



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

**P SM 6.2-2019**

**PROVISION  
ON THE ATTESTATION COMMISSION**

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Responsible for review	Department for accreditation activities management
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**TABLE OF CONTENTS**

1	SCOPE .....	3
2	REFERENCES.....	3
3	TERMS, DEFINITIONS, DENOTATIONS AND ABBREVIATIONS .....	3
4	GENERAL .....	4
5	TASKS AND FUNCTIONS .....	4
6	COMPOSITION AND ORDER OF FORMATION .....	4
7	RIGHTS .....	5
8	OBLIGATIONS .....	5
9	OPERATION PROCEDURE .....	6
10	FORMS TO BE APPLIED .....	8
11	MANAGEMENT OF RECORDS .....	8
	Amendments registration sheet .....	9

## 1 SCOPE

### 1.1 This Provision on Attestation Commission (Комиссии).

1.1 This Provision on Technical accreditation committees (hereinafter – the Provision) is a management system document of Republican Unitary Enterprise "Belarusian State Centre for Accreditation" (hereinafter – BSCA) developed to further clause 6 of BSCA Quality Manual, clause 7.5 DP SM 6-01-2019 with account of clause 6 of GOST ISO/IEC 17011, ILAC G11:07, IAF MD 20 and lays down tasks, functions, rights and responsibility, and rules of procedure for composition and operation of Attestation Commission (hereinafter – the Commission).

1.2 The requirements of this Provision are mandatory for use by BSCA personnel involved in accreditation process and Commission members.

## 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 assessors attestation);

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

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;

RK SM BSCA Quality Manual;

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

RI SM 6-01 Rules of procedure for initial training of personnel involved in the accreditation process;

RI SM 6-03 Management of certificate of competence.

*Note: When using this provision 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, DEFINITIONS, DENOTATIONS AND ABBREVIATIONS

**3.1** The terms and definitions used in the Provision are those used in the Law 437-3 and GOST ISO/IEC 17011, and the following terms and definitions:

**attestation** - the procedure of evaluation of professional competence of candidates/assessors;

**candidate** – a person seeking status of an assessor;

**certificate of competence** - a document certifying professional competence of assessor in certain accreditation scheme for compliance with criteria of competence of personnel performing assessments of CABs' competence;

scope of competence - scope of activity of an assessor.

*Notes*

*1 - In this Provision the term "assessor", set by Law 437-3 corresponds to the term "assessor" in clause 3.30 of GOST ISO/IEC 17011.*

**3.2** In the provision the following denotations and abbreviations are used:

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

NPA – Normative legal act;

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OORA	– Department of accreditation activity management;
OEPK	– Economic, Legal and HR Department
IDT	– Indication of the level of identity with the international standard (identity in technical content and structure).

#### **4 GENERAL**

**4.1.** Attestation commission is a competent collegial body that conducts a comprehensive evaluation of level of qualification, professionalism and efficiency of assessors'/candidates' accreditation activities and makes decisions related to assessors activity.

**4.2.** Operation of the Commission is based on the principles of compliance with the law, collegiality, democracy, completeness and comprehensiveness of examinations of assessors' and candidates' level of qualification, objectivity and individual approach in evaluating achievements and shortcomings of the attested.

**4.3.** In its operation the Commission is guided by the requirements of:

- current legislation, Accreditation Rules, documents of the National Accreditation System of the Republic of Belarus, the System for ensuring the uniformity of measurements of the Republic of Belarus, the National system of confirmation of conformity of the Republic of Belarus and management system of the accreditation body, technical regulatory legal acts in force in the Republic of Belarus;
- this provision;
- EA, ILAC, IAF documents.

#### **5 TASKS AND FUNCTIONS**

**5.1** The main tasks of the Attestation Commission are as follows:

- organizing and conducting attestation of candidates/assessors in order to determine whether competence of assessors meet the established requirements for personnel involved in accreditation process;
- formation of Register of assessors and technical experts (hereinafter - register);
- encouraging assessors' professional growth.

**5.2** To solve the tasks assigned to the Commission, it shall carry out the following functions:

- preparing to attestation and informing candidates on conducting of attestation;
- reviewing documents submitted by candidates and personal files of assessors;
- conducting attestation;
- making decisions on the status of the attested person and issuing the certificate;
- determination of the scope of competence of an assessor;
- identification of training needs;
- establishing prospects for promotion;
- control of implementation of Commission decisions;
- withdrawal and suspension of issued certificates;
- formation and maintenance of the Register.

**5.3** The Chair of the Commission shall provide overall guidance to the work of the Commission and ensure the fulfillment of the assigned tasks.

**5.4** The Secretary of the Commission shall keep records in accordance with his/her duties.

#### **6 COMPOSITION AND ORDER OF FORMATION**

**6.1.** The composition of the Commission is determined by BSCA Director depending on qualification of candidates/assessors. The Commission include the head of accreditation body and/or its deputy, heads of structural divisions and specialists of accreditation body. To participate in the work of the Commission, specialists from other organizations who have experience in the relevant fields of competence may be involved. Applicant Mentor Not Member

of Attestation Commission. Candidate's tutor is not a member of the Commission.

**6.2.** Members are included in the Commission only upon their consent and may be excluded from the Commission due to urgent and important work, business trips and for other reasons determined by BSCA Director.

**6.3.** The number of members of the Commission shall be odd, but not less than five.

**6.4.** If necessary, several attestation commissions can be created to address professional qualifications of personnel to be attested.

## **7 RIGHTS**

**7.1** Members of the Commission during the period of participation in meetings are have the following rights:

- on optimal conditions for attestation;
- not to hear the fully verbal answer of the attested person, if his/her answer demonstrate deep knowledge of the question;
- ask additional questions and evaluate them;
- express their opinion on the answers of the attested when making decisions;
- make suggestions on the results of attestation about the quality of the tutor's work;
- consider appeals and decisions on appeals.

**7.2** During the meeting The Commission may recommend:

to transfer of the attested employee to other structural units taking into account his/her professional skills, level and profile of special training, professional and personal qualities;

to enhance qualification, retrain an assessor;

to make changes and/or additions to the procedures, management of personnel involved in the accreditation process.

**7.3** The attested person has the right to challenge one or more members of the Commission by submitting an application to BSCA Director indicating the reason and justification.

## **8 OBLIGATIONS**

**8.1** The duties of the of the Commission's Chair include:

- organization and control of the activities of the Commission in accordance with this provision;
- distribution of duties between members of the Commission;
- control of implementation of the attestation schedule;
- ensuring consideration of issues according to the agenda of the meeting;
- ensuring the unity of requirements for the attested persons;
- final decision in case of contentious issues;
- appointment of time and date for reattestation;
- approval of the minutes of the Commission meeting;
- control of implementation of decisions adopted by the Commission;
- consideration of appeals against decisions of the Commission.

**8.2** The duties of the Secretary include:

- ensuring readiness for holding a meeting of the Commission (notification of members of the Commission, personnel subject to attestation of the date, time and venue of the meeting, preparation of forms of necessary documentation, checking the audience for attestation);
- keeping records of the meeting;
- execution and signing of the meeting minutes and extracts;
- registration and execution of certificates and scope of competence;
- issuance of certificates and scope of competence with extracts;

- entering information on certificates and scope of competence assessors in the Register;
- transfer of documents for storage;
- other powers referred to the competence of the Commission upon the order of the Chair.

**8.3 Members of the Commission:**

- sign a list of present persons before attestation and review of submitted sets of documents of candidates/personal files of assessors;
- interview a candidate/assessor;
- vote when making decisions;
- participate in the consideration of appeals under the leadership of the Chair.

**8.4 The Commission is obliged to:**

- comply with the requirements of this Provision and BSCA management system documents governing the activities of the Commission;
- carry out the functions assigned to it at a high professional level, observing ethical and moral standards;
- be objective, impartial and unbiased in decisions;
- keep confidential information received during the meeting.

**9 OPERATION PROCEDURE**

**9.1** Attestation is held once every three years. Prior to the expiration of three years an extraordinary attestation may be conducted.

Extraordinary attestation may be carried out by decision of BSCA top management on the basis of a report on implementation of corrective actions in case of negative results of monitoring of assessor's performance.

**9.2** The work of the Commission is carried out on the basis of an order (F 6.2-01), which determines the composition of the Commission, the timing and schedule of the attestation. The order is prepared by a case officer on the basis of attestation applications (F 6.2-02) and approved by BSCA Director.

**9.3** The schedule and decision on conducting of attestation shall be communicated to the Commission members and personnel subject to attestation no later than two weeks before the attestation.

**9.4** An applicant for the status of an assessor provides application for attestation supported by a set of documents, including CV, a copy of a diploma on higher education, copies of documents confirming professional competence (if any), documents drawn up after the applicant's initial training in accordance with RI SM 6-01.

Assessors applying for the next attestation are required to update their personal file and profile in the personal account of the IS "Accreditation" before submitting documents for attestation.

**9.5** A meeting of the Commission shall be considered competent if at least two thirds of its members are present at it. The attendance of members of the Commission is documented by the secretary of the Commission through the collection of personal signatures in the attendance sheet, which is a mandatory annex to the protocol (F 6.2-03).

**9.6** The Commission meeting is held with the invitation of a certified assessor/applicant.

**9.7** In the event that the assessor/applicant to be attestation does not appear at the Commission meeting without a good reason or his refusal from the attestation Director, the BSCA decides on his work in the enterprise. In the event of a failure to appear for good reason, the attestation shall be postponed to another date determined by the Commission.

**9.8** The Commission holds a meeting, having previously examined the received documents of certified personnel.

**9.9** In the course of the meeting the Commission:

- interview the candidate/assessor;

- evaluate knowledge and skills of a candidate/assessor, results of initial training, professional activity and results of monitoring and an assessor;
- makes conclusions on compliance of the attested person with the requirements to professional competence of assessors;
- makes a decision on assigning (or refusal to assign) the status of an assessor.

**9.10** The decision on attestation shall be taken by the Commission in the absence of attested applicant/assessor by voting. In case of equality of votes, the decision is made by the Chair of the Commission. Attestation results are reported to certified candidates/assessors immediately after voting.

**9.11** The Commission may make the following decisions regarding the candidate/assessor:

- assign/confirm assessor status;
- issue a certificate with the scope of competence;
- enter information on the assessor in the Register;
- make changes and (or) additions to the assessor's certificate;
- refuse to assign/confirm assessor status.

**9.12** The grounds for refusal to assign/confirm assessor status are:

- non-compliance of the candidate with the requirements to professional competence of assessors;
- provision of false information;
- insufficiency of documented evidence to confirm compliance of competence of an assessor with established requirements.

**9.13** The Commission can consider issue regarding validity of certificate and can make the following decisions:

- suspend the certificate (in full or in part);
- renew the certificate;
- withdraw the certificate.

**9.14** The grounds for suspension of the certificate is:

- non-compliance of an assessor with the requirements to professional competence of assessors in part or in full field of competence;
- violation of the requirements of the National Accreditation System of the Republic of Belarus, accreditation rules and procedures;
- violation of obligations stipulated in the assessor declaration;
- receipt of valid complaints on the activities of the assessor;
- failure to comply with decisions and recommendations of previous attestation.

**9.15** The term of suspension and conditions for renewal of the certificate are determined by the Commission.

**9.16** The certificate can be renewed if the reasons for suspension are eliminated. Decision on the renewal of the certificate can be made by:

- review of documentary evidence of elimination of the reasons for suspension by members of the Commission who made a decision on suspension. The Secretary of the Commission shall records the decision to renew the certificate;
- reattestation of the assessor.

**9.17** The decision to withdraw the certificate is made on the basis of:

- repeated violations listed in clause 9.14 of this Provision;
- violations which create conditions for corruption or corruption offense;
- termination of employment contract;
- assessor's initiatives;
- death of assessor.

**9.18** In case of disagreement with the decision of the Commission, the candidate may file an appeal to BSCA Director within 5 working days. The reasons for disagreement with the decision shall be stated in the appeal. In this case the Commission in the previous composition is convened to consider the appeal or a second attestation is conducted.

**9.19** The Secretary of the Commission shall keep a record of the meeting in the form (F 6.2-03) and fix decisions and voting results. The minutes of the meeting shall be signed by the Chair and secretary.

**9.20** An extract from the minutes of the meeting is issued within 5 working days after the commission has made a decision (F 6.2-04) in duplicate. One copy is sent to the attested assessor, the second is put into his/her personal file.

**9.21** When the Commission decided to assign the status of an assessor, a certificate and a scope of competence are issued in accordance with RI SM 6-03.

**9.22** The certificate of competence is assigned a registration number, the structure of which is defined in RI SM 6-03. Registration of certificates of competence is carried out in the registration book (F 6.2-05).

**9.23** Information on certificates and scope of competence of assessors is entered in the Register within 5 working days from the Commission meeting.

## **10 FORMS TO BE APPLIED**

F 6.2-01 Form of the draft order

F 6.2-02 Form of application for attestation

F 6.2-03 Form of the minutes

F 6.2-04 Form of the extract from the minutes

F 6.2-05 Form of registration book of certificates of competence

## **11 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>
Order (PM)	OEPK	Head of OORA/specialist of OORA	IPS Standart/Our documents / P SM 6.2/Forms/F 6.2-01	According to the nomenclature
Application for attestation (PM)	Assessor's personal file	Head of OORA/assessor	IPS Standart/Our documents / P SM 6.2/Forms/F 6.2-02	5 years after completion of activities
Minutes (PM)	OORA	Head of OORA /secretary of the Commission	IPS Standart/Our documents / P SM 6.2/Forms/F 6.2-03	5 years after completion of activities
Extract (PM)	Assessor's personal file	Head of OORA /secretary of the Commission	IPS Standart/Our documents / P SM 6.2/Forms/F 6.2-04	5 years after completion of activities
registration book of certificates of competence (PM)	OORA	Head of OORA /secretary of the Commission	IPS Standart/Our documents / P SM 6.2/Forms/F 6.2-05	as long as necessary
Note: PM – kept on paper				



**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	4	5	6	7