



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

DP SM 4.6-02-2015

**LAUNCHING, EXTENDING AND DISCONTINUATION
OF ACCREDITATION SCHEMES**

Developed by	Отделом организации работ по аккредитации
Responsible for update	Отдел организации работ по аккредитации
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1 SCOPE

1.1 “The present documented procedure (hereinafter – the procedure) is a management system document of the Republican Unitary Enterprise “Belarusian State Centre for Accreditation» (hereinafter – BSCA), developed to further clauses 4.6.4, 4.6.5 of the Quality Manual with account of clauses 4.6.4, 4.6.5 of GOST ISO/IEC 17011 and sets rules of procedure for launching, extending, full or partial discontinuation of an accreditation scheme.

1.2 The requirements of the present procedure is mandatory for application by BSCA personnel participating in launching and extending of an accreditation scheme.

2 REFERENCES

The present procedure uses the references to the following documents:

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

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

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

DP SM 6-01 Управление персоналом, участвующим в процессе аккредитации. Критерии компетентности;

DP SM 7 Accreditation process;

DP SM 7.4-01 Sampling for the assessment of laboratories, inspection bodies and proficiency testing providers;

DP SM 7.4-02 Sampling for the assessment of certification bodies;

DP SM 7.6 Assessment;

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

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

P SM 5.8 Provision on technical committees on accreditation;

P SM 4.4 Provision on Impartiality committee;

Resolution of the State Committee on standardization of the Republic of Belarus dated 12th July 017 N59 “On approval of the Rules of development of state standards of the Republic of Belarus”;

Resolution of the State Committee on standardization of the Republic of Belarus dated 7th July 2017 N53 “On approval of the Rules of development of interstate standards”.

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 canceled without replacement, the provisions of the procedure in which references are given to them are applied in the part that does not affect these references.

3 TERMS AND DEFINITIONS

Terms and definitions used in this procedure are those of in GOST ISO/IEC 17011.

4 DENOTIONS AND ABBREVIATIONS

The following denotations and abbreviations are used in this procedure:

BSCA,	Republican Unitary Enterprise «Belarusian State Centre for
accreditation body	Accreditation»

NPA	Normative legal act
OA 1	Department of accreditation N1
OA 2	Department of accreditation N2
OAOS	Department of accreditation of certification bodies
OMS	International cooperation department
OMT	Department of methodology and training
OORA	Department of accreditation activities management
CAB	Conformity assessment body
OEPK	Legal, economic and HR department
PGS	Plan of state standardization of the Republic of Belarus;
MS	Management system
TK	Technical committee
THIA	Technical normative legal act
EA	European co-operation for Accreditation
IAF	International Accreditation Forum
IDT	Identification of the level of identity with the international standard (identity in technical content and structure)
ILAC	International Laboratory Accreditation Cooperation
ISO	International Standardization organization
CASCO	ISO committee on conformity assessment

5 RESPONSIBILITY AND AUTHORITY

5.1 BSCA Director approves an action plan to launch new accreditation scheme.

5.2 Deputy Director and heads of structural departments (OA 1, OA 2, OAOS, OORA, OMS, OEPK) are responsible for organization of implementation of action plans and full control over launching new accreditation scheme in accordance with this procedure.

5.3 The person who is appointed responsible for launching a new accreditation scheme bears responsibility for drafting and implementation of plan-report for launching/extending accreditation scheme in accordance with this procedure.

5.4 Members of coordination group are responsible for collecting and analysis of information as well as preparation of suggestions for the Director on launching/extending accreditation scheme.

5.5 Quality manager is responsible for analysis of compliance of the BSCA management system documents with the requirements of technical normative legal acts in the field of new/extended accreditation scheme as well as with the requirements of documents of international accreditation organizations. Quality manager is responsible for defining the need in developing new or additional elaboration of the existing management system documents in relation with the launching of a new accreditation scheme as appropriate.

6 RULES OF PROCEDURE FOR DEVELOPING AND EXTENDING ACCREDITATION SCHEMES

6.1 BSCA has established, documented, implemented and supports the process for launching and extending accreditation schemes, which includes:

- appropriateness of new or extended accreditation scheme;
- analysis of its present competence and resources;
- accessing and employing expertise;

- the need for application or guidance documents;
- training of accreditation body personnel;
- implementation or transition arrangements;
- views of interested parties.

6.1.2 The flowchart of launching new accreditation scheme is provided in Annex 1.

6.2 Feasibility of launching or extending an accreditation scheme

6.2.1 BSCA considers feasibility to launch new accreditations came on the basis of the information received from the following sources:

- written suggestions (in any form) from interested parties accredited conformity assessment bodies and potential applicants for accreditation as well as customers and potential customers of conformity assessment bodies etc.; through filling in the form “Suggestions to launch new accreditation schemes” (Annex 2); through telephone; based on the results of questioning of seminar and conference participants; based on the information obtained from accredited cabs during the on site assessment; based on the information received from accredited caps during the questioning with the purpose to determine the requirements of customer and evaluate the degree of their satisfaction.
- based on the market analysis: information received by the management and BSCA personnel during participation in international and interstate exhibitions, conferences, meetings, committees and so on;
- based on the analysis of new trends in legislation of the Republic of Belarus - this is to be done regularly by the Head of legal department (official publications and normative legal acts are taken into account);
- based on the analysis of new trends in the activity over international organizations for accreditation and standardization (EA, IAF, ILAC, ISO/CASCO).

Heads of structural units (OMS, OEPK, OORA) monitor and analyze the information regularly. Feasibility of new accreditations schemes is discussed during the annual management review.

6.2.2 Interested parties provide to BSCA their written suggestions to launch new accreditations schemes in the field of conformity assessment in accordance with the form (Annex 2) which is accessible from the BSCA website. Suggestions are registered by the front office and then sent to BSCA Director for consideration.

6.2.3 Director puts the resolution on the suggestion and identifies:

- the name of that responsible person
- description of the exact mission
- term for implementation
- date, signature and name.

The suggestion is then sent to responsible person indicated in the resolution.

6.2.4 The responsible person organizes a meeting with the participation of the following persons:

- Deputy Director
- Heads of structural units (accreditation departments)
- Quality manager
- Interested parties (applicants) as appropriate.

The participants of the meeting discuss and analyze feasibility of the new accreditation scheme/ The results of the discussion is designed as written justification for launching new accreditation scheme.

Upon completion of the meeting a responsible person drafts the composition of coordination group to launch new accreditation scheme (Annex 3) and prepares the minutes of the coordination group 6.2.5 If no issue is raised in relation to the documents received from the responsible person Director initiates the meeting of the Impartiality committee which consider the results of the analysis of all collected information in relation to the new accreditation scheme.

The decision of the Impartiality committee in relation to launching a new accreditations scheme is designed as minutes of the meeting in accordance with the requirements of provision P SM 4.4.

6.2.6 If the Impartiality committee takes positive decision in relation to the scheme, then the responsible person starts works in order to launch the new accreditation scheme. If the decision is negative, information is sent to the person who initiated the suggestion of the scheme (as appropriate).

6.3 Launching of a new accreditation scheme

6.3.1 The sequence of arrangements in order to launch new accreditation scheme is provided in the flowchart (Annex 1)

6.3.2 The person who is appointed responsible for the launching of new accreditation scheme drafts an action plan in accordance with the form in Annex 5 and submits to Director for approval. The plan shall include actions described in clauses 6.3.2.1 – 6.3.2.11.

6.3.2.1 Deputy Director provides the analysis of the following: is there an active state standard of the Republic of Belarus which lays down new accreditation scheme; is there a document which sets rules of procedure for accreditation of applicants for this type of activity; analysis of the resources for the new scheme: qualified personnel and time availability and employing expertise.

6.3.2.2 Taking into account the information received during in the meetings with experienced specialists from other ABs and following the rules for developing state and interstate standards, fundamental standard is then developed or reviewed as well as the document which lays down the rules of procedure for accreditation (including necessary forms, application form, etc.).

6.3.2.3 In order to do what is mentioned in 6.3.2.2 top management issues the following resolutions:

- Quality manager drafts a suggestion-application to the plan of state standardization in accordance with the established rules of developing of state or interstate standards. If the state committee on standardization takes positive decision in relation to the development of a standard in question, then the quality manager performs organization of the works on developing of the standard within the terms prescribed by the plan of state standardization, including defining the responsible persons or organizations.
- Deputy Director organizes meetings with the representatives of experienced specialists from foreign ABs through round tables, trainings, study visits with a view to exchange experience and provide practical training for BSCA specialists.

6.3.2.4 The Head of international cooperation department organizes placing the information on BSCA website about start of works to launch new accreditation scheme. These includes identification of the fundamental standard and rules of procedure for accreditation of applicants for the new scheme of accreditation. These is considered to be an invitation to cooperation.

6.3.2.5 Heads of accreditation departments organize choosing potential candidates to the pool of technical experts in order to be able to work in new accreditation scheme.

6.2.3.6 Simultaneously quality manager analysis BSCA management system documents for their consistency with technical normative legal acts related to the new accreditation scheme and organizes amendments to the management system documents or organizes development of new management system documents in accordance with the documented procedure DP SM 9.3-01.

The Head of training department (OMT) organizes trainings for lead assessors and technical experts who are appointed to work in the new accreditation scheme.

6.3.2.7 Deputy Director analyzes technical committees with the view of their potential to perform functions in the new accreditation scheme: is it necessary to create a new technical committee or it is possible to extend terms of reference of the existing technical committees. Creation and extending technical committees is performed in accordance with the provision P SM 5.8.

6.3.2.8 Deputy Director organizes holding of the first technical committee meeting on new accreditations scheme in accordance with the terms indicated in the action plan. The results of the meeting are designed as the minutes in accordance with the procedure established in the provision P SM 5.8. Technical committee's members may suggest recommendations on additional elaboration of management system documents in furthering what is described in clause 6.3.2.7 (this is set in accordance with the documented procedure DP SM 9.3-01).

6.3.2.9 When all actions mentioned above (clauses 6.3.2.1-6.3.2.9) are completed and if there is an application for accreditation BSCA conducts a joint assessment with participation of the foreign assessor experienced in this accreditation scheme. Assessment is conducted in accordance with the documented procedures DP SM 7, DP SM 7.4-01, DP SM 7.4-02; DP SM 7.6, DP SM 7.7-01

In this case BSCA recognizes confidence of assessors of accreditation bodies which are signatories to EA, ILAC, IAF Arrangements provided that the above-mentioned foreign assessors submit copies of documents which officially confirm their competence in performing accreditation in this accreditation scheme.

When the candidacy of the foreign assessor competent in the new accreditation scheme is agreed with the applicant, BSCA's responsible person sends an invitation to the foreign accreditation body to provide the assessor into the assessment team with the role of lead assessor (DP SM 7) and provides the set of documents of the applicant for accreditation. The set of documents is further supported by normative legal acts and BSCA management system documents relating to accreditation process which are necessary to perform review of documented information and to perform assessment (Accreditation Rules, DP SM 7, DP SM 7.4-01, DP SM 7.4-02, DP SM 7.6, etc.).

BSCA's responsible person drafts a report on launching a new accreditation scheme (Annex 5) in accordance with the approved plan and sends it to the Director.

6.3.2.10 Director informs Impartiality committee on launching new accreditation scheme at the upcoming meeting of the Impartiality committee.

6.3.2.11 The Head of international cooperation department places information on completion of works on launching a new accreditation scheme on BSCA website.

6.4 Extending of accreditation scheme

The existing accreditation scheme can be extended if new objects of conformity assessment appear. In this case the procedure includes the following:

- Director appoints a person responsible for extending accreditation scheme
- implementation of works in accordance with the procedure described in clauses 6.3.2.1-6.3.2.11.

6.5 Arrangements to transfer to a new standard or a new version of a standard

When international organizations on accreditation EA, ILAC, IAF endorse resolution on transition to new accreditation standard or new version of the standard BSCA defines its transition policy in accordance with PL SM 4.6.2. The policy shall set terms and provide an action plan for both BSCA and accredited CABs for transition to new standard or new version of the standard.

6.6. Interaction with interested parties

At all stages of launching a new accreditation scheme BSCA interacts with parties interested in the scheme through placing relevant information on its website and through organization of

bilateral meetings and getting feedback from interested parties. BSCA analyzes all suggestions, comments and feedback received from the interested parties and takes this into account when making a decision on launching, extending or discontinuation of accreditation scheme.

7 RULES OF PROCEDURE FOR FULL OR PARTIAL DISCONTINUATION OF ACCREDITATION SCHEME

7.1 An accreditation scheme may be fully or partially discontinued if a decision has been made that the scheme is not feasible any more.

7.2 Before full or partial discontinuation of an accreditation scheme BSCA performs the following:

- requests opinions of interested parties on the need and appropriateness of this accreditation scheme;
- agrees all contractual obligations with accredited CABs participating in this accreditation scheme;
- provides information on other EA NABs signatories to MLA which offer this accreditation scheme as appropriate;
- sends written notifications on full or partial discontinuation of the accreditation scheme to all accredited CABs participating in the scheme. These notification includes description of further actions;
- places full information on its official website on full or partial discontinuation of the accreditation scheme and on the arrangements necessary to complete the activity in the framework of this accreditation scheme or to transfer to new accreditation scheme.

8 MANAGEMENT OF RECORDS

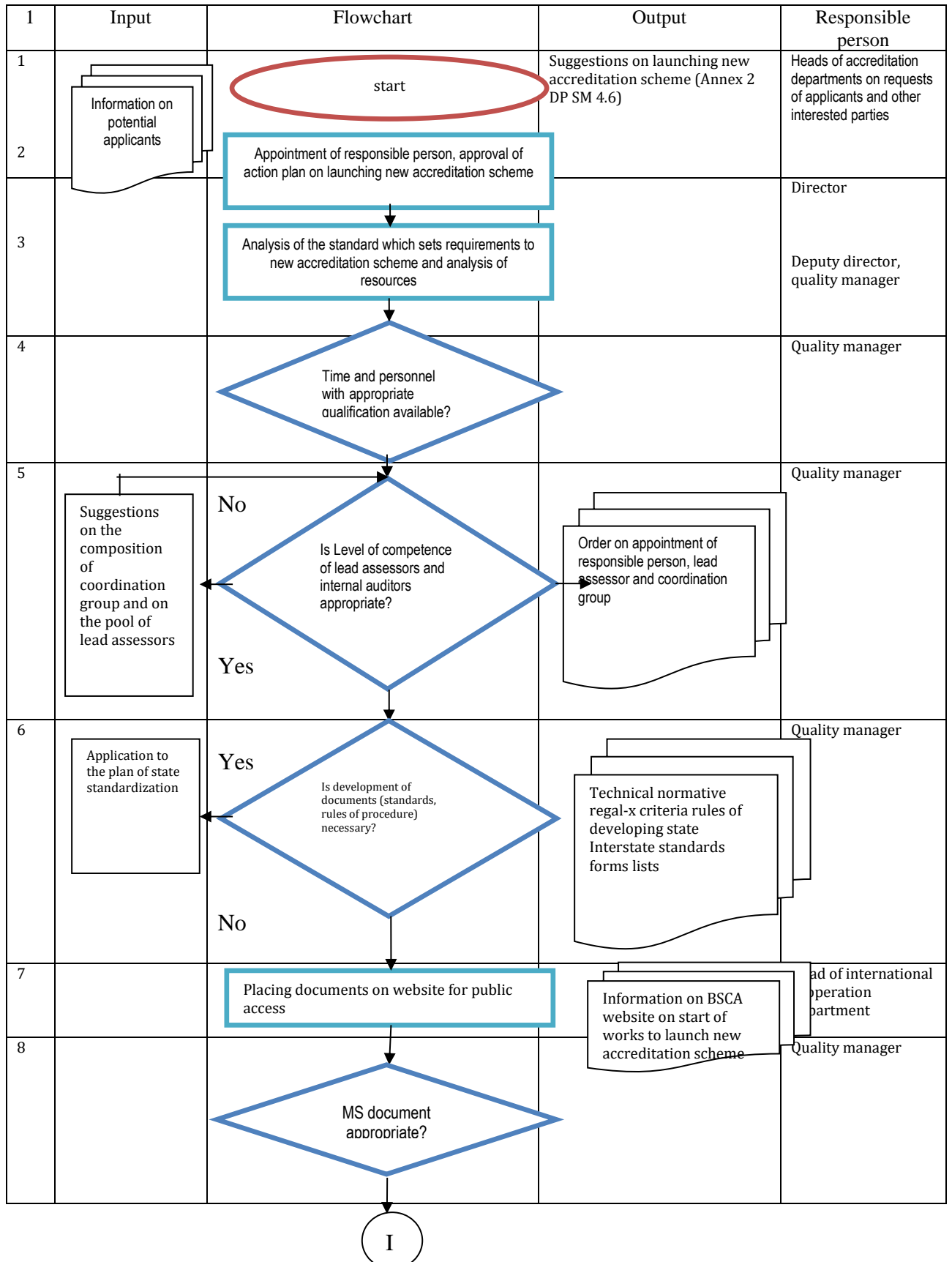
Management of records set by this procedure is described in Table 1.

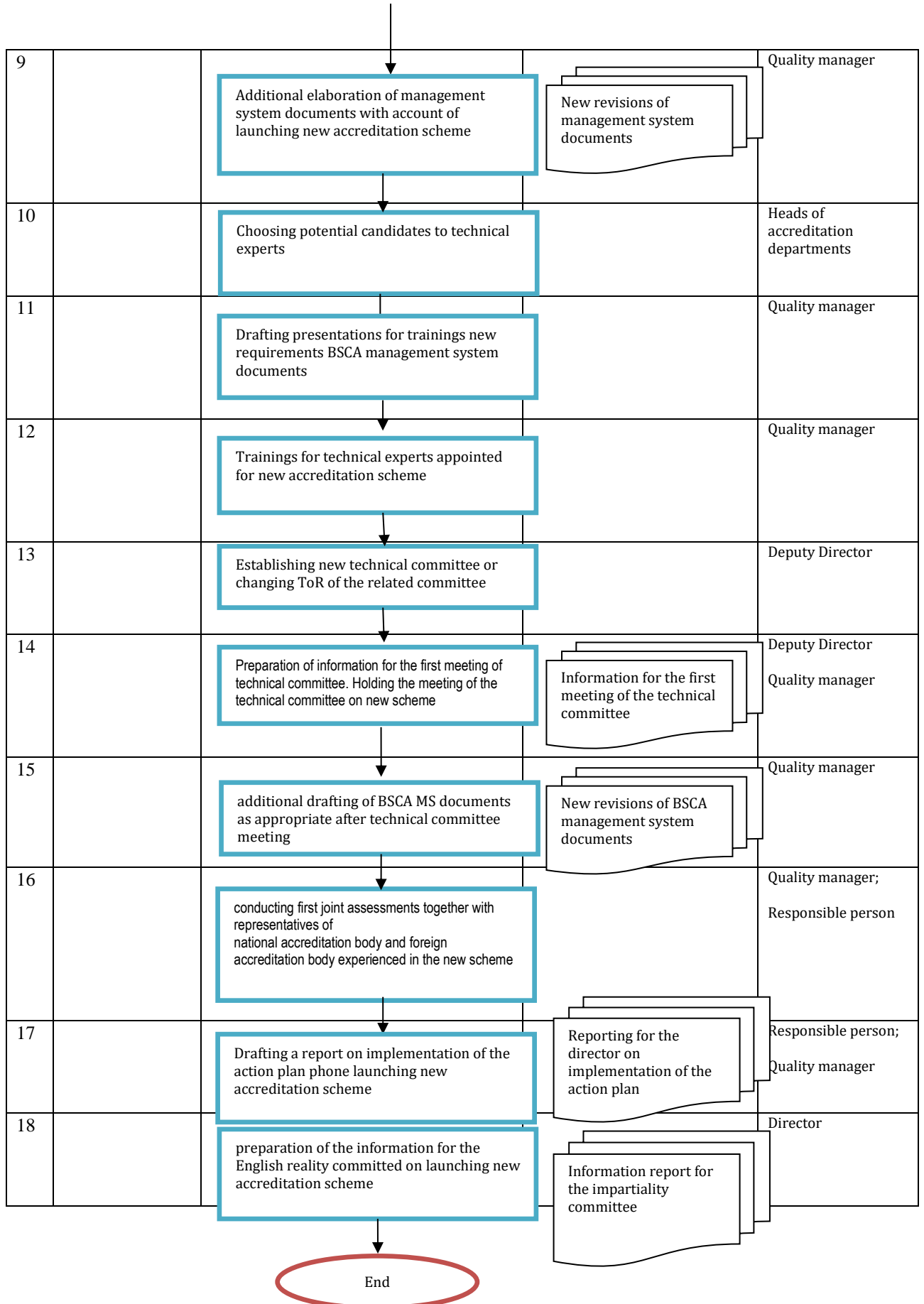
Table 1 Management of records

Title, type* of records	Place for records retain	Responsibility for update of records form/keeping records	Place for records form retain	Term for records retain
Suggestions to launch/ extend accreditation scheme (PM)	OORA/folder «Launching/ extending accreditation schemes расширение схем аккредитации»	Quality manager/ Interested parties	IPS Standart/ Our documents/ DP SM 4.6-02/ Annex 2	6 years
Composition of coordination group for launching/ extending accreditation scheme (PM)	OORA/folder «Launching/ extending accreditation schemes расширение схем аккредитации»	Quality manager/Person apponited responsible for the scheme	IPS Standart/ Our documents/ DP SM 4.6-02/ Annex 3	6 years
Minutes of the coordination group meeting for launching/ extending accreditation scheme (PM)	OORA/folder «Launching/ extending accreditation schemes расширение схем аккредитации»	Quality manager/Person apponited responsible for the scheme	IPS Standart/ Our documents/ DP SM 4.6-02/ Annex 4	6 years
Plan-report on launching/ extending accreditation scheme (PM)	OORA/folder «Launching/ extending accreditation schemes расширение схем аккредитации»	Quality manager/Person apponited responsible for the scheme	IPS Standart/ Our documents/ DP SM 4.6-02/ Annex 5	6 years
EM – electronic means is used to retain records; PM – paper means is used to retain records .				

Annex 1

Flowchart «Launching an accreditation scheme»





Form of suggestion for launching or extending an accreditation scheme**Suggestion for launching or extending an accreditation scheme**

Organization/Full name of a natural person submitting the suggestion:	
Address, phone, fax, e-mail:	
Accreditation scheme suggested for launching	
Standard setting requirements to subjects of accreditation	
Technical normative legal act which lays down rules of procedure for accreditation	
Date, Signature	

Form of composition of coordination group for launching or extending an accreditation scheme

Composition of coordination group for launching or extending an accreditation scheme

(annex to the minutes of the coordination group meeting N . of)

N	Full name	position	Education, specialization, qualification in accordance with the diploma	Field of activity

Developed by:
responsible person

_____ (signature)

_____ (name)

Form of minutes of the coordination group meeting for launching or extending an accreditation scheme

MINUTES

of the coordination group meeting for launching or extending an accreditation scheme

___.___.20__

PARTICIPANTS:

Chair – Deputy Director (name);

Members of the Coordination group:

- quality manager - (name);
- Heads a accreditation departments:(position, name);
- responsible person - (position, name);

AGENDA:

DECISIONS:

- on the nomination of the lead assessor(s), technical experts for the new accreditation scheme
 - organization of work on launching a new accreditation scheme;
 - any other business
-
-
-

Members of the working group:

_____	_____	_____
(position)	(signature)	(name)
_____	_____	_____
(position)	(signature)	(name)
_____	_____	_____
(position)	(signature)	(name)

Responsible person:

_____	_____	_____
(position)	(signature)	(name)

Form of plan-report on launching or extending an accreditation scheme

APPROVE
Director of State Enterprise “BSCA”

« ____ » _____ 20__

Plan-report on launching or extending an accreditation scheme

(identification of the new/extended accreditation scheme)

N	Action	Responsible person, collaborators	Expected date of implementation	Factual date of implementation	Evidence of implementation
1	Analysis of the standard setting requirements of the accreditation scheme by the AB with participation of representatives of accreditation bodies of other countries competent in this accreditation scheme				
2	Analysis of appropriateness of new accreditation scheme				
3	Analysis of the existing level of competence of the personnel and resources of the accreditation body, including external technical experts				
4	Preparing presentations and conducting trainings for the BSCA staff who are expected to become lead assessors				
5	Preparation and approval of a plan of development of documents needed to work under the new accreditation scheme and sending an application for inclusion in the State Standardization Plan (if necessary)				

N	Action	Responsible person, collaborators	Expected date of implementation	Factual date of implementation	Evidence of implementation
6	Improving of existing documents or development of new documents used for the new accreditation scheme as:				

	- criteria; - accreditation procedure; - application forms; - list of documents attached to the application				
7	Placing information on the BSCA website: on the start of work on the development of a new accreditation scheme, the required TNLA and forms for applicants				
8	Analysis of the conformity of the documents of the BSCA MS with the requirements of TNLA, establishing the criteria, the procedure for accreditation and documents of international accreditation organizations				
9	Preparation of new forms of records during the assessment of compliance with the requirements of the new accreditation scheme				
10	Selection of potential candidates for accreditation experts, technical accreditation experts for the new accreditation scheme				
11	Preparation of a training program for technical experts				
12	Preparation of presentations and materials for the training of technical experts				
13	Training for assessors experts, technical experts				
14	Creation of a new technical committee or amending work of the existing technical committee				

N	Action	Responsible person, collaborators	Expected date of implementation	Factual date of implementation	Evidence of implementation
15	Preparation of information for the first meeting of the technical committee				
16	Holding the first meeting of the technical committee				
17	According to the results of the meeting of the technical committee, finalization of the documents of the BSCA MS according to the new accreditation scheme				
18	Joint assessment of the BSCA assessment team together with				

	assessors from other accreditation bodies who are experienced in this accreditation scheme				
19	Preparation of information to the Impartiality Committee on launching of a new accreditation scheme				
20	Posting information on completion of work on the development of a new accreditation scheme on the BSCA website				
	Suggestion				

* - if it is not possible to settle the expected date of implementation a responsible person puts the date after the action has been completed

Developed by:

Responsible person _____ (signature) _____ (name)

Agreed by:

Head of OOPR _____ (signature) _____ (name)

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