <li>• technical requirements to objects of proficiency testing (for technical experts).</li> </ul>		<ul style="list-style-type: none"> <li>• relevant sections of state standard identical to international standard ISO/IEC 17043;</li> <li>• relevant BSCA policies, assessment techniques, ethical principles of communication, method of processing</li> </ul>

			of received records <ul style="list-style-type: none"> <li>specialized standards and rules related to organization of proficiency testing;</li> <li>technical requirements to objects of proficiency testing</li> </ul>
<b>A6</b> <b>STB ISO/IEC 17021</b> <b>(ISO/IEC 17021, IDT)</b> <b>certification of management systems</b>	<ul style="list-style-type: none"> <li>state standard identical to international standard ISO/IEC 17021-1;</li> <li>laying down requirements to CABs in the field of certification of management systems;</li> <li>state standards laying down requirements to management systems.</li> </ul>	<ul style="list-style-type: none"> <li>GOST ISO/IEC 17011 (ISO/IEC 17011, IDT) laying down requirements to accreditation body;</li> <li>accreditation rules and procedures;</li> <li>interstate rules in the field of accreditation;</li> <li>EA, IAF documents;</li> <li>general principles and tools of system management;</li> <li>legal acts of the National Accreditation System of the Republic of Belarus, the National System of Confirmation of Conformity of the Republic of Belarus, the System for ensuring the uniformity of measurements of the Republic of Belarus;</li> <li>BSCA management system documents related to accreditation of laboratories, inspection bodies, and proficiency testing providers.</li> </ul>	<ul style="list-style-type: none"> <li>relevant sections of state standard identical to international standard ISO/IEC 17021-1;</li> <li>relevant BSCA policies, assessment techniques, ethical principles of communication, method of processing of received records</li> </ul>
<b>QMS (ISO 9001)</b>	<ul style="list-style-type: none"> <li>state standard identical to international standard ISO/IEC 17021-3;</li> <li>state standard identical to international standard ISO 9001</li> <li>Council Regulation (EU) № 333/2011</li> <li>Council Regulation (EU) № 1179/2012</li> <li>Council Regulation (EU) № 715/2013;</li> <li>sector specific technical standards (for technical experts);</li> <li>sector regulatory and legal requirements (for technical experts).</li> </ul>		<ul style="list-style-type: none"> <li>relevant sections of state standard identical to international standard ISO/IEC 17021-3;</li> <li>state standard identical to international standard ISO 9001;</li> <li>sector specific technical standards;</li> <li>sector regulatory and legal requirements</li> </ul>
<b>EMS</b>	<ul style="list-style-type: none"> <li>state standard identical to international standard ISO/IEC 17021-2;</li> <li>state standard identical to international standard ISO 14001;</li> <li>industry specific environmental aspects and impacts (for technical experts);</li> <li>environmental legal requirements (for technical experts).</li> </ul>		<ul style="list-style-type: none"> <li>relevant sections of state standard identical to international standard ISO/IEC 17021-3;</li> <li>state standard identical to international standard ISO 14001;</li> <li>industry specific environmental aspects and impacts</li> <li>environmental legal requirements</li> </ul>
<b>OHSAS</b>	<ul style="list-style-type: none"> <li>state standard identical to international standard ISO/IEC TS 17021-10;</li> <li>state standard identical to international standard OHSAS 18001;</li> </ul>		<ul style="list-style-type: none"> <li>relevant sections of state standard identical to international standard ISO/IEC TS 17021-10;</li> <li>state standard identical to international standard OHSAS 18001;</li> </ul>



	<ul style="list-style-type: none"> <li>• state standard identical to international standard ISO 45001;</li> <li>• IAF MD 22;</li> <li>• industry specific hazards and risks for occupational safety (for technical experts);</li> <li>• legal requirements related to occupational safety (for technical experts).</li> </ul>		<ul style="list-style-type: none"> <li>• state standard identical to international standard ISO 45001;</li> <li>• relevant sections of IAF MD 22;</li> <li>• industry specific hazards and risks for occupational safety and legal requirements related to occupational safety</li> </ul>
Information security management systems	<ul style="list-style-type: none"> <li>• state standards identical to international standards ISO/IEC 27006; ISO/IEC 27001;</li> <li>❖ IAF MD 13 provides details of requirements to knowledge of lead assessors/assessors</li> </ul>		<ul style="list-style-type: none"> <li>• relevant sections of state standard identical to international standard ISO/IEC 27006;</li> <li>• state standard identical to international standard ISO/IEC 27001;</li> <li>❖ IAF MD 13 provides details of requirements to knowledge of experts</li> </ul>
Food safety management systems	<ul style="list-style-type: none"> <li>• state standards identical to international standards ISO TS 22003, ISO 22000;</li> <li>• state standard identical to international standard HACCP;</li> <li>• legislative and other requirements for relevant categories and subcategories (for technical experts).</li> <li>❖ IAF MD 16 provides details of requirements to knowledge of lead assessors/assessors.</li> </ul>		<ul style="list-style-type: none"> <li>• HACCP principles;</li> <li>• legislative and other requirements for relevant categories and subcategories.</li> <li>❖ IAF MD 16 provides details of requirements to knowledge of experts</li> </ul>
Система менеджмента качества. Изделия медицинские	<ul style="list-style-type: none"> <li>• state standard identical to international standard ISO 13485;</li> <li>• IAF MD 9;</li> <li>• regulatory requirements for relevant core/basic technical fields (for technical experts).</li> <li>❖ IAF MD 8 provides details of requirements to knowledge of lead assessors/assessors</li> </ul>		<ul style="list-style-type: none"> <li>• relevant sections of state standard identical to international standard ISO 13485;</li> <li>• relevant sections of IAF MD 9;</li> <li>• regulatory requirements for relevant core/basic technical fields.</li> <li>❖ IAF MD 8 provides details of requirements to knowledge of experts</li> </ul>
QMS. Requirements for the quality of fusion welding of metallic materials	<ul style="list-style-type: none"> <li>• state standard identical to international standard ISO 9001;</li> <li>• state standard identical to international standard ISO 3834;</li> <li>• EA-6/02</li> </ul>		<ul style="list-style-type: none"> <li>• state standard identical to international standard ISO 9001;</li> <li>• state standard identical to international standard ISO 3834;</li> <li>• assessor 6/02</li> </ul>

Energy management systems	<ul style="list-style-type: none"> <li>state standards identical to international standards ISO 50003, ISO 50001;</li> <li>specific sector requirements (for technical experts);</li> <li>legal requirements in the field of energy (for technical experts).</li> </ul>		<ul style="list-style-type: none"> <li>relevant sections of state standard identical to international standard ISO 50003;</li> <li>state standard identical to international standard ISO 50001;</li> <li>specific sector requirements;</li> <li>legal requirements in the field of energy.</li> </ul>
Forest management systems	<ul style="list-style-type: none"> <li>STB 1708-2006;</li> <li>PEFC ST 1002:2018</li> <li>PEFC ST 1003:2018</li> <li>PEFC ST 2003:2012;</li> <li>specific industry requirements on reproduction, conservation and protection of forests, logging of wood and other resources (for technical experts);</li> <li>legislative requirements in the field of use, conservation, protection of forest fund and reproduction of forests (for technical experts).</li> </ul>		<ul style="list-style-type: none"> <li>STB 1708-2006</li> <li>PEFC ST 2003:2012;</li> <li>specific industry requirements on reproduction, conservation and protection of forests, logging of wood and other resources (for technical experts);</li> <li>legislative requirements in the field of use, conservation, protection of forest fund and reproduction of forests (for technical experts)</li> </ul>
<p><b>A7</b>  <b>GOST ISO/IEC 17024</b>  <b>(ISO/IEC 17024, IDT)</b>  <b>Сертификация персонала</b></p>	<ul style="list-style-type: none"> <li>state standard identical to international standard ISO/IEC 17024;</li> <li>relevant specialized standards and rules for fields of personnel certification (for technical experts).</li> </ul>		<ul style="list-style-type: none"> <li>relevant sections of state standard identical to international standard ISO/IEC 17024;</li> <li>relevant specialized standards and rules for fields of personnel certification</li> </ul>
<p><b>A8</b>  <b>GOST ISO/IEC 17065</b>  <b>(ISO/IEC 17065, IDT)</b>  <b>certification of products/services</b></p>	<ul style="list-style-type: none"> <li>state standards identical to international standards ISO/IEC 17065, ISO/IEC 17067;</li> <li>technical normative legal acts for the relevant field of product certification;</li> <li>legislative requirements in the field of product certification;</li> <li>sector certification schemes.</li> </ul>		<ul style="list-style-type: none"> <li>relevant sections of state standards identical to international standards ISO/IEC 17065, ISO/IEC 17067;</li> <li>technical normative legal acts for the relevant field of product certification;</li> <li>legislative requirements in the field of product certification;</li> <li>sector certification schemes.</li> </ul>
Certification of timber products	<ul style="list-style-type: none"> <li>state standard identical to international standard PEFC ST 2002:2013 (STB 2157-2016);</li> <li>specific industry requirements on reproduction,</li> </ul>		<ul style="list-style-type: none"> <li>state standard identical to international standard PEFC ST 2002:2013 (STB 2157-2016);</li> </ul>

	<p>conservation and protection of forests, logging of wood and other resources (for technical experts);</p> <ul style="list-style-type: none"> <li>• legislative requirements in the field of use, conservation, protection of forest fund and reproduction of forests (for technical experts).</li> </ul>		<ul style="list-style-type: none"> <li>• specific industry requirements on reproduction, conservation and protection of forests, logging of wood and other resources (for technical experts);</li> <li>• legislative requirements in the field of use, conservation, protection of forest fund and reproduction of forests (for technical experts)</li> </ul>
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## Annex 3

## Knowledge and skills of team leaders, technical assessor and technical experts for performing accreditation activities

<b>B1 Knowledge, skills and competencies associated with accreditation</b>	<b>Team leader</b>	<b>Technical assessor</b>	<b>Technical expert</b>
Different types of onsite assessments	X	X	
Different types of organizational structures for CABs	X		
Legal entity structures and the types of documents that confirm the legal status of CABs	X		
Different management structures	X		
Accreditation standards, guidance and mandatory documents / Requirements of accreditation	X	X	
Typical management systems		X	
Technical terms associated with scopes assessor is assessing		X	X
Common understanding of accreditation terms and definitions, rules and provisions of accreditation	X	X	
<b>B2 Knowledge, skills and competencies associated with planning and scheduling an assessment</b>	<b>Team leader</b>	<b>Technical assessor</b>	<b>Technical expert</b>
Typical assessment team compositions	X		
<i>Typical assessment team compositions</i>	X		
Prioritizing assessments by risk areas	X		
Creating sampling plans	X		
Preparing assessment plans	X		
Providing input into the selection of the assessment team	X		
Assigning roles and responsibilities for the assessment team	X		
<b>B3 Knowledge, skills and competencies associated with conducting a document review</b>	<b>Team leader</b>	<b>Technical assessor</b>	<b>Technical expert</b>
Reviewing applications for accreditation and identifying appropriate documentation of legal status	X		
Determining the documents that will be needed for the assessment	X	X	
Checking the documents for completeness	X	X	X
Determining if the documents meet the requirements	X	X	X
Establishing investigative lines for the onsite assessment	X	X	
Communicating to the CAB the results of the document review	X	X	
Confirming the CAB's readiness for an onsite assessment	X		
Determining if sufficient evidence exists to document conformity	X	X	
<b>B4 Knowledge, skills and competencies associated with assessment (including onsite assessment)</b>	<b>Team leader</b>	<b>Technical assessor</b>	<b>Technical expert</b>

Achieving consensus of the team on findings	X	X	
Adapting assessment plans based on circumstances	X		
Analyzing assessment findings (including identifying and reviewing findings)	X	X	
Assessing management systems and controls	X	X	
Assessing technical requirements		X <sup>1</sup>	X
Assessing the CAB against accreditation requirements	X	X	
Communicating preliminary findings to CAB	X	X	
Competence in coaching the trainee assessor	X	X	
Conducting closing meetings	X	X	
Conducting interviews	X	X	X
Conducting opening meetings	X		
Conducting pre-assessment meetings	X	X	
Conducting witness assessments	X	X	
Confirming assessment plans	X	X	
Confirming completion of the assessment plan	X	X	
Confirming the methods of reporting	X	X	
Confirming the objectives of the assessment were met	X	X	
Confirming the scope of accreditation	X	X	
Create records to document objective evidence gathered	X	X	X
Creating working papers, notes and completing checklists	X	X	
Describing the final assessment conclusions	X	X	
Determining if requirements have been met	X	X	
Establishing the official channels of communication	X	X	
Explaining that the assessment is a sampling process (not everything was reviewed)	X	X	
Explaining the next steps (appeal procedures, post-assessment processes, final decision schedule/timeline, potential follow-up assessments, etc.)	X	X	
Extending sampling in case of NC	X	X	
Grading findings (if required)	X	X	
How to confirm confidentiality of the process	X	X	X
How to determine if an assessment should be aborted	X	X	
How to thank the participants	X	X	X
Identifying criteria that will be used for the assessment	X	X	
Identifying technical areas and when additional expertise is needed	X	X	
Judging the effectiveness of corrective actions (when required)	X	X	X
Managing and solving conflicts in the team	X		

Observing CAB processes	X	X	
Obtaining written acknowledgement of the NC	X	X	
Prepare reports	X	X	
Presenting an explanation of the assessment methodology	X	X	
Presenting and reviewing findings (NCs and/or OFIs)	X	X	X
Presenting the assessment team/CAB personnel	X	X	
Reviewing and finalizing the NCs	X	X	
Reviewing team member roles and responsibilities for closing meeting	X	X	
Reviewing the CAB files and records	X	X	X
Sampling CAB processes and records (protocols and AB criteria)	X	X	
Techniques for providing positive feedback	X	X	
When to ask for escorts (safety issues, etc.)	X	X	
Writing CAB NCs and OFIs	X	X	
<b>B5 Knowledge, skills and competencies associated with reporting activities</b>	<b>Team leader</b>	<b>Technical assessor</b>	<b>Technical expert</b>
Evaluating assessment team members	X	X	
Demonstrating knowledge of personnel evaluation methods	X	X	
Producing a clear and concise report that reflects the assessment and the findings	X	X	
Creating a report on the performance (and conformance) of the CAB with reference to the accreditation criteria	X	X	
Reporting conclusions and recommendations of the assessment that reflect the overall assessment and report content	X	X	

**Annex 4**

**Knowledge and skills for personnel involved in accreditation activities according to GOST ISO/IEC 17011**

Knowledge and skills	Accreditation activity				
	Application review including selection of team members	Document review	Assessment	Reviewing assessment reports and making accreditation decisions	Management of accreditation schemes
Application review including selection of team members	X	X	X	X	X
Knowledge of accreditation body's rules and processes		X	X	X	

Knowledge and skills	Accreditation activity				
	Application review including selection of team members	Document review	Assessment	Reviewing assessment reports and making accreditation decisions	Management of accreditation schemes
Knowledge of assessment principles, practices and techniques		X	X	X	
Knowledge of general management system principles and tools			X		
Communication skills appropriate to all levels within the conformity assessment body		X	X		
Note-taking and report-writing skills			X		
Opening and closing meeting skills			X		
Interviewing skills			X		
Assessment-management skills	X	X	X	X	X
Knowledge of accreditation and accreditation scheme requirements and relevant guidance and application documents	X	X	X	X	X
Application review including selection of team members			X	X	X
Knowledge of accreditation body's rules and processes			X		
Knowledge of assessment principles, practices and techniques		X	X	X	X

**Requirements Personal qualities and skills of team leaders, technical assessor and technical experts**

<b>C1 Personal qualities</b>	<b>Team leader</b>	<b>Technical assessor</b>	<b>Technical expert</b>
Ethical behavior, perseverance	X	X	X
Stress and Conflict Management	X	X	X
Professional integrity	X	X	X
Analytical Thinking and Intelligence	X	X	
The ability to really assess the situation	X	X	
Be flexible, easily adaptable and consistent	X	X	
Be impartial and objective	X	X	X
Ability to maintain self-discipline	X	X	
Ability to resist pressure from other people	X	X	
Be tolerant of other people's opinions	X	X	
Ability to concentrate on the tasks set as part of the assessment	X	X	X
Ability to keep confidential information received	X	X	X
Refrain from resolving particular issues during the assessment	X	X	X
<b>C2 Communication skills</b>	<b>Team leader</b>	<b>Technical assessor</b>	<b>Technical expert</b>
Communicate (verbally and in writing) clearly, accurately and concisely	X	X	X
The ability to correctly formulate and classify discrepancies, evaluate the adequacy of corrective actions based on the results of the assessment.	X	X	
The ability to ask questions and gather information	X	X	X
Ability to listen and select information received	X	X	X
Formulation of brief findings of the assessment based on facts and evidence	X	X	
Refrain from negative comments about the CAB or accreditation body	X	X	X
Ability to formulate negative conclusions on the results of the assessment in an acceptable way	X	X	
<b>C3 Organizational skills and abilities</b>	<b>Team leader</b>	<b>Technical assessor</b>	<b>Technical expert</b>
Ability to distribute tasks and responsibilities among members of the evaluation team	X		
The ability to effectively organize and manage the work of the evaluation team	X		
The ability to effectively manage the assessment process to achieve the objectives of the assessment	X		
Ability to reach agreement among the members of the evaluation team regarding the findings / conclusions of the evaluation	X		



Ability to focus on the client, look at the process in terms of CAB	X	X	
<b>C4 Basic Computer Skills</b>	<b>Team leader</b>	<b>Technical assessor</b>	<b>Technical expert</b>
Keeping records / generating reports in Microsoft Word (typing skills on the keyboard)	X	X	
Updating data in the Accreditation information system	X	X	X
Internet using	X		
<b>C5 Leadership</b>	<b>Team leader</b>	<b>Technical assessor</b>	<b>Technical expert</b>
Ability to advise other members of the evaluation team (if necessary)	X		
Ability to lead members of the evaluation team during the evaluation process	X		
Ability to resolve conflict in assessment team	X		
Ability to work with other people and in a team	X		
Be fully responsible for the assessment process.	X		
Observe the schedule and timing of the assessment	X		
Ability to make decisions in case of unforeseen situations during the assessment	X		
Ability to reach agreement between the members of the evaluation team regarding the findings of the evaluation	X		

**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
1	2	3	4	5	6