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RESOLUTION OF THE STATE COMMITTEE FOR STANDARDIZATION
OF THE REPUBLIC OF BELARUS
May 31, 2011 No. 27

On Approval of Accreditation Rules

Amendments and additions:

Resolution of the State Committee for Standardization of the Republic of Belarus No. 49 of June 19, 2017 (registered in the National Register - No. 8/32279 of 31.07.2017) <W21732279>;

Resolution of the State Committee for Standardization of the Republic of Belarus No. 39 of June 26, 2019 (registered in the National Register - No. 8/34538 of 02.09.2019) <W21934538>;

Resolution of the State Committee for Standardization of the Republic of Belarus No. 102 of December 22, 2020 (registered in the National Register - No. 8/36694 of 20.05.2021) <W22136694>

Based on subclause 1.5 and paragraph 2 of subclause 1.8, clause 1, Article 7 of Law of the Republic of Belarus dated 24 October 2016, No. 437-3, On Assessment of Conformity to Technical Requirements and Accreditation of Conformity Assessment Bodies, paragraph 3 of subclause 1.11 and paragraph 5 of subclause 1.12, clause 1, Article 8 of Law of the Republic of Belarus dated 5 September 1995, No. 3848-XII, On Ensuring the Uniformity of Measurements, the State Committee for Standardization of the Republic of Belarus RESOLVES:

1. To approve the Accreditation Rules (attached).
2. This Resolution shall come into effect after its official publication.

Chairman

V.N.Koreshkov

APPROVED

Resolution
of the State Committee
for Standardization
of the Republic of Belarus
dated May 31, 2011 No. 27

ACCREDITATION RULES

CHAPTER 1 GENERAL PROVISIONS

1. These Rules establish procedures and other issues of accreditation.

These Rules use terms in the meanings defined by the Law of the Republic of Belarus On Assessment of Conformity to Technical Requirements and Accreditation of Conformity Assessment Bodies and the Law of the Republic of Belarus *On Ensuring the Uniformity of Measurements*.

2. Within the National Accreditation System of the Republic of Belarus (hereinafter, unless otherwise established, the National Accreditation System) accreditation shall be carried out by the

accreditation body named the Republican Unitary Enterprise “The Belarusian State Centre for Accreditation”, which is subordinate to the State Committee for Standardization.

3. The accreditation body shall carry out accreditation of legal entities of the Republic of Belarus or foreign legal entities, that express a desire to get confirmation of their competence in activities in the sphere of conformity confirmation, testing, research and (or) measurements, proficiency testing, inspection, as well as accreditation of legal entities of the Republic of Belarus and individual entrepreneurs that perform verification and (or) calibration (hereinafter, “applicant for accreditation”) according to their applications on the basis of civil law contracts.

4. Accreditation provides:

assessment of competence of the applicant for accreditation with the purpose of accreditation according to the procedure, established in Chapter 3 of these Rules;

assessment of competence of the applicant for accreditation, which received a certificate of accreditation (hereinafter, “the accredited CAB”) with the purpose of reaccreditation according to the order established in Chapter 4 of these Rules;

assessment of competence of the accredited CAB with the purpose of amending the scope of accreditation, including extending or reduction of the scope of accreditation, transfer to the new version of the interstate standard in the field of accreditation and conformity assessment developed on the basis of the international standard (hereinafter, “the fundamental standard”) according to the order established in Chapter 5 of these Rules;

update of the scope of accreditation of the accredited CAB with the purpose of amending the accreditation certificate according to the order, established in Chapter 6 of these Rules;

issue, introduction of additions and (or) amendments, suspension, renewal, withdrawal of the accreditation certificate, issuance of a duplicate copy of the accreditation certificate according to the order, established in Chapter 7 of these Rules;

surveillance of accredited CAB (hereinafter, “surveillance”) according to the order established in Chapter 8 of these Rules.

Costs of the activities connected with the accreditation procedures, including realization of observation and control methods aimed to obtain the objective proofs of maintenance by the accredited CAB of its competence on a proper level shall be covered by the applicant for accreditation and accredited CAB.

5. The requirements for accreditation, in accordance with which the accreditation body carries out its activities, are established in interstate standard GOST ISO/IEC 17011-2018 Conformity assessment. Requirements for accreditation bodies accrediting conformity assessment bodies are formulated in accordance with Resolution of the State Committee for Standardization of the Republic of Belarus dated March 4, 2019 No. 12 introduced as the state standard of the Republic of Belarus.

6. The requirements for the applicants for accreditation and accredited CABs are established in the Law of the Republic of Belarus On assessment for compliance with technical requirements and on accreditation of conformity assessment bodies, the Law of the Republic of Belarus On Ensuring the Uniformity of Measurements, these Rules, the Rules for conformity assessment of the National Conformity Assessment System of the Republic of Belarus approved by Resolution of the State Committee for Standardization of the Republic of Belarus dated July 25, 2017 No. 61, mandatory technical regulatory legal acts (hereinafter, “TRLA”) of the National Conformity Confirmation System of the Republic of Belarus, TRLA that regulate the requirements for the assessment of competence of the accreditation applicants, fundamental standards.

7. All documents in the sphere of accreditation shall be issued in the Russian or Belarusian languages. Documents of the applicant for accreditation, written in a foreign language, are subject to consideration by the accreditation body if they are legalized or have an apostille attached, accompanied by a notarized translation into one of the state languages of the Republic of Belarus.

CHAPTER 2

POWERS OF THE NATIONAL ACCREDITATION AUTHORITY, RIGHTS AND OBLIGATIONS OF THE ACCREDITATION APPLICANTS AND ACCREDITED CABs

8. The accreditation body shall run the following activities:

8.1. carry out accreditation of legal entities of the Republic of Belarus, foreign legal entities and individual entrepreneurs upon their applications;

8.2. carry out surveillance following the postaccreditation agreement (hereinafter, “the agreement with the accredited CAB”) and conclude contracts for surveillance;

8.3. carry out international cooperation in the field of accreditation within the scope of its competence;

8.4. establish procedures and develop work plans for accreditation activities;

8.5. appoint assessors and assign technical experts and other specialists to take part in the accreditation activity;

8.6. apply assessment techniques and their combinations when performing assessment, including on-site assessment, remote assessment, witness assessment, document analysis, case analysis, measurement audit, analysis of the results of participation in proficiency testing and other interlaboratory comparisons, validation audit, interviewing;

8.7. perform issue of certificates, introduce additions and (or) amendments, arrange suspension, renewal, withdrawal of the accreditation certificate, issue a duplicate copy of the accreditation certificate with the scope of accreditation, attached to it;

8.7¹. within the competence check the facts with respect to accredited CABs stated in the received requests of citizens, individual entrepreneurs and legal entities, as well as check the information from governmental bodies and other government organizations, to make decisions on the need to conduct an unscheduled surveillance in order to determine the validity of such requests;

8.8. inform the inspection of state supervision over compliance with the requirements of technical regulations and standards and state metrological supervision of the State Committee for Standardization about the revealed violations in the scope of accreditation that resulted in the unlawful issuance, amendments and (or) additions to certificates of compliance with the technical requirements of the technical regulations of the Eurasian Economic Union, documents regarding tests (research, measurements) for the purposes of mandatory assessment of compliance with the technical requirements of the technical regulations of the Eurasian Economic Union;

8.9. carry out accreditation activities as an independent third party in accordance with international principles and the requirements of the National Accreditation System, carry out competence assessment in a non-discriminative manner, insuring impartiality, objectivity and competence when making decisions on accreditation;

8.9¹. carry out work for the purpose of accreditation of legal entities of the Republic of Belarus and individual entrepreneurs carrying out verification and (or) calibration, with the involvement of technical assessors assessing organizations included in the state metrological service;

8.10. prevent disclosure of information constituting a commercial or other secret (confidential information) which is under legal protection within the legislation on commercial secret, obtained during accreditation work;

8.11. maintain the Register of the National Accreditation System;

8.12. carry out attestation of assessors, evaluation of specific expertise in a certain field of accreditation of technical assessors; define the order for maintenance of the register of assessors and the register of technical assessors, arrange and maintain these registers;

8.13. estimate compliance with the order for application of the accreditation symbol in certificates, minutes and reporting documents issued by CAB, including restrictions stipulated in the scope of accreditation and prevention of unauthorized use of accreditation symbol which provides false information on accreditation status;

8.14. create conditions for mutual recognition of conformity assessment results of accredited bodies at international and interstate (regional) level;

8.15. provide public access to updated information referring issued accreditation certificates, current status of accreditation of the accredited CAB, international agreements signed by the accreditation body, additions and (or) amendments to the requirements for accreditation by means of publications on the official website of the accreditation body in a global computer network named the Internet, or by other means;

8.16. carry out other functions related to the accreditation activities.

9. An applicant for accreditation and the accredited CAB:

9.1. apply to the accreditation body by means of the information system of the accreditation body with an application for preliminary competence assessment, accreditation, reaccreditation, changing of the scope of accreditation, update of the scope of accreditation;

9.2. accept and pay the works (services) referring the accreditation, re-accreditation, amending (except for reduction of the scope of accreditation) of the scope of accreditation, renewal of the certificate of accreditation, updating of the scope of accreditation;

9.3. accept and pay for work (services) carried out for them, including examination (re-examination) of documents, additional assessment, scheduled (unscheduled) surveillance with the use of assessment techniques and their combinations, including on-site assessment, remote assessment, witness assessment, document analysis, case analysis, measurement audit, analysis of the results of participation in proficiency testing and other interlaboratory comparisons, validation audit, interviewing;

9.4. provide the representatives of the accreditation body, including external experts, with an unfettered access to the information, documents and records, locations, equipment necessary to perform assessment of applicant's competence when carrying out the works specified in clause 4 of these Rules;

9.5. participate in proficiency testing and other interlaboratory comparisons in all directions of the scope of accreditation during the period of validity of the certificate of accreditation;

9.6. eliminate the identified nonconformities regarding the accreditation requirements and their reasons in due period;

9.7. submit an application to have the accreditation certificate issued, amended and (or) added, withdrawn, or to get a duplicate copy of the accreditation certificate and pay for the implementation of the relevant administrative procedure;

9.8. submit the certificate of accreditation for additions and (or) amendments, and affixing of the corresponding marks within 15 days after the written abstract from the minutes of the Technical Commission for Accreditation is received;

9.9. sign the agreement between the accreditation body and accredited CAB from the date of registration of the accreditation certificate by the accreditation body in the Register of the National Accreditation System;

9.10. within one month sign a new agreement with the accredited CAB in case the form of the agreement is changed;

9.11. use the accreditation symbol;

9.12. announce accreditation services only within the scope of accreditation;

9.13. refer to the certificate of accreditation within the scope of accreditation attached to it;

9.14. not refer to the scope of accreditation which is under suspension in case of suspension or reduction of the scope of accreditation in full or in part;

9.15. comply with the requirements of the fundamental standards to which it is accredited;

9.16. ensure confidentiality, competence, impartiality, objectivity and independence from commercial and other interests and relations while acting within the scope of accreditation attached to the certificate of accreditation;

9.17. appeal to the accreditation body referring the actions of its officers;

9.18. within ten days notify the accreditation body in writing about significant changes that may affect the ability of the accredited CAB to comply with the established accreditation

requirements (including changes in the location address in cases of upcoming reorganization, upcoming liquidation, upcoming bankruptcy, as well as changes in the status of the top manager, the structure of the legal entity, composition and qualifications of personnel, general policy of the accredited CAB, resources and their placement, technical equipment, changes in documentation related to accreditation);

9.19. provide the information on their activities upon the request of the accreditation body in order to perform scheduled (unscheduled) surveillance in accordance with the requirements of these Rules;

9.20. notify the accreditation body in writing of accreditation indicating the specific area of the scope of accreditation and gained outside the territory of the Republic of Belarus within ten days after the accreditation is gained;

9.21. exercise other rights and fulfil other obligations provided for by the legislation, international treaties of the Republic of Belarus, international legal acts that constitute the law of the Eurasian Economic Union (hereinafter referred to as the law of the Eurasian Economic Union), as well as international treaties of the Republic of Belarus that do not constitute the law of the Eurasian Economic Union, contract for accreditation.

10. Excluded.

CHAPTER 3

ASSESSMENT OF COMPETENCE OF THE ACCREDITATION APPLICANT WITH THE PURPOSE OF ACCREDITATION

11. Assessment of competence of the applicant for accreditation or accredited CAB (hereinafter, “the applicant”, if not otherwise indicated) shall include the following stages:

11.1. application processing, analysis of the resources, decision-making on the application for the work on competence assessment with the purpose of accreditation;

11.2. preparation for the competence assessment;

11.3. conclusion of an agreement;

11.4. preliminary evaluation of competence (if necessary);

11.5. examination of a set of documents, submitted with the application;

11.6. assessment (using assessment techniques and their combinations, including on-site assessment, remote assessment, witness assessment, document analysis, case analysis, measurement audit, analysis of the results of participation in proficiency testing and other interlaboratory comparisons, validation audit, interviewing;

11.7. summation of the received data and preparation of the reports on assessment;

11.8. decision-making on accreditation.

12. Processing of accreditation application and submitted documents shall be carried out in the following way:

12.1. for the organization of accreditation work the accreditation applicant shall submit to the accreditation body an application in accordance with the form provided in Annex 1, draft scope of accreditation in accordance with the form provided in Annex 2 (text of the scope of accreditation shall be Times New Roman 14 point, table of the scope of accreditation shall be Times New Roman 11 or 12 point), passport of technical competence in accordance with the form provided in Annex 3, copies of the articles of association of the entity, certificate of state registration in the Unified State Register of Legal Entities and Individual Entrepreneurs, branch charter (if any), department regulation (if any), approved structure of the legal entity, copies of documents describing the management system, to which the applicant gives references when providing information on self-assessment on compliance with the requirements of the fundamental standard in the passport of technical competence.

A set of documents comprising application for accreditation, draft scope of accreditation, passport of technical competence shall be provided by the applicant via the information resource of the accreditation body;

12.1¹. it is allowed to formulate a draft accreditation area in accordance with Annex 2 without indicating the year of approval (acceptance) in the designation of technical codes of established practice, state standards of the Republic of Belarus, international standards, interstate and other regional standards, other documents in the field of technical regulation and standardization that are not technical regulatory legal acts;

12.2. The accreditation body shall carry out examination of completeness, sufficiency and conformity of the information presented by the applicant with the established requirements and carry out the registration of the application for the work on competence assessment with the purpose of accreditation;

The accreditation body shall process the application within three working days from the date of registration, the results of the application analysis are posted in the information system of the accreditation body;

12.3. application for the conduct of works on competence assessment with the purpose of accreditation is to be declined if there are nonconformities (incorrectness) in its execution and (or) incompleteness of the documents, attached to it.

13. Preparation for the assessment includes:

13.1. appointment by the accreditation body of the assessment team, consisting of a lead assessor, assessors, outsourced technical experts;

13.2. mutual approval of the composition of the assessment group with the accreditation applicant before the conduct of works on competence assessment.

Within three working days from the date of receipt of the documents, the applicant submits a request to replace the candidate(s) in the assessment team in the following cases:

the presence of a conflict of interest that can be proven by the applicant;

other violations of the principles of impartiality and confidentiality of information that can be proven by the applicant.

If the application specified in part two of this subclause is recognized as justified, the accreditation body makes appropriate changes to the composition of the assessment team and re-sends it to the applicant for approval.

Changing the composition of the assessment team at the initiative of the applicant is allowed no more than two times, otherwise the accreditation body stops the accreditation work and notifies the applicant.

14. Upon mutual agreement with the applicant it is possible to carry out a preliminary assessment, the result of which is the identification of nonconformances in the management system, as well as technical competence of the applicant in conduct of works in the declared scope of accreditation.

15. Expert examination of the set of documents, submitted with the application, is carried out in the following way:

15.1. in the process of expert examination additional information, necessary for the conduct of work on accreditation in the declared accreditation scope, can be required from the applicant;

15.2. subsequent to the expert examination results an examination report is drawn up and sent to the applicant.

The report is to contain a conclusion of conformity or nonconformity of the application and the documents, submitted with it, with the established accreditation requirements, of the necessity of follow-up revision and possibility of conduct of competence assessment until the nonconformities are eliminated, as well as to contain requirement on the necessity of a repeat expert examination of the whole set of documents, submitted by the applicant.

Works on accreditation are suspended for the period, when the applicant is eliminating the nonconformities, specified in the report on the expert examination of the document set. On the basis of the revealed nonconformities a decision can be made to reject to issue an accreditation certificate in accordance with subclause 18.3 of clause 18 of these Rules;

15.3. materials, confirming the elimination of nonconformities subsequent to the results of the expert examination of the set of documents, are submitted by the accreditation applicant to the

accreditation body in mutually agreed time, specified in the examination report, but no later than twenty working days from the date of the execution of the examination report.

Materials, confirming the elimination of nonconformities subsequent to the results of the expert examination of the set of documents, are subject to repeated (additional) examination by the accreditation body;

15.4. work on accreditation is terminated if:

materials on the elimination of nonconformities subsequent to the results of the expert examination of the set of documents are not submitted within twenty working days;

determining nonconformities in the materials on elimination of nonconformities based on the results of repeat (additional) examination.

16. On-site assessment is carried out in the following way:

16.1. the assessment is carried out with the use of witness assessment, as well as other assessment techniques and their combinations (on-site assessment, remote assessment, witness assessment, document analysis, case analysis, measurement audit, analysis of the results of participation in proficiency testing and other interlaboratory comparisons, validation audit, interviewing) and is carried out according to the assessment plan, which is developed by the lead assessor and agreed upon with the applicant before the start of the assessment;

16.2. the assessment team evaluates:

competence of the applicant in the activities in the declared scope of accreditation;

efficiency of the quality management system;

following the requirements of the standards or fundamental standards;

16.2¹. the assessment team evaluates each declared area of activity of the applicant. In these areas, objects are selected for assessment in accordance with the procedure of the accreditation body. The number of selected objects must be sufficient to form an objective and reliable conclusion about the applicant's competence. During the validity period of the accreditation certificate, in direct interaction with the accredited CAB, the accreditation body evaluates all areas of activity included in the scope of accreditation;

16.3. during on-site assessment the accreditation applicant provides access to the necessary information, records and documents, locations, equipment, the opportunity to conduct witness assessments in the declared areas of activity and communicate with personnel participating in the activities, carried out by the applicant;

16.4. during on-site assessment the assessment team carries out execution of the report forms, necessary for the conduct of analysis and execution of the final report on competence assessment;

16.5. circumstances, that do not allow ensuring the conditions for the conduct of the on-site assessment, are specified in the minutes. Under the decision of the head of the accreditation body the conduct of work on the on-site assessment may be suspended until the revealed circumstances are eliminated.

17. Generalization of the obtained data and preparation of the final report on competence assessment are carried out in the following order:

17.1. the assessment group on the basis of the objective evidence, gathered during the on-site assessment, makes lists of nonconformities and brings their contents to the authorized representative of the applicant. The list of nonconformities indicates the deadline for providing corrective measures (actions), not exceeding twenty working days from the date of signing the list of nonconformities and information about the need for additional assessment to verify the elimination of nonconformities.

Documents confirming the results of the work and attached to the assessment report may include:

documents on monitoring the applicant's performance of work in accordance with the draft scope of accreditation;

documents and certificates (if available) confirming the applicant's non-compliance with the competency requirements, including the list(s) of identified nonconformities;

reports of technical assessors and other specialists participating in the work of the assessment team.

Additional assessment is assigned in the following cases:

failure to complete the assessment program in full for reasons depending on the applicant;
the impossibility of assessing the elimination of nonconformities based on documentary evidence;

failure to confirm competence based on the results of a witness assessment.

Additional assessment is carried out on the basis of a contract for accreditation work;

17.2. the final assessment report is presented to the applicant within ten days after the completion of the on-site assessment, if all the necessary data is available to draw it up;

17.3. the final assessment report is signed by the lead assessor (assessment team) and the authorized representative of the applicant;

17.4. the accreditation applicant within the period, established in the final assessment report, analyses reasons and works out corrective actions in order to eliminate the revealed nonconformities and presents them to the lead assessor for mutual approval within twenty working days from the date of approval of the identified nonconformities.

The term of execution of the corrective actions is not to exceed forty days from the date of their mutual approval;

17.5. the accreditation applicant presents to the accreditation body a report on implementation of the planned corrective actions on elimination of the revealed nonconformities;

17.6. the assessment team analyses the results of the implemented actions for sufficiency and effectiveness within ten working days after the documents are submitted to the accreditation body. If it is revealed, that the corrective actions of the applicant are insufficient, the assessment team requests additional information. The assessment team can make a decision to carry out an additional on-site assessment with the purpose of control of the elimination of the revealed nonconformities;

17.7. if the necessary information on implementation of the planned corrective actions on elimination of the revealed nonconformities is not presented in due time, the lead assessor is to appeal to the Technical Commission for Accreditation with the proposal to terminate work on accreditation;

17.8. subsequent to the results of the presentation by the applicant of well-grounded evidence of implementation of the corrective actions the lead assessor executes the final report in order to consider competence assessment materials at the meeting of the Technical Commission for Accreditation;

17.9. to make a decision on accreditation of the applicant, the lead assessor presents the results of assessing the applicant's competence to a meeting of the Technical Commission for Accreditation.

18. Decision making on accreditation is carried out in the following way:

18.1. decision on confirming competence and issuing an accreditation certificate, on making changes and (or) additions to the accreditation certificate, on confirming competence and issuing an accreditation certificate during reaccreditation, on refusal to issue an accreditation certificate, on suspension (in relation to part or all of the scope of accreditation), renewal (in relation to part or the entire scope of accreditation), cancellation of the accreditation certificate (in relation to part or the entire scope of accreditation) is adopted at a meeting of the Technical Commission for Accreditation, which is appointed from the accreditation body specialists who did not participate in the assessment;

18.2. the results of the meeting of the Technical Commission for Accreditation are documented in the minutes. The extract from the minutes, including the information on the decision taken, is directed to the accreditation applicant (accredited party) with the purpose of written notice about the decision made;

18.3. cases of failure to confirm the applicant's competence for refusal to issue an accreditation certificate are:

provision by the applicant of incomplete or unreliable information to the accreditation body during accreditation or reaccreditation;

the presence of one or more nonconformities with the requirements of the fundamental standard, technical requirements of acts (documents), methods specified in the scope of accreditation, which may affect the objectivity and competence when performing work in the declared scope of accreditation;

failure to provide corrective actions in a timely manner;

failure to eliminate inconsistencies within the established time frame;

complete absence of activity of the applicant in the provided scope of accreditation for more than two years during the period of validity of the accreditation certificate;

failure to comply with the terms of the contract with the accredited CAB regarding the obligations of the accredited CAB;

18.3¹. the grounds for suspension or withdrawal of the accreditation certificate by the accreditation body may be the following violations or circumstances (nonconformities) identified by the accreditation body that are not related to the initiative of the accredited CAB, its liquidation or reorganization:

non-compliance with the scope of accreditation;

violation by the accredited CAB, when performing work in the declared scope, of the requirements of the Law of the Republic of Belarus *On assessment of conformity with technical requirements and accreditation of conformity assessment bodies*, these Rules, rules for conformity confirmation, rules for maintaining the register of the National System for Conformity Assessment of the Republic of Belarus, other legislative acts of the Republic of Belarus, the laws of the Eurasian Economic Union, as well as international treaties of the Republic of Belarus that do not constitute the law of the Eurasian Economic Union;

submission by the accredited CAB of incomplete or unreliable information to the accreditation body when carrying out accreditation within the framework of the conclusion and execution of the contract to perform accreditation work or the contract to perform work to conduct a periodic assessment of competence, if such information is essential for accreditation, conclusion or execution of the contract to perform accreditation work or the contract to carry out work to conduct periodic competency assessment;

refusal or evasion of the accredited CAB from concluding or executing the contract to perform work to conduct a periodic assessment of competence;

failure to confirm competence during periodic assessment of competence (the presence of one or more nonconformities with the requirements of the fundamental standard, technical requirements of acts (documents), methods specified in the scope of accreditation, which may affect the objectivity and competence when performing work in the declared scope of accreditation; complete absence of activities of the accredited CAB in the provided scope of accreditation for more than two years during the period of validity of the accreditation certificate; failure to comply with the terms of the contract with the accredited CAB regarding the obligations of the accredited CAB);

18.3². violations or circumstances (nonconformities) specified in subclause 18.3¹ of this clause may be identified by the accreditation body in direct interaction with the accredited CAB as part of the execution of the contract for the performance of accreditation work, the conclusion or execution of the contract for the performance of work to conduct a periodic assessment of competence or based on consideration of the facts set out in appeals from citizens, individual entrepreneurs and legal entities, information from governmental bodies and other government organizations.

The decision to suspend the accreditation certificate is made by the accreditation body if one of the grounds specified in subclause 18.3¹ of this clause is present, and provided that the identified violations or circumstances (nonconformities) and their causes can be eliminated by the accredited CAB through the development and implementation of corrective actions.

The validity of the accreditation certificate is suspended by the accreditation body until the violations or circumstances (nonconformities) that served as grounds for suspension of the accreditation certificate, their reasons, are eliminated, but not more than six months from the date of the decision to suspend the accreditation certificate.

The decision to withdraw the accreditation certificate is made by the accreditation body if one of the grounds specified in subclause 18.3¹ of this clause is present, and if one of the following conditions is present:

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

identified violations or circumstances (nonconformities), their causes can be eliminated by the accredited CAB through the development and implementation of corrective actions, but the accredited CAB has not expressed written consent to eliminate them within twenty days from the date of the decision to suspend the accreditation certificate;

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

18.4. the decision on inclusion of conformity assessment bodies in the national part of the Unified Register of conformity assessment bodies of the Eurasian Economic Union (exclusion from it) is taken at the meeting of the Technical Commission for Accreditation in accordance with the criteria established in clause 8-10 of the Procedure for inclusion of accredited conformity assessment bodies (including certification bodies, testing laboratories (centres)) in the Unified Register of conformity assessment bodies of the Eurasian Economic Union, as well as its development and update, approved by the Decision of the Council of the Eurasian Economic Commission dated December 5, 2018 No. 100.

CHAPTER 4

ASSESSMENT OF COMPETENCE OF THE ACCREDITED CAB WITH THE PURPOSE OF REACCREDITATION

19. The work on competence assessment with the purpose of reaccreditation shall be carried out following the application of the accredited CAB. Such work and the procedure of decision-making subsequent to the results of the assessment shall be carried out in accordance with the order, established in Chapter 3 of these Rules.

20. The application for the conduct of work on competence assessment with the purpose of reaccreditation shall be submitted by the accredited CAB not later than one hundred thirty days before the expiration of the validity of the accreditation certificate.

The accreditation body rejects the application to carry out work to assess competence for the purpose of reaccreditation in case of violation of the deadline specified in part one of this clause.

21. In case of a positive decision of the Technical Commission for Accreditation on reaccreditation, the accreditation body shall execute the accreditation certificate with the scope of accreditation, attached to it, under the same registration number for a new period of validity of the accreditation certificate.

22. The accreditation body shall conclude an agreement with the accredited CAB for a new period of validity of the accreditation certificate.

23. Information on the new period of validity of the accreditation certificate and the scope of accreditation, attached to it, shall be added to the Register of the National Accreditation System within fifteen days after the decision was taken by the Technical Commission for Accreditation.

CHAPTER 5

ASSESSMENT OF COMPETENCE OF THE ACCREDITED CAB WITH THE PURPOSE OF AMENDING THE ACCREDITATION CERTIFICATE

24. Work on assessing competence in order to change the scope of accreditation, including extending the scope of accreditation, is carried out at the request of the accredited CAB in accordance with the procedure established in Chapter 3 of these Rules.

24¹. In the event of a change in the scope of accreditation, additions and (or) amendments to the accreditation certificate are made in the order established in Chapter 7 of these Rules.

25. Information on the amending of the scope of the accreditation certificate shall be added to the Register of the National Accreditation System within fifteen days after the decision was taken by the Technical Commission for Accreditation.

CHAPTER 6

UPDATE OF THE SCOPE OF ACCREDITATION OF THE ACCREDITED CAB WITH THE PURPOSE OF AMENDING THE ACCREDITATION CERTIFICATE

26. Work to update the scope of accreditation is carried out in case the information in the scope of accreditation of the accredited CAB has changed, in part that does not affect its competence. This is done upon the application of the accredited CAB in the form in accordance with Annex 1 with the provision of a comparative analysis of documents in the form in accordance with Annex 4.

27. Changes and (or) additions to the accreditation certificate based on the results of work to update the scope of accreditation are made in the order established in Chapter 7 of these Rules.

CHAPTER 7

ORDER FOR ISSUE, INTRODUCTION OF ADDITIONS AND (OR) AMENDMENTS, SUSPENSION, RENEWAL, WITHDRAWAL OF THE ACCREDITATION CERTIFICATE, ISSUE OF A DUPLICATE COPY OF THE ACCREDITATION CERTIFICATE WITH THE SCOPE OF ACCREDITATION, ATTACHED TO IT

28. Issue of the certificate of accreditation (the duplicate copy of the certificate of accreditation), introduction of additions and (or) amendments to the certificate of accreditation, issue of the decision to withdraw the certificate of accreditation on the initiative of the accredited CAB shall be carried out on the application of the accredited CAB in accordance with the form provided in Annex 1 in the order established in clause 23.7 of the Unified List of the Administrative Procedures Carried out by Public Authorities and Other Organizations in Relation to Legal Entities and Individual Entrepreneurs, approved by Resolution of the Council of Ministers of the Republic of Belarus dated 17 February 2012, No. 156.

29. The accreditation body shall carry out acceptance, registration, and processing of the application for the conduct of the activities regarding the accreditation certificate, stipulated in clause 28 of these Rules.

30. The accreditation body shall refuse to accept the application from the applicant in cases established by Clause 5 of Article 54 of the Law of the Republic of Belarus *On assessment of conformity with technical requirements and accreditation of conformity assessment bodies*.

31. The term of conduct of work on the application shall not exceed the terms stipulated in clause 23.7 of the Unified List of the Administrative Procedures Carried out by Public Authorities and Other Organizations in Relation to Legal Entities and Individual Entrepreneurs.

32. The accreditation certificate shall be finalized for issue in accordance with the form provided in Annex 6.

33. The period, for which the accreditation certificate is granted, shall be defined in the decision of the Technical Commission for Accreditation with due account of the requirements in clause 23.7 of the Unified List of the Administrative Procedures Carried out by Public Authorities and Other Organizations in Relation to Legal Entities and Individual Entrepreneurs.

33¹. In case the accreditation certificate is withdrawn, it shall not be renewed. In this case a request with the new application for accreditation shall be permissible not earlier than six months from the date when the accreditation certificate is withdrawn.

34. The additions and (or) amendments shall be introduced into the accreditation certificate and the scope of accreditation, attached to it, in one of the following ways:

the accreditation certificate and (or) the scope of accreditation, attached to it, shall be finalized in a new version (in case of changes in particulars, which require presentment in a new version: name of the accredited CAB and (or) its structural subdivision, their location, legal status);

the mark about the amendments and (or) additions, suspension, renewal, withdrawal of the accreditation certificate, issue of a duplicate copy of the accreditation certificate shall be made on the back and (or) the front page of the certificate of accreditation;

35. In case when one legal entity has several separate structural subdivisions, accredited for the identical scope of accreditation, the accreditation certificate shall be issued under one number, and the list of the accredited CABs shall be presented on the back page of the accreditation certificate form.

36. Excluded.

37. The accreditation certificate (its duplicate copy) and the scope of accreditation, attached to it, as well as marks about suspension, renewal, withdrawal of the accreditation certificate, introduction of additions and (or) amendments to the accreditation certificate shall be signed by the head of the accreditation body (or by the authorized person acting as his or her deputy) and shall be certified with stamp of the accreditation body.

38. The accreditation certificate (its duplicate copy) and the scope of accreditation, attached to it, shall be given to the head of the accredited CAB or his or her authorized representative, who shall confirm the receipt by leaving his or her signature in the register of the issued accreditation certificates.

39. Excluded.

40. The accreditation body shall keep a copy of each issued accreditation certificate, verified in accordance with the established order.

41. The information on the issue of the accreditation certificate with the scope of accreditation, attached to it, as well as expiration of its validity, suspension, renewal, withdrawal, reaccreditation, additions and (or) amendments to the accreditation certificate and (or) the scope of accreditation, attached to it, shall be added to the Register of the National Accreditation System.

42. The accreditation certificate forms shall be the forms of strict accounting, their registration and storage shall be carried out in accordance with the order, established by legislation.

43. The accredited CAB shall introduce additions and (or) amendments to the accreditation certificate within the terms established in clause 23.7 of the Unified List of the Administrative Procedures Carried out by Public Authorities and Other Organizations in Relation to Legal Entities and Individual Entrepreneurs.

CHAPTER 8 SURVEILLANCE

44. From the date of issue of the accreditation certificate the accreditation body shall carry out continual supervision over the activities of the accredited CAB according to the plans of surveillance.

45. Surveillance can be scheduled or unscheduled and shall be carried out according to the order, established in Chapter 3 of these Rules.

46. Intervals of scheduled surveillance shall be set by the accreditation body after the decision on accreditation has been taken and with due account of the following:

46.1. the first surveillance shall be carried out no later than twelve months after the decision on accreditation is made;

46.2. subsequent surveillance shall be carried out within the validity period of the accreditation certificate with an interval, which shall not exceed twenty-four months.

47. The twenty-four month interval is established if the following conditions are met:

the absence of nonconformities during the previous periodic assessment of competence;

the absence of complaints about the activities of the accredited CAB.

47¹. The accredited CAB shall provide the updated passport of technical competence comprising up-to-date information on its activities to the accreditation body for examination prior to forty working days before the specified date of the surveillance in accordance with the form provided in Annex 3.

47². Unscheduled surveillance of accredited CABs using one of the assessment techniques or their combinations may be appointed, taking into account the cases provided for in part two of this clause, by the accreditation body to consider the facts set forth in received requests of citizens, individual entrepreneurs and legal entities, as well as the information from governmental bodies and other government organizations.

Unscheduled surveillance using one of the assessment techniques or their combinations is mandatory in the following cases:

failure by the accredited subject to provide information on the application or the inability to objectively and comprehensively consider the application without surveillance;

receipt of information in relation to accredited CABS from government bodies and other government organizations containing data about the unlawful issuance of documents on conformity assessment and (or) issuance for mandatory conformity assessment of unreliable research (test) results and measurements by a testing laboratory (centre);

changes in the activities (locations of activities, technical equipment, composition and qualifications of personnel) of the accredited CAB (except for certification bodies);

the need to renew the accreditation certificate suspended on the grounds specified in subclause 18.3¹ of clause 18 of these Rules.

48. The results of surveillance shall be documented in the final assessment report, where the assessment of the state of activities of the accredited CAB shall be given, the corresponding conclusions regarding its competence or incompetence and observation of fundamental standards shall be made.

49. One copy of the report on surveillance shall be given to the accredited CAB.

50. Nonconformities, indicated in the lists of nonconformities, shall be eliminated by the accredited CAB within the period, agreed with the lead assessor (the assessment group).

51. The accredited CAB shall present a report to the accreditation body about the implementation of the planned corrective actions.

52. Excluded.

CHAPTER 9

REFERENCE TO ACCREDITATION AND USE OF ACCREDITATION SYMBOL

53. The accredited CAB shall put the information about the status of accreditation in the certificates of conformity, certificates of competence, research (test) and measurement protocols, calibration certificates (certificates), verification certificates, inspection reports and (or) certificates, certificates of interlaboratory comparisons and reporting materials that it issues in accordance with the scope of accreditation. The information about the status of accreditation shall be put by applying the accreditation symbol or in the form of a text reference to accreditation.

54. The accreditation body shall give the accreditation symbol to the accredited CAB in the electronic form.

55. The accreditation symbol or text reference to accreditation shall contain the information that identifies as follows:

letter designation of the accreditation body that has issued the accreditation certificate;

registration number of the accreditation certificate in accordance with the Register of the National Accreditation System;

designation of the standard or fundamental standard covered by the accreditation certificate.

The accreditation symbol shall be applied in black colour against the white background. There shall be no irrelevant texts or graphic images in the area of protective field of the accreditation symbol.

The content and linear dimensions of the accreditation symbol, the content of the text reference to accreditation are drawn up in accordance with Annex 7.

56. The accredited CAB may apply the accreditation symbol and (or) text reference to accreditation on the following:

documents that are directly related to the field of activity of the accredited CAB covered by the scope of accreditation;

letter-headed papers of the accredited CAB in case the information in the letter is associated with the issues relating to the scope of accreditation of the accredited CAB;

promo materials containing the information that relates to the scope of accreditation of the accredited CAB.

56¹. An accredited CAB may use the accreditation symbol in combination with the marks of international accreditation organizations.

57. The accreditation symbol or text reference to accreditation shall be used by the accredited CAB in such a way as not to misguide the interested parties both in terms of identification of the accredited CAB itself and its scope of accreditation.

58. The accredited CAB shall stop using the accreditation symbol and (or) text reference to accreditation in any of the following cases:

the scope of accreditation is suspended in full or in the part which is covered by the suspension;

withdrawal of the accreditation certificate;

amending the scope of accreditation in the part of reduction of the scope of accreditation;

termination of the accreditation certificate.

59. The accreditation body shall have the responsibility to evaluate whether the accredited CAB complies with these Rules in terms of the use of the accreditation symbol and text reference to accreditation.

60. Violation of the order for using the accreditation symbol and text reference to accreditation shall result in violation of the requirements stated in these Rules, if such violation is identified, the accreditation body shall have the right to oblige the accredited CAB to inform the interested parties about the identified fact, and undertake other actions that are not prohibited by other regulatory legal acts.

61. If the accredited CAB has delegated conduct of the part of work to the party that does not have accreditation, the accredited CAB shall not include results of such work into its documents under the single reference to accreditation (by applying the accreditation symbol or reference to accreditation).

62. The accredited CAB shall not include results of accredited and non-accredited activities in the documents under the single reference to accreditation (by applying the accreditation symbol or reference to accreditation).

APPLICATION

FUNDAMENTAL STANDARD

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ADDITIONAL STANDARDS (if any)

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TYPE OF ACCREDITATION

<input type="checkbox"/>	accreditation
<input type="checkbox"/>	reaccreditation
<input type="checkbox"/>	amending of the scope of accreditation: <input type="checkbox"/> extending the scope of accreditation <input type="checkbox"/> reducing the scope of accreditation <input type="checkbox"/> transfer of the new version of the fundamental standard
<input type="checkbox"/>	update of the scope of accreditation

DATA ABOUT THE APPLICANT (ACCREDITED CAB)

Full name of the legal entity or surname, name, patronymic (if any) of the individual entrepreneur	
Full name of branch of the legal entity (if any)	
Full name of subdivision, certification body of the legal entity (if any)	

DATA ABOUT THE CERTIFICATE OF ACCREDITATION (if any)

Number of the certificate of accreditation	
Date of registration of the certificate of accreditation	
Period of validity of the certificate of accreditation (from ___ to ____)	

DATA ABOUT THE DOCUMENTS ATTACHED TO THE APPLICATION FOR ACCREDITATION, REACCREDITATION, AMENDING OF THE SCOPE OF ACCREDITATION

Name of document	Number of pages	Type of media	
		paper	electronic
Documents attached to the application for accreditation, reaccreditation			
Draft of the declared scope of accreditation		<input type="checkbox"/>	<input type="checkbox"/>
Information about the applicant and its scope of accreditation in the electronic form (to be included in the national part of the Unified Register of the Eurasian Economic Union)		<input type="checkbox"/>	<input type="checkbox"/>
Passport of technical competence		<input type="checkbox"/>	<input type="checkbox"/>
Charter of the organization		<input type="checkbox"/>	<input type="checkbox"/>
Certificate of the state registration in the Unified State Register of Legal Entities and Individual Entrepreneurs		<input type="checkbox"/>	<input type="checkbox"/>
Branch charter (if any), department regulation (if any), approved structure of the legal entity		<input type="checkbox"/>	<input type="checkbox"/>
Documents describing management system		<input type="checkbox"/>	<input type="checkbox"/>

Documents attached to the application for amending of the scope of accreditation (extending the scope of accreditation)			
Draft of the attachment to the scope of accreditation		<input type="checkbox"/>	<input type="checkbox"/>
Passport of technical competence (in part relating to changes in the scope of accreditation)		<input type="checkbox"/>	<input type="checkbox"/>
Documents confirming mastering of methods (techniques)		<input type="checkbox"/>	<input type="checkbox"/>
Documents describing management system (if any changes in them from the last surveillance including those relating to amendments in the scope of accreditation)		<input type="checkbox"/>	<input type="checkbox"/>
Information about the applicant and its scope of accreditation in the electronic form (to be included in the national part of the Unified Register of the Eurasian Economic Union)		<input type="checkbox"/>	<input type="checkbox"/>
Documents attached to the application for amending of the scope of accreditation (reducing the scope of accreditation)			
Draft of the amended scope of accreditation		<input type="checkbox"/>	<input type="checkbox"/>
Comparative analysis of documents		<input type="checkbox"/>	<input type="checkbox"/>
Data about the documents attached to the application for transfer to the new version of the fundamental standard		<input type="checkbox"/>	<input type="checkbox"/>

DATA ABOUT THE DOCUMENTS ATTACHED TO THE APPLICATION FOR UPDATE OF THE SCOPE OF ACCREDITATION

Name of document	Number of pages	Type of media	
		paper	electronic
Draft of the amended scope of accreditation (if any)		<input type="checkbox"/>	<input type="checkbox"/>
Information about the applicant and its scope of accreditation in the electronic form (to be included in the national part of the Unified Register of the Eurasian Economic Union)		<input type="checkbox"/>	<input type="checkbox"/>
Comparative analysis of documents		<input type="checkbox"/>	<input type="checkbox"/>

DATA ABOUT THE DOCUMENTS ATTACHED TO THE APPLICATION FOR TRANSFER TO THE NEW VERSION OF THE FUNDAMENTAL STANDARD

Name of document	Number of pages	Type of media	
		paper	electronic
Results of self-assessment regarding readiness of the accredited CAB for transfer to the new version of the fundamental standard		<input type="checkbox"/>	<input type="checkbox"/>
Documents describing management system (including amendments which demonstrate compliance with the new or amended requirements)		<input type="checkbox"/>	<input type="checkbox"/>

Head of the applicant
for accreditation
(accredited CAB)

(signature)

(surname and initials)

(date)

Chief accountant,
other authorized person
of the applicant for accreditation
(accredited CAB)

(signature)

(surname and initials)

(date)

OBLIGATIONS OF THE APPLICANT FOR ACCREDITATION (ACCREDITED CAB)

(full name or surname, name, patronymic (if any) of the applicant for accreditation (accredited CAB))

represented

by

of the authorized person of the applicant for accreditation (accredited CAB))

shall be obliged to

1. Comply with the requirements in the regulatory legal acts of the National Accreditation System of the Republic of Belarus, comprising as follows:

Law of the Republic of Belarus No. 437-3 of October 24, 2016 *On assessment for compliance with technical requirements and on accreditation of conformity assessment bodies*;

the Accreditation Rules approved by Resolution of the State Committee for Standardization of the Republic of Belarus of May 31, 2011 No. 27;

technical regulatory legal acts that stipulate the requirements for the competence of the accreditation applicant (accredited CAB) (fundamental standards identical to the international standards);

technical regulatory legal acts that regulate the process of the accreditation procedures.

2. Provide the representatives of the accreditation body, including external experts, with an unfettered access to the information, documents and records, locations, equipment necessary to perform assessment of applicant's competence when accrediting, reaccrediting, performing scheduled (unscheduled) surveillance along with on-site assessment involving the use of witness assessment, additional on-site assessments, expert examinations, expert reexaminations of documents and other means of observation, as well as create necessary conditions to perform the above-mentioned activities, and assist if necessary.

3. Carry out activities within the scope of accreditation, attached to the certificate of accreditation, in a competent manner, refer to the accreditation only within the scope covered by the accreditation.

4. Ensure that the relations are confidential, competent, impartial and independent from commercial and other interests while carrying out the work on competence assessment; follow the procedures for registration and analysis of all conflict situations and implement measures on their minimization or full elimination. Provide access to the records that allow to evaluate the level of independence and impartiality of the applicant.

5. Not to use its accreditation to discredit the accreditation body.

6. Conclude the agreement with the accreditation body prior to the date when the certificate of accreditation is received, the agreement shall determine rights and obligations of the accredited CAB.

7. Within ten working days notify the accreditation body in writing of any changes that may affect the ability of the accredited CAB to comply with the established accreditation requirements (including the changes referring location, in case of the forthcoming reorganization, forthcoming liquidation, forthcoming bankruptcy, as well as the changes referring commercial or property status, top manager status, structure of legal entity, staff structure and qualification, general policies of the accredited CAB, resources and their location, technical equipment, accreditation documentation).

Head of the applicant
for accreditation
(accredited CAB)

(signature)

(surname and initials)

(date)

Chief accountant,
other authorized person
of the applicant for accreditation
(accredited CAB)

(signature)

(surname and initials)

(date)

Form

FIRST PAGE OF THE SCOPE OF ACCREDITATION

Header

Logo

of the accreditation body

NATIONAL ACCREDITATION SYSTEM
OF THE REPUBLIC OF BELARUS
REPUBLICAN UNITARY ENTERPRISE
“BELARUSIAN STATE CENTRE FOR ACCREDITATION”

Contents of the page

Annex No. ____
to the certificate of accreditation
No. _____
dated _____
on form No. _____
in ____ pages
Revision XX

SCOPE OF ACCREDITATION _____
of the year _____

(name of structural subdivision of legal entity and legal entity or surname, name, patronymic (if any) of the individual entrepreneur)

Form for testing laboratory

No.	Name of test object	Code	Name of the characteristic (indicator, parameters)	Index of documents that establish requirements to the object	Index of documents that establish research (test) and measurement method including sampling rules
1	2	3	4	5	6
Locations of activities					

Form for calibration laboratory

No.	Code of type of measurements	Name of measurands	Calibration objects (type of the measuring tool)	Range	Expanded uncertainty U (k, P)	Index of documents that establish calibration methods (techniques)
1	2	3	4	5	6	7
Locations of activities						

Form for verification laboratory

No.	Code (name) of type of work:	Measuring tools		
				metrological characteristics

	1 - initial verification; 2 - subsequent verification	code of sphere of measurements	name (type of a measurement instrument)	measurement range	class, grade, division value, deviation
1	2	3	4	5	6
Locations of activities					

Form for medical laboratory

No.	Name of test object	Code	Name of the characteristic (indicator, type of research, parameters)	Index of documents that establish research method including sampling rules
1	2	3	4	5
Locations of activities				

Form for organizations conducting inspection (hereinafter inspection bodies)

Type of inspection body: A <input type="checkbox"/> , B <input type="checkbox"/> , C <input type="checkbox"/>					
No.	Name of test object	Code	Type of inspection	Index of documents that establish requirements to the object	Index of documents that establish inspection method and procedure
1	2	3	4	5	6

Form for proficiency testing provider

No.	Type of proficiency testing program	Name of sample for the program (product, material)	Defined parameters (values), characteristics
1	2	3	4
Locations of activities			

Form for reference material producer

No.	Name of object (material, substance, etc.)	Code	Measurand/ measured property, value/range of characteristics/uncertainty	Index of documents that establish method (procedure) of research (test) and measurands/ measured property as well as method (procedure) of value/range of characteristics/uncertainty
1	2	3	4	5
Locations of activities				

Form for certification body certifying products, services, work

No.	Name of object of conformity assessment	Code of object of conformity assessment	Regulatory legal act (RLA) and (or) TRLA, that stipulate the requirements for	
			object of conformity assessment	order for conformity assessment
1	2	3	4	5

Form for certification body certifying products (within the framework of conformity assessment of the Eurasian Economic Union), services, work

No.	Name of object of conformity assessment	Code of object of conformity assessment (EAEU Commodity Nomenclature of Foreign Economic Activity*)	Index of RLA and (or) TRLA, that stipulate the requirements for	
			object of conformity assessment	order for conformity assessment

1	2	3	4	5
Section 1 Confirmation of conformity of products with the requirements in the Technical Regulations of the EAEU (EAEU CU)**				
Section 2 Confirmation of conformity of products included in the Unified List of Products				

* Commodity nomenclature of foreign economic activity of the Eurasian Economic Union.

** Technical Regulations of the Customs Union of the EAEU (EAEU CU) or the Customs Union of countries participating in the Eurasian Economic Union (EAEU).

Form for body for management system certification (for quality management systems, environmental management systems, occupational safety management systems/health and safety management systems for professional activities)

No.	Name of scope of object of conformity assessment	Code of scope of object of conformity assessment		Index of RLA and (or) TRLA, that stipulate the requirements for	
		code of the European co-operation for Accreditation	code	object of conformity assessment	order for certification
1	2	3	4	5	6

Form for body for management system certification (for food safety management systems)

No.	Category		Index of RLA and (or) TRLA, that stipulate the requirements for	
	code	name	object of conformity assessment	order for certification
1	2	3	4	5

Form for body for management system certification (quality management systems for medical devices)

No.	Main technical areas	Technical areas	Index of RLA and (or) TRLA, that stipulate the requirements for	
			object of conformity assessment	order for certification
1	2	3	4	5

Form for body for management system certification (energy management systems)

No.	Technical areas	Index of RLA and (or) TRLA, that stipulate the requirements for	
		object of conformity assessment	order for certification
1	2	3	4

Form for body for management system certification (information security management systems)

No.	Name of scope of object of conformity assessment	Index of RLA and (or) TRLA, that stipulate the requirements for	
		object of conformity assessment	order for certification
1	2	3	4

Form for certification of organic products

No.	Category of product and its production process		Index of RLA and (or) TRLA, that stipulate the requirements for	
	code	name	object of conformity assessment	order for conformity assessment
1	2	3	4	5

Form for halal certification body

No.	Category		Name of product	Index of standards, that stipulate the requirements for	
	code	name		object of conformity assessment	order for certification
1	2	3	4	5	6

Form for forest certification body

No.	Name of object of conformity assessment	Code of object of conformity assessment	Index of RLA and (or) TRLA, that stipulate the requirements for	
			object of conformity assessment	order for certification
1	2	3	4	5

Form for body for certification of personnel competence (expert-auditors); professional competence of personnel (experts) in the sphere of expert evaluation of architectural planning documentation in construction industry

No.	Name of scope of object of conformity assessment	Code of scope of object of conformity assessment	Index of RLA and (or) TRLA, that stipulate the requirements for	
			object of conformity assessment	order for certification
1	2	3	4	5

Form for body for certification of professional competence of personnel in the sphere of non-destructive control

No.	Scope of object of conformity assessment (method of non-destructive control)		Code of scope of object of conformity assessment	Qualification level	Production sector and industrial sector	Index of RLA and (or) TRLA, that stipulate the requirements for	
	name	index				object of conformity assessment	order for certification
1	2	3	4	5	6	7	8

Form for body for certification of professional competence of personnel in the welding sphere

No.	Name of scope of object of conformity assessment (level of competence)	Code of scope of object of conformity assessment	Index of RLA and (or) TRLA, that stipulate the requirements for	
			object of conformity assessment	order for certification
1	2	3	4	5

Form for body for certification of professional competence of personnel in the sphere of energy inspection of organizations

No.	Name of scope of object of conformity assessment (scope of activities of personnel in the sphere of energy inspection of organizations)	Code of scope of object of conformity assessment	Index of RLA and (or) TRLA, that stipulate the requirements for	
			object of conformity assessment	order for certification
1	2	3	4	5

Form for body for certification of professional competence of personnel in the sphere of verification of measurement instruments

No.	Scope of object of conformity assessment		Code of scope of object of conformity assessment	Qualification level	Index of RLA and (or) TRLA, that stipulate the requirements for	
	name	index			object of conformity assessment	order for certification
1	2	3	4	5	6	7

Footer

_____ (signature of lead assessor) seal here	_____ Page ____ Pages ____ (date of the decision)
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OTHER PAGES OF THE SCOPE OF ACCREDITATION

Header

Logo of the accreditation body

Attachment No. ____
to the accreditation certificate No. _____

Contents of the page

1	2	3	4	5	...
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Head
of the accreditation body
of the Republic
of Belarus - director
of the State
Enterprise "BSCA"

(signature)
seal here

(surname and initials)

Footer

_____ (signature of lead assessor)	_____ Page ____ Pages ____ (date of the decision)
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to the Accreditation Rules
(as amended by Resolution
of the State Committee
for Standardization
of the Republic of Belarus
dated December 22, 2020
No. 102)

Form

PASSPORT of technical competence

(full name of the legal entity, its location or surname, name,
patronymic (if any) of the individual entrepreneur, address)
full name of subdivision, certification body of the applicant for accreditation (accredited CAB)
as of _____ (day, month, year)

FUNDAMENTAL STANDARDS

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ADDITIONAL STANDARDS (if any)

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TYPE OF ACCREDITATION

<input type="checkbox"/>	accreditation
<input type="checkbox"/>	reaccreditation
<input type="checkbox"/>	amending of the scope of accreditation: <input type="checkbox"/> extending the scope of accreditation <input type="checkbox"/> reducing the scope of accreditation <input type="checkbox"/> transfer of the new version of the fundamental standard
<input type="checkbox"/>	surveillance

DATA ABOUT THE CERTIFICATE OF ACCREDITATION (if any)

Number of the certificate of accreditation	
Date of registration of the certificate of accreditation	
Period of validity of the certificate of accreditation (from _____ to _____)	

Passport of technical competence is made on ____ pages.

Passport of technical competence is made by:

_____ (surname and initials)	_____ (signature)	_____ (date)
---------------------------------	----------------------	-----------------

General information about the applicant for accreditation (accredited CAB)

Particulars	Any amendments since the last assessment	
	yes	no
Details about legal entity/individual entrepreneur		
Name of the legal entity or surname, name, patronymic (if any) of the individual entrepreneur	<input type="checkbox"/>	<input type="checkbox"/>
Short name of the legal entity	<input type="checkbox"/>	<input type="checkbox"/>

Location of the legal entity or place of residence of the individual entrepreneur (street, house number, postcode, city, district, region, country)		<input type="checkbox"/>	<input type="checkbox"/>
Department affiliation		<input type="checkbox"/>	<input type="checkbox"/>
Registration number in the Unified State Register of Legal Entities and Individual Entrepreneurs		<input type="checkbox"/>	<input type="checkbox"/>
Payer's Identification Number		<input type="checkbox"/>	<input type="checkbox"/>
Banking details of the legal entity/individual entrepreneur		<input type="checkbox"/>	<input type="checkbox"/>
Source of funding	Budget	<input type="checkbox"/>	<input type="checkbox"/>
	Proprietary funds	<input type="checkbox"/>	<input type="checkbox"/>
Phone number of the legal entity/individual entrepreneur (code indicated)		<input type="checkbox"/>	<input type="checkbox"/>
Fax of the legal entity/individual entrepreneur (code indicated)		<input type="checkbox"/>	<input type="checkbox"/>
Internet address of the legal entity/individual entrepreneur (website)		<input type="checkbox"/>	<input type="checkbox"/>
E-mail of the legal entity/individual entrepreneur		<input type="checkbox"/>	<input type="checkbox"/>
Post office box number (if available)		<input type="checkbox"/>	<input type="checkbox"/>
Head of the legal entity (job position, surname, name, patronymic (if any))		<input type="checkbox"/>	<input type="checkbox"/>
Details about the branch of the legal entity (if any)			
Name of the branch		<input type="checkbox"/>	<input type="checkbox"/>
Address of the branch (street, house number, postcode, city, district, region, country)		<input type="checkbox"/>	<input type="checkbox"/>
Banking details of the branch (to be filled in in case of payment made by the branch)		<input type="checkbox"/>	<input type="checkbox"/>
Source of funding	Budget	<input type="checkbox"/>	<input type="checkbox"/>
	Proprietary funds	<input type="checkbox"/>	<input type="checkbox"/>
Phone number of the branch (code indicated)		<input type="checkbox"/>	<input type="checkbox"/>
Fax of the branch (code indicated)		<input type="checkbox"/>	<input type="checkbox"/>
Internet address of the branch (website)		<input type="checkbox"/>	<input type="checkbox"/>
E-mail of the branch		<input type="checkbox"/>	<input type="checkbox"/>
Head of the branch (job position, surname, name, patronymic (if any))		<input type="checkbox"/>	<input type="checkbox"/>
Details about the structural subdivision, certification body of the applicant for accreditation (accredited CAB)			
Full name		<input type="checkbox"/>	<input type="checkbox"/>
Address (street, house number, postcode, city, district, region, country)		<input type="checkbox"/>	<input type="checkbox"/>
Phone number (code indicated)		<input type="checkbox"/>	<input type="checkbox"/>
Fax (code indicated)		<input type="checkbox"/>	<input type="checkbox"/>
Internet address (website)		<input type="checkbox"/>	<input type="checkbox"/>
E-mail		<input type="checkbox"/>	<input type="checkbox"/>
Head (job position, surname, name, patronymic (if any))		<input type="checkbox"/>	<input type="checkbox"/>
Contact person (job position, surname, name, patronymic (if any))		<input type="checkbox"/>	<input type="checkbox"/>
Phone number of the contact person (code indicated)		<input type="checkbox"/>	<input type="checkbox"/>
E-mail of quality leader		<input type="checkbox"/>	<input type="checkbox"/>
Details about accreditation in other systems (name of the accreditation body, No. of accreditation certificate, its period of validity, short description of the scope of accreditation)		<input type="checkbox"/>	<input type="checkbox"/>
Details about certification of management system of the legal entity comprising structural subdivision, certification body of the applicant (to indicate name of the certification body, certificate No., its period of validity)		<input type="checkbox"/>	<input type="checkbox"/>

Forms for applicant for accreditation, accredited CAB (except for certification bodies)
Places for accreditation activities

including:	locations (addresses)
one's own accommodation	
rented accommodation	
office space (not involved in the accreditation activities)	
to perform activities within the scope of accreditation	
mobile places to perform activities within the scope of accreditation	

Quantity of workplaces for verification officers (for verification laboratories) _____
Personnel, headcount

number of employees - total	
including:	
administrative and managerial staff	
those engaged in accreditation activities	
other employees	

Equipment, items

total	
including:	
measuring tools	
reference materials	
testing equipment	
service equipment	

Methods of research (testing) and measurements, including rules for selecting samples for activities in the field of accreditation, items

total in the scope of accreditation	
including:	
standard (stipulated in the international, interstate and national standards), including:	
validated (with validation report)	
non-standard, including:	
carrying certificate of attestation	

Information about changes since the last assessment (for accredited CAB)

Any changes regarding	Yes	No	Reference to items in tables in the passport of technical competence where changes are reflected	
			number of tables in the passport of technical competence	number of items in tables in the passport of technical competence
management system	<input type="checkbox"/>	<input type="checkbox"/>	table _____	
technical infrastructure	<input type="checkbox"/>	<input type="checkbox"/>	table _____	
personnel	<input type="checkbox"/>	<input type="checkbox"/>	table _____	
location (accommodation)	<input type="checkbox"/>	<input type="checkbox"/>	table _____	
scope of accreditation	<input type="checkbox"/>	<input type="checkbox"/>	table _____	

Details about capabilities of the laboratory to carry out testing, measurements, research in accordance with the scope of accreditation (if annex 1 and annex 2 to the certificate of accreditation are available, graph 1 is filled in with the indication of items in both annexes) (for testing, medical laboratories laboratories)

No. of item of the scope of accreditation	Information about measurement instruments, testing equipment and service equipment used	Information about state standard samples and reference samples for testing, standard samples and reference materials used in research	Information about personnel allowed to conduct testing, research
1	2	3	4

Information about accommodation, where testing or research is performed	Information about amount of testing, research made as of the date when the passport of technical competence is prepared	Intralaboratory control, amount as of the date when the passport of technical competence is prepared
5	6	7

Details about capabilities of the laboratory to run calibrations within the scope of accreditation (for calibration laboratories)

No. of item of the scope of accreditation	Code of sphere of calibration	Information about standards and service measurement instruments used	Information about calibration techniques used	Information about personnel allowed to conduct calibration	Information about accommodation, where calibration is performed	Information about amount of calibration performed as of the date when the passport of technical competence is prepared
1	2	3	4	5	6	7

Scope of activities, information about activities (for verification laboratories)

No. of item of the scope of accreditation	No. of the certificate of the work place of the verification officer	Information about amount of verification performed as of the date when the passport of technical competence is prepared	Intralaboratory control, amount as of the date when the passport of technical competence is prepared
1	2	3	4

Details about capabilities of the provider to conduct activities within the scope of accreditation (for proficiency testing providers)

No. of item of the scope of accreditation	Information about item/sample for proficiency testing	Information about personnel responsible for preparation of the programme and processing of results	Information about amount of proficiency testing (interlaboratory comparison testing) as of the date when the passport of technical competence is prepared
1	2	3	4

Details about capabilities to run inspections within the scope of accreditation (for inspection bodies)

No. of item of the scope of accreditation	Information about personnel allowed to conduct inspection	Information about locations of the inspection body while running inspections	Information about subcontractors engaged to conduct inspection	Information about measurement instruments, testing equipment and service equipment used	Information about standard samples used in inspections	Information about amount of inspections as of the date when the passport of technical competence is prepared
1	2	3	4	5	6	7

Details about measurement instruments used (for calibration laboratories)

No.	Name of measurement instrument, type of measurement instrument	Number in the State Register of Measuring Instruments and Standard Samples of the Republic of Belarus (hereinafter referred to as the State Register)/information on the type approval of a single measuring instrument	Serial (inventory) number, year of manufacture	Date of the last calibration, number, validity period of the calibration certificate, calibration interval	Metrological characteristics (range, uncertainty value with indication of coverage coefficient and confidence level)	Name of the organization that performed calibration (accreditation certificate number)	Best measurement capability, measurement range, U (k, P) of the calibration organization	Information about documents confirming ownership or other legal basis for the rights of ownership and use
1	2	3	4	5	6	7	8	9

Details about measurement instruments used (for medical laboratories)

No.	Name of measurement instrument, type of measurement instrument	Number in the State Register /information on the type approval of a single measuring instrument	Serial (inventory) number, year of manufacture	Date of the last calibration, number, validity period of the calibration certificate, calibration interval	Metrological characteristics (range, uncertainty value with indication of coverage coefficient and confidence level)	Information about documents confirming ownership or other legal basis for the rights of ownership and use	Name of the organization that performed calibration (accreditation certificate number)	Best measurement capability, measurement range, U (k, P) of the calibration organization
1	2	3	4	5	6	7	8	9

Details about samples for proficiency testing (for proficiency testing providers)

Name of item/sample for proficiency testing	Measurement value(s)/ parameters/ indicators	List of characteristics of a sample	Applied testing methods for sample stability	Name of laboratory that has prepared samples	Number of the accreditation certificate (if any)
1	2	3	4	5	6

Details about staff composition (for inspection body)

No.	Surname, name, patronymic (if any)	Job position	Type of inspection (or its separate part)	Duration of employment in the given position	Employment history in the inspection body	Education, specialty, name of educational institution
1	2	3	4	5	6	7

Additional requirements: special training, training for fixed inspection methods, etc. (to indicate numbers of certificates, licences, other confirming documents, entries in workbooks, topics, dates of training)					Signature authority
external			internal		
name of organization	supporting documents, dates	topic of training	quantity of trainings for methods performed	topic of training	
8	9	10	11	12	13

Details about participation of laboratory in proficiency testing and interlaboratory comparisons (for calibration, testing laboratories)

Plan of participation in proficiency testing and interlaboratory comparisons for accreditation cycle (since the effective date until the expiration date of the accreditation certificate)				
Name of subdiscipline with the indication of items of the accreditation scope	Identification of the scope of technical competence, defined by at least one measurement method, property and object related to each other			Periodicity of participation during the accreditation cycle
	name of object	name of the characteristic (indicator, type of testing, parameters)	index of the document that establishes research (test) and measurement method including sampling rules	
1	2	3	4	5

Report on participation in proficiency testing and interlaboratory comparisons (provided for the reporting period starting from the moment of the last assessment)							
Implementation of plan for participation in proficiency testing and interlaboratory comparisons				Results of participation			Corrective actions (in case of disputable or unsatisfactory results)
name of provider	number and name of programme	total quantity of participants	date of the report	satisfactory	disputable	unsatisfactory	
6	7	8	9	10	11	12	13

Reasons for non-participation in planned proficiency testing and interlaboratory comparisons:

Details about participation of the verification laboratory in interlaboratory comparisons

Code of sphere of measurements	Information about participation in interlaboratory comparisons		
	Results of participation		

No. of item		Name (type) of verified (calibrated) measurement instruments	Number of comparison programme	Date of participation	satisfactory	disputable	unsatisfactory
1	2	3	4	5	6	7	8

Date of issue _____

Representative of the verification laboratory _____

(signature)

(surname and initials)

Data about service equipment (for testing, calibration, medical laboratories)

No.	Name of service equipment, type	Serial (inventory) number	Purpose
1	2	3	4

Details about flaw detection materials (for non-destructive control laboratories)

No.	Name of flaw detection materials, scope of application	Type, manufacturer	No. of batch, shelf life	No. and date of document indicating about incoming control
1	2	3	4	5

Details about standard samples available (for proficiency testing providers, testing laboratories)

No.	Name of standard samples used	Number of standard sample in the State Register in case standard samples are used which are produced abroad and not included in the State Register - information about approval for use	Information about manufacturer	Date of issue	Shelf life	Storage conditions	Metrological characteristics		
							name of parameter(s)	certified value, expanded uncertainty, coverage factor, confidence factor (borders of tolerance zone)	additional data (non-certified values, if any)
1	2	3	4	5	6	7	8	9	10

Data about locations (for inspection bodies)

No.	Designation (name) of accommodation	Location address	Type of inspection (or its separate part)	Information about documents confirming ownership or other legal basis for the rights of ownership and use (number and date of document)

1	2	3	4	5
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Data about management system (for verification, calibration, testing laboratories, medical laboratories, proficiency testing providers, inspection bodies)

Elements of management system in accordance with the fundamental standard	Persons responsible for operation of elements of management system	
	surname, name, patronymic (if any)	job position
1	2	3

Quantity of nonconformities identified in the operation of the accredited CAB for the reporting period	Resulting from external assessments (audits)	Resulting from internal audits	Quantity of planned corrective actions to eliminate identified nonconformities	Quantity of implemented corrective actions to eliminate identified nonconformities	Reasons for non-implementation of planned corrective actions to eliminate nonconformities in case these actions have not been conducted	Subsequent actions
1	2	3	4	5	6	7
regarding personnel						
regarding methods						
regarding equipment						
regarding accommodation						
regarding management system						

Details about testing equipment used (for testing laboratories)

No.	Name of testing equipment, type (brand) (as in the passport)	Serial (inventory) number, year of issue, manufacturer	Date of the last calibration, number, validity period of the calibration document	Metrological characteristics indicated in calibration documents	Name of the organization that performed calibration, accreditation certificate number
1	2	3	4	5	6

Details about testing equipment used (for medical laboratories)

No.	Name, type (brand) of testing equipment (as in the passport)	Serial /inventory number, year of issue, manufacturer	Date of the last calibration, number, validity period of the calibration document	Metrological characteristics indicated in calibration documents	Information about documents confirming ownership or other legal basis for the rights of ownership and use	Name of the organization that performed calibration, accreditation certificate number
1	2	3	4	5	6	7

Details about staff composition of the laboratory (for calibration laboratories)

							ownership and use (number and date of document)
1	2	3	4	5	6	7	8

Details about standard samples available (for medical laboratories)

No.	Name of standard samples used/state standard samples, reference control materials	Number of standard sample in the State Register in case standard samples are used which are produced abroad and not included in the State Register - information about approval for use, batch code or lot number, date of issue	Level of standard samples (equipment manufacturer, manufacturer of panel of reagents, independent manufacturer, reference laboratory)	Information about manufacturer	Shelf life
1	2	3	4	5	6

Storage conditions	Functional characteristics confirming their suitability for use	Metrological characteristics		
		name of parameter(s)	certified value, expanded uncertainty, coverage factor, confidence factor (borders of tolerance zone)	additional data (non-certified values, if any)
7	8	9	10	11

Data about industrial premises (for proficiency testing providers)

No	Purpose of premises	Special or adapted	Area, m2	List of controlled parameters in the room (temperature, °C, humidity, % , etc.) that influence safety of samples	Special equipment available (ventilation, refrigerating unit, interference suppression, etc.)	Information about documents confirming ownership or other legal basis for the rights of ownership and use (number and date of document)
1	2	3	4	5	6	7

Details about measurement instruments used (for inspection bodies)

No.	Name of measurement instrument, type of measurement instrument (as in the State Register)	Number in the State Register /information on the type approval of a single measuring instrument	Serial (inventory) number, year of manufacture
1	2	3	4

Date of the last calibration, number, validity period of the calibration certificate, recommended calibration interval	Metrological characteristics (range, uncertainty value with indication of coverage coefficient and confidence level)	Name of the organization that performed calibration, accreditation certificate number	Best measurement capability, measurement range, U (k, P) of the calibration organization	Information about documents confirming ownership or other legal basis for the rights of ownership and use
5	6	7	8	9

Details about available reference samples (for non-destructive control laboratories)

No.	Name of testing method and object, range of scope of accreditation	Index of RLA, including TRLA, that stipulate the requirements for testing procedure and object	Required RLA, including TRLA, technical characteristics of reference samples in the declared range	Name of reference sample, type
1	2	3	4	5

Serial (inventory) number, year of issue, manufacturer	Main technical characteristics	Date, number and period of validity of the calibration certificate (if necessary)	Name of organization that conducted calibration (if necessary)
6	7	8	9

Details about staff composition of the laboratory (for medical laboratories)

No.	Surname, name, patronymic (if any)	Job position	Duration of employment in the given position (from ___ to ___)	Employment history in the laboratory	Education, specialty, name of educational institution
1	2	3	4	5	6

Additional requirements: special training, training for fixed testing methods, etc. (to indicate numbers of certificates, licences, other confirming documents, entries in workbooks, topics, dates of training)				
external			internal	
name of organization	supporting documents, timing, quantity of hours	topic of training	quantity of trainings provided, dates, quantity of hours	topic of training (to provide information about quantity of technical trainings on study of testing methods)
7	8	9	10	11

Details about testing equipment used (for inspection bodies)

No. of item	Name of testing equipment, type (brand) (as in the passport)	Serial (inventory) number, year of issue, manufacturer	Date of the last calibration (check), number, validity period of the calibration (check) document	Metrological characteristics indicated in calibration (check) documents (must correspond to the requirements of test technique)	Name of organization that conducted calibration (check)
1	2	3	4	5	6

Data about means of protection (for calibration laboratories, testing laboratories, if their scope of accreditation comprises electric plant tests)

No. of item	Name of means of protection	Name and index of procedure regulating use of means of protection	Inventory numbers	Number of testing records, period of validity	Organization that conducted tests of means of protection (No. of accreditation certificate)	Note
1	2	3	4	5	6	7

Data about industrial premises (for medical laboratories)

No.	Purpose of premises (special or adapted)	Conditions for research, envisaged by research procedures, documents for the equipment in use	Information about documents confirming ownership or other legal basis for the rights of ownership and use (number and date of document)	Date of the last check of production factors
1	2	3	4	5

Area, m2	List of controlled parameters in the room (temperature, °C, humidity, % , etc.) that influence research procedure	Special equipment available (ventilation, interference suppression, etc.)
6	7	8

Details about service equipment (for inspection bodies)

No.	Name of service equipment, type	Serial (inventory) number	Purpose
1	2	3	4

Details about participation of laboratory in proficiency testing and external quality evaluations (for medical laboratories)

Plan of participation in proficiency testing, external quality evaluations (is prepared for the whole accreditation cycle since the effective date until the expiration date of the accreditation certificate)						
No. of subdiscipline	Identification of the scope of technical competence, defined by at least one measurement method, property and object related to each other					Frequency of participation
	code of object, code of type of research	name of the object of research	characteristic (definable indicator)	name of method of research		
1	2	3	4	5	6	

Report on participation in proficiency testing, external quality evaluations (for the reporting period starting from the moment of the last assessment)		
Implementation of plan for participation in proficiency testing programmes and external quality evaluations	Results of participation	Corrective actions (in case of disputable or unsatisfactory results)

number and name of programme	date of participation	name of provider, facilitator of external quality evaluation	total quantity of participants	satisfactory	disputable	unsatisfactory	
7	8	9	10	11	12	13	14

Reasons for non-participation in planned proficiency testing programmes or external quality evaluations:

Details about calibration techniques used (for calibration laboratories)

No.	Designation and name of calibration technique	Name of organization that developed calibration technique
1	2	3

Details about standard samples available (for inspection bodies)

No.	Name of standard samples used	Number of standard sample in the State Register in case standard samples are used which are produced abroad and not included in the State Register - information about approval for use	Information about manufacturer	Date of issue	Shelf life	Storage conditions
1	2	3	4	5	6	7

Metrological characteristics		
name of parameter(s)	certified value, expanded uncertainty, coverage factor, confidence factor (borders of tolerance zone)	additional data (non-certified values, if any)
8	9	10

Data about monitoring of personnel participating in inspections (for inspection bodies)

No.	RLA, including TRLA, that stipulate the requirements for inspection methods and procedures	Name of the object of inspection	Surname, name, patronymic (if any), job position	Personnel monitoring for the reporting period (quantity)	Negative results available		Actions taken in case of negative results
					yes	no	
1	2	3	4	5	6	7	8

Information about self-assessment of the applicant on compliance with the requirements of the fundamental standard (for accreditation applicants and accredited CABs)

Fundamental standard		
Clause, subclause of the fundamental standard	Description of requirements (in accordance with sections and clauses of the fundamental standard)	List of documents of the applicant for accreditation, accredited CAB with the indication of index, name, number of section, number of clause describing conduct of the requirements in clause of the fundamental standard, list of records confirming conduct of requirements in the standard (documents describing management system and others)
1	2	3

Information about workplaces of verification officers, verification laboratories

Particulars	
Details about legal entity or individual entrepreneur	
Name of the legal entity or surname, name, patronymic (if any) of the individual entrepreneur	
Short name	
Location of the legal entity or place of residence of the individual entrepreneur (street, house number, postcode, city, district, region, country)	
Department affiliation	
Payer's Identification Number	
Banking details of the legal entity or individual entrepreneur	
Source of funding	Budget <input type="checkbox"/> Proprietary funds <input type="checkbox"/>
Phone number of the legal entity or individual entrepreneur (code indicated)	
Fax of the legal entity or individual entrepreneur (code indicated)	
Internet address (website) (if any)	
E-mail	
Head (job position, surname, name, patronymic (if any))	
Contact person (job position, surname, name, patronymic (if any))	
Phone number of the contact person (code indicated)	
Details about the branch of the legal entity (if any)	
Name of the branch	
Address of the branch (street, house number, postcode, city, district, region, country)	
Banking details of the branch (to be filled in in case of payment made by the branch)	
Source of funding	Budget <input type="checkbox"/> Proprietary funds <input type="checkbox"/>
Phone number of the branch (code indicated)	
Fax of the branch (code indicated)	

In subclauses 5.1 and 5.2, the dates of state verification/verification, calibration, comparison of standards of units of quantities and measuring instruments included in the WPVO can be included in the appendices to the passport or taken into account through an automated database of legal entities performing verification, in accordance with the procedure, established by a legal entity.

5.3. Information about WPVO automation

Full automation (AWP)	Dialogue mode (DU)	Partial automation (printing records, storing information)

5.4. General laboratory equipment (furniture, tools, materials)

No. of item	Name	Type	Quantity	Serial or inventory number	Note
1	2	3	4	5	6

6. TRLA, verification techniques (hereinafter, VT), necessary to perform verification

Designation of TRLA, VT	Note on checking the condition of TRLA, VT (date, signature)	Note
1	2	3

Information on points 5 and 6 may be provided electronically.

Date of issue _____

Responsible for WPVO

(signature)

(name of the person)

Representative of the verification laboratory

(signature)

(name of the person)

Mark about WPVO certification*

Date of WPVO certification	Signature of technical lead	(name of the person)
1	2	3

Notes on the initial and subsequent WPVO certification are made based on the results of WPVO certification, carried out by the commission of the legal entity performing the verification, in the manner established by this legal entity.

Forms for applicant for accreditation, accredited CAB for certification bodies

Changes in the certification body since the last assessment (period under review from _____ to _____)

Any changes regarding			Reference to number and (or) entries of tables, section of passport of technical competence, application; to document attached to passport of technical competence, application (in case of changes)
1			2
corporate structure	<input type="checkbox"/> no	<input type="checkbox"/> yes	
top management	<input type="checkbox"/> no	<input type="checkbox"/> yes	
personnel	<input type="checkbox"/> no	<input type="checkbox"/> yes	
founding documents	<input type="checkbox"/> no	<input type="checkbox"/> yes	
documents of management system	<input type="checkbox"/> no	<input type="checkbox"/> yes	
scope of accreditation	<input type="checkbox"/> no	<input type="checkbox"/> yes	
other issues (to be indicated)	<input type="checkbox"/> no	<input type="checkbox"/> yes	

Information about the work done since the last assessment (for certification bodies certifying products) (period under review from _____ to _____)

Name of products (in accordance with the scope of accreditation)	Code according to the Classifier of products*	Quantity of registered declarations of conformity	Quantity of issued certificates of conformity	Quantity of surveillances
1	2	3	4	5
Total				

* Code according to the national classifier of the Republic of Belarus OKRB 007-2012 "Classifier of products by type of economic activity", approved by Resolution of the State Committee for Standardization of the Republic of Belarus dated December 28, 2012 No. 83.

Quantity of certificates of conformity			
suspended (with reasons)	renewed		withdrawn (with reasons)
1	2		3
Designation of the technical regulation of the Customs Union (the Eurasian Economic Union)	Quantity of registered declarations of conformity	Quantity of issued certificates of conformity	Quantity of surveillances
1	2	3	4

Total			

Quantity of certificates of conformity		
Suspended (with reasons)	renewed	withdrawn (with reasons)
1	2	3

Information about the work done since the last assessment (for certification bodies certifying services, work) (period under review from _____ to _____)

Name of service (work) (in accordance with the scope of accreditation)	Code according to the Classifier of products*	Quantity of certificates of conformity				Quantity of surveillances
		issued	withdrawn (with reasons)	suspended (with reasons)	renewed	
1	2	3	4	5	6	7

Code according to the national classifier of the Republic of Belarus OKRB 007-2012 "Classifier of products by type of economic activity".

Information about the work done since the last assessment (for certification bodies certifying personnel) (period under review from _____ to _____)

Document stipulating requirements for personnel	Name of scope of object of conformity assessment (in accordance with the scope of accreditation)	Quantity of certificates of competence				Quantity of surveillances
		issued	withdrawn (with reasons)	suspended (with reasons)	renewed	
1	2	3	4	5	6	7

Information about the work done since the last assessment (for certification bodies certifying quality management systems, environmental management systems, occupational safety management systems/health and safety management systems for professional activities) (period under review from _____ to _____)

Designation for the standard for management system	Code of the scope of the CAB, code of the European co-operation for Accreditation	Total quantity of certificates of conformity for each code of the European co-operation for Accreditation	Quantity of certificates of conformity			Quantity of surveillances/audits
			withdrawn (with reasons)	suspended (with reasons)	renewed	
1	2	3	4	5	6	7
Total						

Information about the work done since the last assessment (for certification bodies certifying quality management systems for medical devices) (period under review from _____ to _____)

Main technical areas	Technical areas	Total quantity of certificates of conformity for each main technical area	Quantity of certificates of conformity			Quantity of surveillances/audits
			withdrawn (with reasons)	suspended (with reasons)	renewed	
1	2	3	4	5	6	7
Total						

Information about the work done since the last assessment (for certification bodies certifying energy management systems) (period under review from _____ to _____)

Technical areas	Total quantity of certificates of conformity for each technical area	Quantity of certificates of conformity			Quantity of surveillances/audits
		withdrawn (with reasons)	suspended (with reasons)	renewed	
1	2	3	4	5	6
Total					

Information about the work done since the last assessment (for certification bodies certifying food safety management systems) (period under review from _____ to _____)

Category		Total quantity of certificates of conformity for each category	Quantity of certificates of conformity			Quantity of surveillances/audits
code	name		withdrawn (with reasons)	suspended (with reasons)	renewed	
1	2	3	4	5	6	7
Total						

Information about the work done since the last assessment (for certification bodies certifying information security management systems) (period under review from _____ to _____)

Name of scope of object of conformity assessment	Total quantity of certificates of conformity	Quantity of certificates of conformity			Quantity of surveillances/audits
		withdrawn (with reasons)	suspended (with reasons)	renewed	
1	2	3	4	5	6

Information about the work done since the last assessment (for certification bodies certifying organic products) (period under review from _____ to _____)

Category of product and its production process	Total quantity of certificates of conformity for each category	Quantity of certificates of conformity			Quantity of surveillances/audits
		withdrawn (with reasons)		renewed	

code	name			suspended (with reasons)		
1	2	3	4	5	6	7
Total						

Information about the work done since the last assessment (for certification bodies certifying halal products) (period under review from _____ to _____)

Category		Name of product	Total quantity of certificates of conformity for each category	Quantity of certificates of conformity			Quantity of surveillances/audits
code	name			withdrawn (with reasons)	suspended (with reasons)	renewed	
1	2	3	4	5	6	7	8
Total							

Information about the work done since the last assessment (for bodies for forest certification) (period under review from _____ to _____)

Name of object of conformity assessment (in accordance with the scope of accreditation)	Quantity of certificates of conformity				Quantity of surveillances/audits
	issued	withdrawn (with reasons)	suspended (with reasons)	renewed	
1	2	3	4	5	6

Information about expert-auditors

No.	Surname, name, patronymic (if any), job position (for external personnel - name of organization)	Education (name of educational institution, specialization, qualification under the diploma), employment history as expert-auditor	Certificate of competence (number, period of validity, scope)	Data about qualification upgrade for the last three years (date, organization, line of activity)	Participation in conformity confirmation for the last three years (amount of work within each line of activity)	Details about personnel monitoring (code of activities, list of monitoring documents)
1	2	3	4	5	6	7
Regular staff						
External staff						

Information about technical certification experts

No.	Surname, name, patronymic (if any), job position (for external personnel - name of organization)	Education (name of educational institution, specialization, qualification under the diploma), employment history in accordance with the line of activity	Certificate of competence if any (number, period of validity, scope)	Data about trainings for the last three years (date, organization, line of activity)	Participation in conformity confirmation for the last three years (amount of work within each line of activity)	Details about personnel monitoring (code of activities, list of monitoring documents)
1	2	3	4	5	6	7
Regular staff						
External staff						

Information about responsibility of personnel of the certification body

Fundamental standard(s):				
No.	Elements of management system in accordance with the fundamental standard	Person(s) responsible for operation of elements of management system		Document stipulating responsibility
		surname, name, patronymic (if any)	job position	
1	2	3	4	5

Information about nonconformities indicated in activities of the certification body (period under review from _____ to _____ to be indicated)

Fundamental standard(s):					
No.	Elements of management system in accordance with the fundamental standard	Quantity of nonconformities identified as a consequence		Quantity of planned corrective actions to eliminate identified nonconformities that are identified as a consequence	
		external assessments	internal audits	external assessments	internal audits
1	2	3	4	5	6

Quantity of implemented corrective actions to eliminate nonconformities that are identified as a consequence				Reasons for non-implementation of planned corrective actions to eliminate nonconformities that are identified as a consequence			
external assessments		internal audits		external assessments		internal audits	
7	8	9	10	9	10	9	10

Information about documents of management system of the certification body

Name and index of document	Date of approval	Any changes since the last assessment (if available - number and date of approval)	
		no	yes
1	2	3	4

Information about self-assessment of the applicant for accreditation, accredited CAB on compliance with the requirements of the fundamental standard(s)

Fundamental standard		
Clause/subclause of the fundamental standard	Description of requirements (in accordance with sections and clauses of the fundamental standard)	List of documents of the applicant (with the indication of index, name, number of section, number of clause) describing conduct of the requirements in clause of the fundamental standard, list of records confirming conduct of requirements in the standard (documents describing management system and others)
1	2	3

Information about participation of the certification body in consulting

 NO

 YES

If this line of activity is available, it is necessary to indicate information about participation of the body certifying products, services, work in consulting; information about participation of the body certifying competence of personnel in training and conducting examination; information about participation of the body certifying management systems in consulting about certification of management systems of organizations

Participation of certification body certifying products, services, work in consulting

No.	Name of the organization being consulted	Date of consulting	Name of the object of consulting	Surname, name, patronymic (if any) of expert-auditor(s) participating in consulting
1	2	3	4	5

Participation of the body certifying competence of personnel in training and conducting examination (to be filled in by the body certifying competence of personnel)

No.	Details about candidate (surname, name, patronymic (if any), organization)	Date of training, date of examination	Scope of training	Surname, name, patronymic (if any) of expert-auditor(s) participating in training and/or conducting examination
1	2	3	4	5

Participation of the body certifying management systems in consulting about certification of management systems of organizations

No.	Name of the organization being consulted	Date of consulting	Designation for the standard for management system which was the subject of consulting	Surname, name, patronymic (if any) of expert-auditor(s) participating in consulting
1	2	3	4	5

Information about complaints and appeals for activity of the certification body

Complaints	<input type="checkbox"/> NO	<input type="checkbox"/> YES
Appeals	<input type="checkbox"/> NO	<input type="checkbox"/> YES

If complaints and appeals are available, it is necessary to indicate information about complaints and appeals for activity of the certification body since the last assessment

Information about complaints and appeals for activity of the certification body since the last assessment (period under review from _____ to _____)

No.	Date of receipt	Organization, individual	Core of claim (complaint, appeal)	Information about processing (results, who and where made a decision following the results of processing)
1	2	3	4	5

Information about testing laboratories (centres) where testing is conducted/planned (for certification bodies certifying products, work)

No.	Name of testing laboratory (centre)	Information about available accreditation (number and date of the accreditation certificate)	Information about available agreement/contract between testing laboratory (centre) and certification body (number, date)
1	2	3	4

Information about financial solvency of the certification body

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Information about equipment of the certification body with technical resources

--

Information about possibility to conduct work in accordance with the scope of activity within the National Conformity Confirmation System of the Republic of Belarus (for certification bodies certifying products, services, work, competence of personnel in conduct of certain types of work, rendering certain services, forest certification)

No.	Name of object of conformity assessment (in accordance with the scope of accreditation)	Code of object (scope of object of) conformity assessment (in accordance with the scope of accreditation)	Personnel of certification body (surname, name, patronymic (if any))	
			expert-auditors	technical experts
1	2	3	4	5

Information about possibility to conduct work in accordance with the scope of activity within the Eurasian Economic Union (for certification bodies certifying products, services, work, competence of personnel in conduct of certain types of work, rendering certain services, forest certification)

No.	Designation of the technical regulation of the Customs Union (the Eurasian Economic Union)	Personnel of certification body (surname, name, patronymic (if any))	
		expert-auditors	technical experts
1	2	3	4

Information about possibility to conduct work in accordance with the scope of activity by the certification body certifying quality management systems, environmental management systems, occupational safety management systems/health and safety management systems for professional activities

No.	Name of scope of object of conformity assessment (in accordance with the scope of accreditation)	Code of scope of object of conformity assessment		Personnel of certification body (surname, name, patronymic (if any))	
		code of the European co-operation for Accreditation	Code according to the national classifier of the Republic of Belarus	expert-auditors	technical experts
1	2	3	4	5	6

Information about possibility to conduct work in accordance with the scope of activity by the certification body certifying quality management systems for medical devices

No.	Main technical areas (in accordance with the scope of accreditation)	Technical areas	Personnel of certification body (surname, name, patronymic (if any))	
			expert-auditors	technical experts
1	2	3	4	5

Information about possibility to conduct work in accordance with the scope of activity by the certification body certifying energy management systems

No.	Technical areas (in accordance with the scope of accreditation)	Personnel of certification body (surname, name, patronymic (if any))	
		expert-auditors	technical experts
1	2	3	4

Information about possibility to conduct work in accordance with the scope of activity by the certification body certifying food safety management systems

No.	Category (in accordance with the scope of accreditation)		Personnel of certification body (surname, name, patronymic (if any))	
	code	name	expert-auditors	technical experts
1	2	3	4	5

Information about possibility to conduct work in accordance with the scope of activity by the certification body certifying information security management systems

No.	Name of scope of object of conformity assessment (in accordance with the scope of accreditation)	Personnel of certification body (surname, name, patronymic (if any))	
		expert-auditors	technical experts
1	2	3	4

Information about possibility to conduct work in accordance with the scope of activity by the certification body certifying organic products

No.	Category of product and its production process (in accordance with the scope of accreditation)		Personnel of certification body (surname, name, patronymic (if any))	
	code	name	expert-auditors	technical experts
1	2	3	4	5

Information about possibility to conduct work in accordance with the scope of activity by the certification body certifying halal products

No.	Category (in accordance with the scope of accreditation)		Name of product	Personnel of certification body (surname, name, patronymic (if any))	
	code	name		expert-auditors	technical experts
1	2	3	4	5	6

Annex 4
to the Accreditation Rules
(as amended by Resolution
of the State Committee
for Standardization
of the Republic of Belarus
dated December 22, 2020
No. 102)

Form

COMPARATIVE ANALYSIS OF DOCUMENTS

Current scope of accreditation (annex N ____)			
Numbers of items of the scope of accreditation	Name of test object	Index of the document that stipulates	
		the requirements for the object	research (test) and measurement method including sampling rules
1	2	3	4

Scope of accreditation declared for update (annex N ____)			Conclusion about conformity/nonconformity	Note
Name of test object	Index of the document that stipulates			
	the requirements for the object	research (test) and measurement method including sampling rules	8	9
5	6	7	8	9

_____	_____	_____	_____
(analysis prepared by)	(signature)	(surname and initials)	(date)
_____	_____	_____	_____
(assessor)	(signature)	(surname and initials)	(date)

Annex 5
to the Accreditation Rules
(as amended by Resolution
of the State Committee
for Standardization
of the Republic of Belarus
dated December 22, 2020
No. 102)

Form

APPLICATION

We hereby ask you to take actions regarding _____
(issue, amending,

_____ decision about withdrawal, issue of a duplicate copy)
of the accreditation certificate(s).

1. _____
(full and short name of the legal entity or surname, name,

_____ patronymic (if any) of the individual entrepreneur, address

_____ of the legal entity or place of residence of the individual entrepreneur,
 _____ registration number in the Unified State Register of Legal Entities
 _____ and Individual Entrepreneurs, name of the state body, other
 _____ state organization that performed state registration)
 2. _____ (name of structural subdivision of legal entity, its location)
 3. _____ (number and date of the decision of the Technical Commission for Accreditation)
 4. _____ (number and date of issue of the certificate of accreditation (if any))

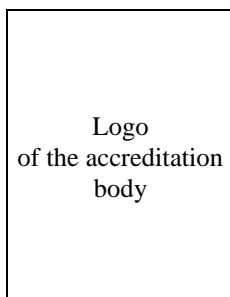
Attachment* _____

_____ (job position of the authorized person)	_____ (signature of the authorized person)	_____ (initials, surname of the authorized person)
---	--	--

* Documents are indicated in accordance with paragraph 23.7 of the Unified List of the Administrative Procedures Carried out by Public Authorities and Other Organizations in Relation to Legal Entities and Individual Entrepreneurs, approved by Resolution of the Council of Ministers of the Republic of Belarus dated February 17, 2012 No. 156.

Annex 6
to the Accreditation Rules
(as amended by Resolution
of the State Committee
for Standardization
of the Republic of Belarus
dated December 22, 2020
No. 102)

Form



ОРГАН ПО АККРЕДИТАЦИИ РЕСПУБЛИКИ БЕЛАРУСЬ
 Республиканское унитарное предприятие
 «Белорусский государственный центр аккредитации»
 (государственное предприятие «БГЦА»)
THE ACCREDITATION BODY OF THE REPUBLIC OF BELARUS
 Republican Unitary Enterprise “Belarusian State Centre for Accreditation”
 (State Enterprise “BSCA”)

АТТЕСТАТ АККРЕДИТАЦИИ
CERTIFICATE OF ACCREDITATION

Registration number _____
 (number in the Register of the National accreditation system of the Republic of Belarus)
 of _____
 (date of registration in the Register of the National accreditation system of the Republic of Belarus)
 confirms that _____
 (name of structural subdivision)

(location of structural subdivision)

(name of the accredited legal entity or surname, name, patronymic (if any) of the individual entrepreneur)

(location of the accredited legal entity or place of residence of the individual entrepreneur)
is in conformity with the requirements _____

(indicate standard(s) and/or identical version

of the international standard, including year of publication (revision),

that have been covered by the accreditation)

and is accredited in the scope of accreditation, attached to this accreditation certificate and constituting its integral part.

Period of validity

of the accreditation certificate: from _____ to _____

(location, where the accreditation certificate
is issued, reissued)

(date of issue,
reissue of the accreditation certificate)

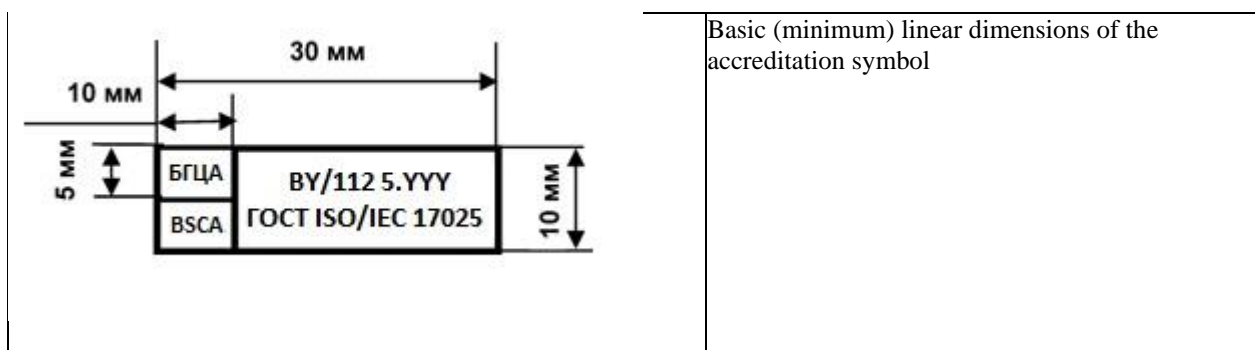
Head of the accreditation
body
of the Republic
of Belarus - Director
of the State
Enterprise "BSCA"

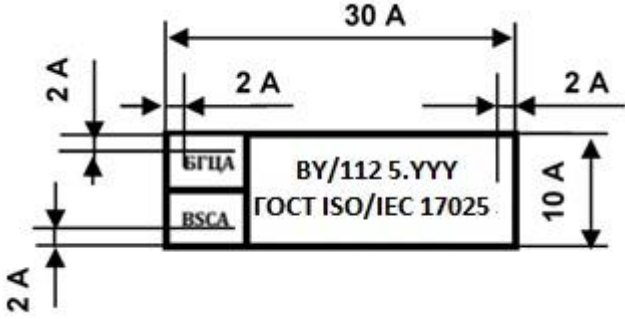
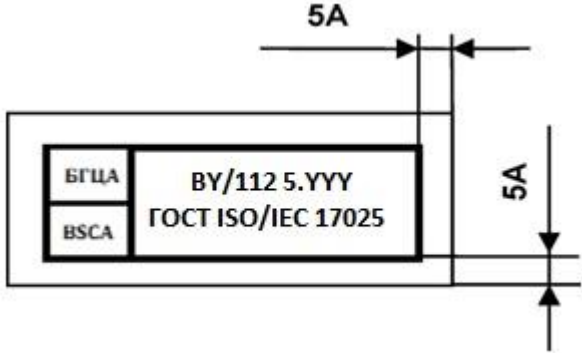
(signature)
seal here

(surname and initials)

Annex 7
to the Accreditation Rules
(as amended by Resolution
of the State Committee
for Standardization
of the Republic of Belarus
dated December 22, 2020
No. 102)

**CONTENTS, LINEAR DIMENSIONS OF THE ACCREDITATION SYMBOL,
CONTENTS OF THE TEXT REFERENCE TO ACCREDITATION**



	<p>Correlation between minimum breaks from overall linear dimensions A – any natural number</p>
	<p>Protective field of the accreditation symbol A – any natural number</p>
<p>Name of the accredited CAB (full or short)] is accredited by the State Enterprise BSCA for conformity with the requirements in [designation of the standard or fundamental standard]. Certificate of accreditation No. BY/112 _____</p>	<p>Text reference to accreditation</p>