 **Director of "National Accreditation Body” SNCO**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_A. Obosyan**(name, surname)

«30» June 2023

Order No\_6-KH

**MANAGEMENT SYSTEM**

**ACCREDITATION OF PRODUCT, SERVICE, PROCESS CERTIFICATION BODIES**

**PR-7/ACB-01**

**DEVELOPTED BY:**

**Management System Manager**

\_\_ N. Abgaryan \_\_\_\_\_\_\_\_\_\_\_
(initial letter of name, surname, signature)

**CHECKED BY:**

**Accreditation Department Head**

\_\_ N. Hambardzumyan \_\_\_\_\_\_\_\_\_\_\_
(initial letter of name, surname, signature)

**AGREED WITH:**

Product, management systems, persons

certification bodies advisory technical committee

Valid from \_\_\_04.07.2023\_\_\_

**“*The present document represents the English version of the document under reference at the specified revision. In case of conflict, the Armenian version will prevail*”**

Yerevan 2023

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# Scope

This document stipulates the procedure and rules for product, service, process certification bodies’ (hereinafter CB) accreditation, surveillance/extraordinary assessment, accreditation extension, reduction, recovery, suspension, withdrawal, updating, reaccreditation by the “National Accreditation Body” SNCO (hereinafter ARMNAB).

This document is the main document PR-7’s annex, containing the requirements and procedures of the conformity assessment body of the given type, which are not stipulated by PR-7.

***2.* Normative references**

Only the latest publications of the documents cited without a date shall be applicable. The documents referred to in this document are available in the document titled ‘‘AC-4.6 General Accreditation Criteria and List of Documents’’ developed by ARMNAB.

The EA and IAF documents are posted on the following websites:

EA: <http://www.european-accreditation.org>, IAF: http:// [www.iaf.nu](http://www.iaf.nu).

# 3. Terms, definitions and acronyms

3.1 The following terms and definitions, including the ones stipulated by the RA Law On Accreditation, GOST ISO/IEC 17000, GOST ISO/IEC 17011 standards, are used in this document:

**conformity attestation –** the fulfilment of the stipulated requirements is attested based on the decision

**mandatory conformity attestation -** form of mandatory attestation by the certification body regarding technical regulation objects’ conformity to the requirements of technical regulations

**voluntary conformity attestation –** form of conformity of products (services, processes), management systems, persons, inspection to the requirements stipulated by normative documents of standardization and civil contracts, at the applicant’s discretion

**conformity declaration -** form of mandatory attestation of conformity of products in circulation to the requirements of the RA and EAEU technical regulations

# Note: Conformity declarations shall be registered by accredited product certification bodies, which are included in the RA and EAEU product certification bodies’ registers (grounds: RA Government Decree N 552-N of 21 May 2015 and EEC Board Resolution N 41).

**Certification -** a declaration by a third party regarding a product, process, system or person

**certification scheme –** certification system related to specified products, to which the same specified requirements, specific rules and procedures apply

**scheme owner -** person or organization responsible for developing and maintaining a specific certification scheme.

***NOTE: The scheme owner can be the certification body itself, a governmental authority, a trade association, a group of certification bodies or others.***

**3.2 Acronyms**

- RA – Republic of Armenia

- EAEU - Eurasian Economic Union

- EEC - Eurasian Economic Commission

- ARMNAB – ‘‘National Accreditation Body’’ SNCO

- CAB – conformity assessment body

- AC – accreditation committee

- CB – certification body

- EA - European co-operation for Accreditation

- IAF - International Accreditation Forum

# 4. Requirements for CBs

**4.1** Accreditation requirements are stipulated in Procedure PR-7, as well as below:

1. availability of the CB’s website featuring information on the CB’s activities in line with the requirements of the management system, as well as point 4.6 of GOST ISO/IEC 17065
2. employees (experts) for all the directions stipulated by the accreditation scope, who have:
* on the basis of the employment contract, they carry out conformity assessment activities in one product, service, process certification body;
* work experience for performing conformity assessment activities mentioned in the accreditation scope (if required by law or legal documents), participation in respective training(s) (GOST ISO/IEC 17065) and/or qualification courses and an expert qualification certificate, which was provided by the accredited persons certification body in accordance with the ISO/IEC 17024 standard or the authorized body of the relevant field,
* knowledge about products subject to certification, if applicable, regarding the safety requirements related to their use, the performed tests and data analysis and their application, including sampling, testing methods validation and verification, management of uncertainties related to the results.
1. Experts carrying out professional examination of military products, dual-purpose products and dual-purpose information and results of intellectual activity must carry out conformity assessment activities (professional examination) in one product certification body,
2. Conformity to the requirements stipulated by this procedure, GOST ISO/IEC 17065, EA, IAF.
3. The CABs which are being accredited in line with the technical regulations of the EAEU shall also conform to the requirements stipulated by the RA Government decree N 152-N of 13 February 2020 (EEC Council Resolution N 100), EEC Board Resolution N 154, EEC Board Resolution N 41.
4. The process of registration of the conformity declaration/military and dual-use product review process shall be performed by those product certification bodies which have a declaration scheme and at least one certification scheme (procedure) in the accreditation scope.

**4.1.1 Product certification schemes and systems**

The CAB shall establish a certification system for the certification scheme of each accredited product in line with GOST ISO/IEC 17067. If the product, service, process certification scheme is not based on a standard or legal act (voluntary sector), then the scheme owner applies for the analysis and suitability assessment to ARMNAB with the application and attached documents developed by ARMNAB. ARMNAB, before starting accreditation or accreditation extension activities, conducts scheme analysis and suitability assessment according to the document "PR-4.6.3 Criteria and procedure for assessment of new conformity assessment procedures/schemes". After approval by ARMNAB, the certification body can apply for accreditation or extension of accreditation.

Conformity assessment schemes in regulated (mandatory) field are defined in RA Government Decision No 56-N, EEC Council Resolution No 44 and No 621.

**4.1.2 Testing Capabilities**

The product certification body shall have the capability to perform tests if the certification scheme/procedure involves a laboratory test.

The CAB has the capability to perform tests if at least one of the following conditions is met:

a) an accredited or non-accredited laboratory operating within the structure of the same legal entity of the CAB, in line with the certification scheme;

b) a contract (or another legal document) concluded between the CAB and the accredited, non-accredited or state-authorized laboratory (laboratories), in line with the certification scheme.

# 4.2 Accreditation application and attached documents

The CB shall submit to ARMNAB the completed application and the attached documents in line with ACB-01-01-01 - ACB-01-01-08 annexes available at ARMNAB’s official website: [www.armnab.am](http://www.armnab.am).

The procedure for the acceptance of the accreditation application and the attached documents, verification of the set of documents, resource analysis and application registration is described in PR-7 available at [www.armnab.am](http://www.armnab.am).

# 4.3 Accreditation process

# 4.3.1 Document review

4.3.1.1 After the CB makes the respective payment and the assessment team is confirmed, the review of the accreditation application and attached documents shall start as stipulated by PR-7.

# 4.3.2 On-site Assessments

4.3.2.1 The aim is to assess the conformity of the CB’s activities to this procedure and other applicable general and field-specific normative documents, CB management system documents (quality manual, certification documents, procedures, orders, personnel qualifications, etc.), as well as the rules of product/service/process certification.

4.3.2.2 The period of onsite assessment (man/day) shall be determined based on the peculiarities of the scheme such as the number and complexity of the certification schemes, commodity groups, technical regulations and procedures/modules, number of the sites subject to assessment, voluntary/mandatory scope of accreditation and other factors, for example, the number of nonconformities identified during document review, distance of the CAB’s site of operation and so on.

4.3.2.3 The following assessment techniques shall be used:

**- on-site assessment –** assessment in the CB’s head office and any operating units or sites of operation of the branches, where conformity assessment activities are implemented. The management system and the certification/declaration registration process shall be assessed during the onsite assessment. As a result of the onsite assessment, a report shall be developed in line with ACB-01-01-R և ACB-01-01-AR annexes.

**- remote assessment** – CB assessment of the site of operation or virtual site through the use of electronic means of communication.

Remote assessment shall be performed in exceptional cases, such as force majeure, epidemics, impossibility of assessor’s/technical expert’s onsite participation, and in other justified cases.

- **record (case)** **review** - verification of the CB’s reports and relevant documents (paper and/or file).

The record (case) review shall be a comprehensive assessment of the selected representative sample (certification/declaration registration)

- **document review** – verification of the CB’s documents

Document review shall be used to assess the operational efficiency of the CB’s management system elements.

e) **interviewing** – interview with the CB's personnel

f) **witnessing** – witnessing of the CB conformity assessment activities by the accreditation body at the applicants’ premises within the scope of accreditation, including at least the following:

 - in case of a product certification body, witnessing activities of a single production process for a group of products produced by the same technology or function;

- in case of a service or process certification body, witnessing of activities of one service or process.

If the CB carries out its activities in different sites, ARMNAB shall perform the aforementioned functions (witnessing) at least once in each site of operation.

Witnessing shall be an integral part of the assessment/surveillance procedures. The activities related to witnessing shall be coordinated with the CB and then included in the assessment plan/program. The assessment plan/program shall include the activities to be assessed, sites of operation, personnel subject to assessment (if necessary), and assessment techniques, including witnessing. If it is not possible to organize witnessing of the CB (in case of absence of certification application(s) by the applicant) during the assessment period, the CB shall be accredited on the condition that upon receiving the first application, but no later than within a year (before the next surveillance), it shall inform ARMNAB about it for the latter to perform witnessing; at least one representative sample (scheme, etc.) shall be assessed in line with the accreditation scope. During the accreditation cycle, the number of sessions of witnessing the CB’s activities and personnel shall be stipulated so as to assess the entire scope of accreditation/extension.

CB’s witnessing may be conducted at a time beyond the on-site assessment period, according to a letter (program) submitted by the CB.

The witnessing technique shall not be used in case of the process of registration of conformity declarations. Only the techniques of document and record review, conducting interviews, onsite assessment shall be used.

If there are no certification/inspection applications in the CAB during the assessment period, the witnessing technique shall be implemented through the techniques of document and record review, interview, onsite assessment till the first application is received.

A report is prepared during the witnessing in line with ACB-01-PWR annex.

4.3.2.4 The assessment process, as well as the identification and classification of nonconformities is described in procedure PR-7.

# 4.3.3 Accreditation decision

The process for making the accreditation decision and issuance of the accreditation certificate and scope is described in procedure PR-7.

If it is not possible to organize witnessing of the CB (in case of absence of certification application(s) by the applicant) during the assessment period, the CB shall be accredited on the condition that upon receiving the first application, it shall inform ARMNAB about it for the latter to perform witnessing.

# 4.4 Surveillance and reaccreditation

# 4.4.1 Surveillance

4.4.1.1 The surveillance procedure is described in PR-7-ում, taking into account the requirements below.

4.4.1.2 The CB shall email ARMNAB the following documents at least 10 working days before the planned surveillance:

- the amended document list and documents (hardcopy and/or electronic version), as stipulated by the form of Annex D,

- information about the conformity certificate, declarations issued within the scope of accreditation, calculated from the previous assessment, as stipulated by Annex B (product CB), Annex C (service, process CB).

4.4.1.3 While developing the surveillance program, the assessment team leader shall perform risk analysis, taking into account the results of the previous assessments so as to ensure that all the activities of the CB stipulated by the certification/declaration scheme are assessed during the accreditation cycle. The representative sample shall be selected taking into account the changes in the CB’s personnel, number of the CB’s sites of operation (branches), number of the issued conformity certificates/registered declarations, mandatory scope, risk level of the product, complaints and appeals, etc.

***Note 1. The persons, who were not assessed with the witnessing technique during the previous assessments, shall be selected while planning assessments in the accreditation cycle.***

***Note 2. If the CB implements its activities at different addresses (branches) surveillances shall be performed in the head office and all the branches. The branches shall be selected in such a way that all of them are assessed during the accreditation cycle.***

4.4.1.4 The surveillance period (man/day) shall be determined based on the peculiarities of the scheme such as the number and complexity of the certification schemes, commodity groups, technical regulations and procedures/modules, number of sites subject to assessment, voluntary/mandatory scope of accreditation and other factors, for example, the number of nonconformities identified during the previous assessments, received complaints, accreditation scope extension, reduction, suspension, distance of the CAB’s site of operation and so on.

# 4.4.1.5 Extraordinary assessments

The extraordinary assessment procedure is described in PR-7.

# 4.4.1.6 Accreditation decision-making and accreditation retention

Based on the surveillance/extraordinary assessment results, the AC shall make a decision on accreditation retention, reduction, extension, restoration, suspension, withdrawal.

# 4.4.1.7 Amendments in the accreditation criteria, including transition to a new standard of accreditation/certification

If the accreditation/certification standard is updated/modernized or amended, the CB shall demonstrate that it has the relevant procedure and competence to perform activities stipulated by the new/amended standard.

The procedure for the assessment resulting from amendments in the accreditation criteria is described in PR-7.

# 4.5 Reaccreditation

4.5.1 The reaccreditation criteria are described in PR-7, taking into account the requirements below:

- the reaccreditation term (man/day) shall be determined based on the peculiarities of the scheme such as the number of the schemes subject to reaccreditation, commodity groups, technical regulations and procedures/modules, number of the sites subject to assessment, voluntary/mandatory scope of accreditation, results of previous assessments, received complaints, distance of the CB’s site of operation and so on.

***4.5.2 Reaccreditation decision-making***

The process for reaccreditation decision-making and issuance of the accreditation certificate and scope are described in procedure PR-7.

If it is not possible to organize witnessing of the CB (in case of absence of certification application(s) by the applicant) during the assessment period, the CB shall be accredited on the condition that upon receiving the first application, it shall inform ARMNAB about it for the latter to perform witnessing.

# 4.6 Accreditation scope extension, modernization, reduction, accreditation suspension and withdrawal

# 4.6.1 Accreditation scope extension

4.6.1.1 For the purpose of accreditation scope extension, the CAB shall submit to ARMNAB the accreditation extension application and attached documents available at ARMNAB’s website. In case data and documents are missing or are incomplete, ARMNAB may require supplementary documents.

4.6.1.2 The accreditation scope extension planning and assessment shall be performed like the accreditation process, in line with PR-7 and PR-7.10-7.11.

4.6.1.3 The CB has the right to refer to its accreditation only after the extended scope is accredited.

4.6.1.4 The accreditation scope extension process can be combined with the CAB’s surveillance. In this case, the CAB shall submit the application at least 4 months before the mentioned assessment.

4.6.1.5 The validity of the accreditation scope extension shall be stipulated before the expiry of the CB’s accreditation.

4.6.1.6 During the accreditation suspension period or in case of failure to fulfil the responsibilities stipulated by the accreditation agreement, the CB cannot submit accreditation extension and reaccreditation applications.

4.6.1.7 In case of accreditation extension, reissuance of the accreditation certificate is performed. The annex on the accreditation scope extension or amended accreditation scope shall be attached to the accreditation certificate, which shall be noted in the register of accredited CBs and in the registry, as stipulated by Annex A.

# 4.6.2 Accreditation scope updating

4.6.2.1 For accreditation scope updating, the CB shall submit to ARMNAB the accreditation scope subject to modernization and attached documents. Onsite assessment shall not be performed during the updating process. It shall not entail reissuance of the accreditation scope either. The updating process is described in procedures PR-03 and PR-7.

# 4.6.3 Accreditation reduction

**4.6.3.1** Accreditation reduction shall be performed in line with procedures PR-7.10-7.11 and PR-7:

- according to the CAB application;

- in case of failure to eliminate the grounds for accreditation suspension in due time;

- as a result of surveillance/extraordinary assessment, witnessing;

- as a result of after accreditation/extension, until the next surveillance, no application/letter was submitted by the CB for witnessing, as a result of which the NAB did not carry out witnessing given certification scheme, except when the CB did not receive applications during that period.

**4.6.3.2** In case of accreditation reduction, reissuance of the accreditation certificate shall be performed. The annex on the accreditation scope reduction or the amended accreditation scope shall be attached to the accreditation certificate, which shall be noted in the register of accredited CABs and in the registry, as stipulated by Annex A.

# 4.7 Accreditation suspension, withdrawal

4.7.1 The grounds for accreditation suspension and withdrawal are described in procedure PR-7.

4.7.2 If the CB’s accreditation is withdrawn as a result of extraordinary assessment/surveillance, witnessing or according to the CB’s application, the conformity certificates issued by the latter shall be valid till their expiry date, except for those areas where other requirements are not set by the relevant state authorities or till the first conformity inspection (if applicable), while the conformity certificates issued with violations of the conformity assessment process shall be withdrawn.

4.7.3 In such cases the CB may transfer the further certification/inspection process to a different CB accredited with the same certification scope, transferring the certification certificate and all the documents regarding the certified organization.

# 4.8 Recovery of accreditation

4.8.1 Accreditation shall be recovered after the accreditation suspension through extraordinary assessment or surveillance by implementing one or several processes from the following list:

• document review

• onsite assessment

• witnessing

4.8.2 The accreditation recovery procedure is described in PR-7.

# 4.9 Appeals and complaints

4.9.1 The procedure of handling of appeals is stipulated in K-04, and that of complaints – in PR-7.12, both available at [www.armnab.am](http://www.armnab.am).

# 5. CB’s and ARMNAB’s responsibilities

5.1 The responsibilities are stipulated by the Pre-accreditation and Accreditation Agreements concluded between the CB and ARMNAB, as well as in section 5 of this document.

5.2 All the information pertaining in any way to the relations between ARMNAB and the accredited or accreditation-seeking CB or relations between the CB and CB’s applicant shall be confidential. Consequently, ARMNAB shall provide information about the CB to a third party if:

• publishing of the information is prescribed by accreditation or certification standards/rules

• publishing of the information is stipulated by law or by authorized bodies

• the inquiry along with the reasoning is sent to ARMNAB by another accreditation body which is a signatory of EAEU, EA, IAF, ILAC accreditation organizations

• the provision of information is performed by the open and unanimous agreement of all the involved parties.

# 6. Annexes

Annex A – Form of the Registry of Accredited Product, Service, Process Certification Bodies

Annex B - Information on the Conformity Certificates Issued in the Scope of Accreditation (Product CB)

Annex C - Information on the Conformity Certificates Issued in the Scope of Accreditation (Service, Process CB)

Annex D – Form of amended document list and documents

Annexes ACB-01-01-01 – ACB-01-01-08: Product Certification Body application form and attached documents

Annex ACB-01-01-DR: Document Review Report form, in conformity with GOST ISO/IEC 17065-2013 Standard

Annex ACB-01-02-DR: Additional Document Review Report form, in conformity with GOST ISO/IEC 17065-2013 Standard

Annex ACB-01-01-R: Onsite Assessment Report form, in conformity with GOST ISO/IEC 17065-2013 Standard

Annex ACB-01-01-AR: Additional Onsite Assessment Report form, in conformity with GOST ISO/IEC 17065-2013 Standard

Annex ACB-01-PWR: Witnessing Report form for Product (Service, Process) Certification Bodies

# Annex A

# Form of the Registry of Accredited Product, Service, Process Certification Bodies

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No | Accreditation certificate registration number, CAB’s unique number  | Date of issuing the Accreditation Certificate and the validity period | Name of the certification body, site(s) of operation, contact information, manager’s data  | Name of the legal entity (within which the certification body operates), address, contact information, manager’s data  | Name and code of the scope of accreditation and product group, according to FEA PL classifier | Information on accreditation by foreign accreditation bodies  | Amendment | Note |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

# Annex B

# Information on the Conformity Certificates Issued in the Scope of Accreditation

# (Product CAB)

|  |
| --- |
| **Information on the Conformity Certificates, registered declarations Issued in the Regulated field** |
| **No** | **Product name** | **Reference of Technical regulation (RA gov. decision, date)** | **Quantity (items)**  | **Certification, declaration scheme** |
|   |   |   |   |  |
| **Information on the Conformity Certificates Issued in the Non-Regulated field** |
| **No** | **Product name** | **Reference of Technical regulation (RA gov. decision, date)** | **Quantity (items)**  | **Certification, declaration scheme** |
|  |  |  |  |  |
| **Information on the Rejected Applications (negative decision on certification) in the Regulated and Voluntary field** |
| **No** | **Rejected application registration number, date, applicant** | **Product name** | **Grounds for rejection** |     |
|   |   |   |   |     |

# Annex C

# Information on the Conformity Certificates Issued in the Scope of Accreditation

# (Service, Process CAB)

|  |
| --- |
| **Information on the Conformity Certificates Issued by Service, Process CAB** |
| **No**  | **Service name** | **Reference code (number) of the document serving as the grounds for certification** | **Quantity (items)** |
|   |   |   |     |
| **Information on the Rejected Applications (negative decision on certification) in the Regulated and Voluntary Scopes by the Process, Service Certification Body** |
| **No**  | **Rejected application registration number, date, name of the service** | **Organization name** | **Grounds for rejection**   |
|   |   |   |     |

#  Annex D – Form of amended document list and documents

**Document list and documents amended after the previous assessment**

|  |  |
| --- | --- |
|  |  |
|  | (CAB name) |
|  |  |
| **Հ/Հ** | **Document title** | **Amended**  | **Not Amended** | **Amendment number, date** |
| **1** | **2** | **3** | **4** | **5** |
|  | Reference code, name of the management system document  |[ ] [ ]   |
|  | *1.1 E.g.՝ QM-01 Management system manual*  |  |  |  |
|  | *1.2* *P-01 Quality Policy* |  |  |  |
|  | *1.3 ….. procedure, provision, etc.*  |  |  |  |
|  | Information on testing laboratories (centres), where tests are performed/planned to be performed **[[1]](#footnote-1)\*** |[ ] [ ]   |
|  | Information on buildings***\**** |[ ] [ ]   |
|  | Information on the availability of measurement devices (sampling tools) necessary for sampling **\***  |[ ] [ ]   |
|  | List of the documents used***\**** |[ ] [ ]   |
|  | CAB personnel***\**** |[ ] [ ]   |
|  | Information on the organizational structure |[ ] [ ]   |
|  | Work experience of the changed personnel and documents certifying participation in qualification/training courses |[ ] [ ]   |
|  | Other documents *(pls. enumerate)* |  |  |  |

**DOCUMENT AMENDMENTS LIST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Edition** | **Change** | **Changed clauses/words** | **Changed (previous) version** | **Signature of the entity making the change**  |
| **No** | **Date of approval** | **No** | **Date of approval** |
| 1 | 17.11.2015 | 1 | 13.01.2017 | **Annexes** ACB-01-01-02 – of Eurasian Economic Union; ACB-01-01-07 - add the words “in the subject sector” in Column 7;ACB-01-01-08 - Remove Column 3. **Annexes** ACB-01-02-05- Remove Column 3;ACB-01-02-06 - add the words “in the subject sector” in Column 7.**Annexes** ACB-01-03-07- Remove Column 3; ACB-01-03-08- add the words “in the subject sector” in Column 7.  | Customs Union- Document nameDocument name -Document name  |  |
| 2 | 20.03.2017 | Annexes ACB-01-01-03, ACB-01-02-03, ACB-01-03-03Add a new column “Notes, comments”Annexes ACB-01-01-08, ACB-01-02-05, ACB-01-03-07LIST of applied standards, technical regulations LIST of applied legal acts and procedures | -LIST of applied standards, technical regulations, procedures and legal acts  |  |
| 2 | 26.06.2017 |  |  | Contents of the procedure | New edition |  |
| 1 | 26.06.2017 | Annexes ACB-01-02-DR, ACB-01-02-R, ACB-01-02-AR, ACB-01-02-02, ACB-01-02-03, new annex ACB-02-03/01 | New edition |
| 2 | 02.08.2018 | Annexes ACB-01-01-01, ACB-01-02-01, ACB-01-03-01 - documents attached to application - add Clause 12, Clause 10 and Clause 13 respectively  | - |  |
| 3 | 17.05.2019 |  |  | Contents of the procedure, Annexes ACB-01-01-01, ACB-01-01-07 | New edition |  |
| 1 | 17.05.2019 | New annexes - ACB-01-PWR, ACB-01-MWR, ACB-01-AWR | - |
| 17.05.2019 | Annex ACB-01-01-02, ACB-01-01-03 |  |  |
| 2 | 10.08.2019 | Annexes ACB-01-01-03, ACB-01-01-DR, ACB-01-01-R, ACB-01-01-AR  | New edition |  |
| 10.08.2019 | Annexes ACB-01-02-DR, ACB-01-02-R, ACB-01-02-AR, ACB-01-02-03 | New edition |
| 4 | 10.09.2019 |  |  | Contents of the procedure, Annexes ACB-01-01-01, ACB-01-02-01, ACB-01-02-03,New annexes D, E, F, G  | New edition1st edit. |  |
| 1 | 10.09.2019 | Annexes ACB-01-01-05, ACB-01-02-01, ACB-01-02-04, ACB-01-02-06, ACB-01-03-01, ACB-01-03-03,ACB-01-03-04, ACB-01-03-05, ACB-01-03-08, ACB-01-03-DR, ACB-01-03-R, ACB-01-03-AR  | New edition |
| 2 | 17.02.2020 | Annex ACB-01-01-02 | New edition |
| 3 | 25.05.2020 | Annexes ACB-01-01-07, ACB-01-02-06, ACB-01-03-08In the 3rd column, add "Working hours specified in the contracts of the main and temporary employees" | - |
| 4 | 07.09.2020 | Annexes ACB-01-01-03, ACB-01-02-03, ACB-01-03-03, ACB-01-01-DR, ACB-01-02-DR, ACB-01-03-DR remove "Additional requirements" table | "Additional requirements" |
| 5 | 29.12.2020 |  |  | Contents of the procedure | New edition |  |
| 1 | 27.01.2021 | sub-clause 2) of clause 3.1.2, add the words "(in case of product certification)". | New edition |  |
| 2 | 07.10.2021 | Annex J | - |  |
| 6 | 04.07.2023 |  |  | Contents of the procedure | New edition |  |
| Annex ACB-01-01-01 | 6 edit. |  |
| Annex ACB-01-01-07 | 5 edit. |  |

**FAMILIARIZATION LIST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **N/N** | **Full name** | **Position** | **Date** | **Signature** |
|  |  |  |  |  |
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1. \* The documents amended after the previous assessment shall be attached as per the form stipulated by the NAB, which can be downloaded from [www.armnab.am](http://www.armnab.am). [↑](#footnote-ref-1)