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

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

«30» June 2023

Order No\_6-KH

**MANAGEMENT SYSTEM**

**ACCREDITATION OF MANAGEMENT SYSTEMS CERTIFICATION BODIES**

**PR-7/ACB-02**

**DEVELOPTED BY:**

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(initial letter of name, surname, signature)

**CHECKED BY:**

**Accreditation Department Head**

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**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 of application

This document stipulates the procedure and rules for management systems certification bodies’ (hereinafter CB) accreditation, surveillance/extraordinary assessment, accreditation extension, reduction, recovery, suspension, withdrawal, updating/modernization, 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

**certification audit -** audit carried out by an auditing organization independent of the client and the parties that rely on certification, for the purpose of certifying the client’s management system

**certification scheme -** conformity assessment system related to management systems to which the same specified requirements, specific rules and procedures apply

**audit time** - time needed to plan and accomplish a complete and effective audit of the client organization’s management system

**3.2 Acronyms**

- RA – Republic of Armenia

- ARMNAB – ‘‘National Accreditation Body’’ SNCO

- CAB – conformity assessment body

- AST – Armenian standard

- AC – accreditation committee

- CB – certification body

- EA - European co-operation for Accreditation

- IAF - International Accreditation Forum

- OH&S: Occupational health and safety management systems

# 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 8.1 of AST ISO/IEC 17021-1;
2. employees (auditors, experts) for all the directions stipulated by the accreditation scope, who have knowledge and work experience in accordance with the requirements set by ISO/IEC 17021-1-7 standards, EA, IAF documents and have an auditor/expert qualification certificate issued by the accredited persons certification body in accordance with the ISO/IEC 17024 standard or the authorized body of the relevant field.

# 4.2 Accreditation application and attached documents

The CB shall submit to ARMNAB the completed application and the attached documents in line with ACB-01-02-01 - ACB-01-02-06 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 CAB 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 of the assessment is to certify that the certification program and procedures of the CB are properly implemented (especially in relation to the appointment of the auditor team and the appropriate duration of the audit) and the conformity assessment activities are carried out with this procedure and other applicable general and sectoral normative, standardization documents, CB management system documents (quality manual, certification documents, procedures, orders, personnel qualifications, etc.), as well as the process of 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, number of the sites subject to assessment, certification scope 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-01-02-R և ACB-01-02-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.

The amount of witnessing of the CB depends on the number of important segments of the technical cluster/category/technical areas to be evaluated. If the application refers to hazardous areas (critical codes), ARMNAB performs witnessing for each area in accordance with the IAF MD 17 document, resulting in a report in accordance with Annex ACB-01-MWR and attached to the final report.

Witnessing of the activities performed on site may be conducted on a date outside the scheduled on-site assessment time interval, according to letter (program) submitted by the CB.

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.

All IAF codes are integrated into a number of technical groups (taking into account the applied normative documents, technical specifications of the processes, and the continuing competence of the CB audit group) for certification of each type of the management system (See Table 1 for Quality Management Systems (QMS), Table 2 for Environmental Management Systems (EMS), Table 3 for OH&S Management Systems.

The following rules of witnessing shall be applied in accreditation and extansion of the scope of accreditation:

1) If the technical group has only 1 critical code, the witnessing of CB activities shall be carried out for that critical code and accredited for all IAF codes of that group. For example, while witnessing the performance of IAF Code 03 for QMS of the Foodstuff group, the ARMNAB shall also witness for IAF 01 to 30 codes of that group; while witnessing the performance of IAF 17 for EMS of the Mechanics group, the ARMNAB shall also witness for IAF 18 – 22 codes of that group.

2) If the technical group contains more than 1 critical codes, the witnessing of performance shall include at least the following:

- One of these critical codes for QMS. For example, as a result of witnessing 1 activity of IAF Code 20 or 22 for the Mechanics group of QMS, the ARMNAB shall also witness other IAF codes of this technical group (17, 18, 19, 20 or 22);

- All critical codes for EMS that are indicated by “and” (on the left side of the “Critical code” column) or 1 critical code for EMS that is indicated by “or” (on the right side of the “Critical code” column). For example, as a result of witnessing 1 activity of IAF Code 04 or IAF Code 05 for Products Manufacturing group of EMS, the ARMNAB shall also witness all non-critical IAF codes of this technical group (06 and 23),

- All critical codes for OH&S that are indicated by “and” (on the left side of the “Critical code” column), which is marked […] in square brackets or indicated by “or”. For example, OH&S “Chemicals” group following IAF Code 1 activity 7 or 10 or 12 or 13 or 16, the ARMNAB also accredits for all non-critical IAF codes 14 and 15 of that technical group, plus 17 of that group, but other critical codes need witnessing 7 or 10 or 12 or 13 or 16.

Instead, as a result of witnessing IAF Code 17 activity for the same group mentioned above, the IAF accredits 17 and all other IAF Codes 7, 10, 12, 13, 14, 15 and 16.

If the CB does not have a client certified for a critical code, the ARMNAB shall witness only for the IAF code which has been witnessed (for example, as a result of witnessing the performance of IAF Code 30 and 01 for Food Products group of QMS, EMS, OH&S the CB will be witnessed only for IAF Code 30).

During the accreditation cycle, the ARMNAB shall carry out witnessing of at least one activity per technical group, supplementing (adding) it with other measures, to ensure inclusion of all IAF codes subject to accreditation.

If the CB carries out certification activities outside the Republic of Armenia, the ARMNAB shall observe the rules and requirements defined in PL-09 document.

**Table 1: Quality management systems (ISO 9001)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Technical group** | **IAF**  **code** | **Description of the economic sector/activity  according to IAF ID1** | **Critical code** |
| Food products | 1 | Agriculture, forestry and fishing | 3 |
| 3 | Food, drinks and tobacco |
| 30 | Hotels and restaurants |
| Mechanics | 17 | Basic metals and finished metal products | 22 or 20 |
| 18 | Machinery and equipment |
| 19 | Electronic and optical equipment |
| 20 | Shipbuilding (water transport) |
| 22 | Other transport equipment |
| Paper | 7 | Cellulose, paper and paper products | 9 |
| 8 | Polygraphic activity |
| 9 | Printing activity |
| Minerals | 2 | Mining industry and open pit mining | 2 or 15 |
| 15 | Non-metallic mineral products |
| 16 | Concrete, cement, lime, gypsum |
| Construction | 28 | Construction | 28 |
| 34 | Engineering services |
| Manufacture of products | 4 | Textile and clothing | 5 or 14 |
| 5 | Leather and leather products |
| 6 | Wood and wood products |
| 14 | Rubber and plastic products |
| 23 | Production not included in other groupings |
| Chemicals | 10 | Coke and distilled petroleum production | 12 |
| 12 | Chemical matters, chemicals and fiber |
| Supply | 25 | Power supply | 26 |
| 26 | Gas supply |
| 27 | Water supply |
| Transportation and waste management | 31 | Transportation and storage company | 24 |
| 24 | Recycling |
| 39 | Other social services |
| Services | 29 | Wholesale and retail trade, car and motorcycle repair, household goods | 37 or 33 |
| 32 | Financial intermediation, real estate, renting |
| 33 | Information technologies |
| 35 | Other services |
| 36 | Public administration |
| 37 | Education |
| Nuclear | 11 | Nuclear fuel | 11 |
| Pharmaceutical products | 13 | Pharmaceutical products | 13 |
| Airplanes (aerospace) | 21 | Airplanes (aerospace) | 21 |
| Health | 38 | Health, social service | 38 |

**Table 2: Environmental management systems (ISO 14001)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Technical group** | **IAF**  **code** | **Description of economic sector/activity according to IAF ID1** | **Critical code** |
| Agriculture, forestry and fishing | 1 | Agriculture, forestry and fishing | 1 |
| Food products | 3 | Food, drinks and tobacco | 3 |
| 30 | Hotels and restaurants |
| Mechanics | 17 | Basic metals and finished metal products | 20 or 21 |
| 18 | Machinery and equipment |
| 19 | Electronic and optical equipment |
| 20 | Shipbuilding (water transport) |
| 21 | Airplanes (aerospace) |
| 22 | Other transport equipment |
| Paper | 7 | Cellulose, paper and paper products | 9 |
| 8 | Polygraphic activity |
| 9 | Printing activity |
| Construction | 28 | Construction | 28 |
| 34 | Engineering services |
| Manufacture of goods | 4 | Textile and clothing | 4 and 5 |
| 5 | Leather and leather products |
| 6 | Wood and wood products |
| 23 | Production not included in other groupings |
| Chemicals | 10 | Coke and distilled petroleum production | 7 and 10 and 12 and 13 |
| 12 | Chemical matters, chemicals and fibers |
| 13 | Pharmaceutical products |
| 14 | Rubber and plastic products |
| 15 | Non-metallic mineral products |
| 16 | Concrete, cement, lime, gypsum |
| 17 | Basic metals and finished metal products |
| Minerals | 2 | Mining industry and open pit mining | 2 |
| Supply | 25 | Power supply | 25 or 26 |
| 26 | Gas supply |
| 27 | Water supply |
| Transportation and waste management | 31 | Transportation and storage company | 24 and 39 (limited to Nace 37, 38.1, 38.2, 39) |
| 24 | Recycling |
| 39 | Other social service |
| Services | 29 | Wholesale and retail trade, vehicle and motorcycle repair, household goods | 29 or 35 or 36 |
| 32 | Financial intermediation, real estate, renting |
| 33 | Information technologies |
| 35 | Other services |
| 36 | Public administration |
| 37 | Education |
| Nuclear | 11 | Nuclear fuel | 11 |
| Health | 38 | Health, social service | 38 |

**Table 3: Occupational health and safety management systems (ISO 45001)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Technical group** | **IAF**  **code** | **Description of economic sector/activity according to IAF ID1** | **Critical code** |
| Agriculture, forestry and fishing | 1 | Agriculture, forestry and fishing | 1 |
| Food products | 3 | Food, drinks and tobacco | 3 |
| 30 | Hotels and restaurants |
| Mechanics | 17 | Basic metals and finished metal products | 20 or 21 |
| 18 | Machinery and equipment |
| 19 | Electronic and optical equipment |
| 20 | Shipbuilding (water transport) |
| 21 | Airplanes (aerospace) |
| 22 | Other transport equipment |
| Paper | 7 | Cellulose, paper and paper products | 9 |
| 8 | Polygraphic activity |
| 9 | Printing activity |
| Construction | 28 | Construction | 28 |
| 34 | Engineering services |
| Manufacture of goods | 4 | Textile and clothing | [4 and 5] or 6 |
| 5 | Leather and leather products |
| 6 | Wood and wood products |
| 23 | Production not included in other groupings |
| Chemicals | 7 | Cellulose, paper and paper products | [7 and 10 and 12 and 13 and 16] or 17 |
| 10 | Coke and distilled petroleum production |
| 12 | Chemical matters, chemicals and fibers |
| 13 | Pharmaceutical products |
| 14 | Rubber and plastic products |
| 15 | Non-metallic mineral products |
| 16 | Concrete, cement, lime, gypsum |
| 17 | Basic metals and finished metal products |
| Minerals | 2 | Mining industry and open pit mining | 2 |
| Supply | 25 | Power supply | 25 or 26 |
| 26 | Gas supply |
| 27 | Water supply |
| Transportation and waste management | 24 | Recycling | [31 (dangerous products are restricted) and 24] or 39 (limited to Nace 37, 38.1, 38.2, 39) |
| 31 | Transportation and storage company |
| 39 | Other social service |
| Services | 29 | Wholesale and retail trade, vehicle and motorcycle repair, household goods | 29 or 35 or 36 |
| 32 | Financial intermediation, real estate, renting |
| 33 | Information technologies |
| 35 | Other services |
| 36 | Public administration |
| 37 | Education |
| Nuclear | 11 | Nuclear fuel | 11 |
| Health | 38 | Health, social service | 38 |

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:

- information about the conformity certificate issued within the scope of accreditation, calculated from the previous assessment, as stipulated by Annex B;

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

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 scheme are assessed during the accreditation cycle.

4.4.1.4 The representative sample shall be selected taking into account the following factors:

1) General performance of the CB;

2) factors such as the complexity of the process or legislation, etc., which affect the ability of the certified organization to demonstrate its ability to meet the intended results of the MS;

3) stakeholder feedback, including complaints about certified organizations;

4) the results of internal audits of the SM.

5) claims submitted to the owners of the scheme.

6) changes in the working schedules of the SM: the increase in the volume of work in a certain region or technical field;

7) number of clients in the scope of accreditation;

8) confidence in the conformity assessment process by the auditors of the CB,

9) the results of the previous assessments;

10) number of issued certificates;

11) number of auditors;

12) presence of different auditors;

13) whether the auditors are internal staff or external;

14) different audits: initial audit (1st stage/2nd stage), control and re-certification;

15) integrated audits, multidisciplinary audits;

16) the countries where certification audits are conducted;

17) the result of the previous actions to monitor the activity;

18) complaints, customer inquiries;

19) requirements of interested parties and regulators;

20) already evaluated technical groups;

21) the experience of other types of accreditation of CB;

22) previous history of the CB's ability to manage its activities;

23) the level of control exercised by the CB over its key activities;

24) special requirements of certification schemes, and

25) international agreements concluded with customers.

***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.***

# 4.4.1.5 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.

***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 ARMNAB 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.

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 (according to IAF 2).

If the transferred certificate is intended to preserve the date of the first certification performed by another CB, it must be specified that it was not issued by the current CB (for example, indicate the name of the CB accepting the certificate in the "additional information" field). That note is preserved until at least the first reissue of the certificate.

In the event that an on-site audit (monitoring or re-certification) is carried out after the transfer of the certificate, as a result of which changes are made in the field of certification, should the current CB reissue the certificate with its name.

Due to the fact that the accreditation symbol (or textual reference of accreditation) is placed on the conformity certificate issued by the accredited CB, non-accredited areas cannot be included in one conformity certificate. In that case, 2 certificates are provided. Accredited CB, which is accredited for a specific field of certification of management systems, undertakes not to issue certificates, even in case of suspension.

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# 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 The CB should ensure that the requirement for witnessing by ARMNAB is included in the contracts concluded between them and the applicants, so that the applicants do not obstruct the access of ARMNAB to the place of implementation of their activities, otherwise their non-acceptance may lead to the termination of the accredited certification operation.

5.3 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 Management System Certification Bodies

Annex B - Information on the Conformity Certificates Issued in the Scope of Accreditation

Annex D – Form of amended document list and documents

Annexes ACB-01-02-01 - ACB-01-02-06: Management System Certification Body application form and attached documents

Annex ACB-02-01-DR: Document Review Report form, in accordance with AST ISO/IEC 17021-1-2015 Standard

Annex ACB-02-02-DR: Additional Document Review Report form, in accordance with AST ISO/IEC 17021-1-2015 Standard

Annex ACB-02-R: On-Site Assessment Report form, in accordance with AST ISO/IEC 17021-1-2015 Standard

Annex ACB-02-AR: Additional On-Site Assessment Report form, in accordance with AST ISO/IEC 17021-1-2015 Standard

Annex ACB-02-MWR: Witnessing Report form for Management System Certification Bodies

# Annex A

# Template of the Registry of Accredited Management System Certification Bodies

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No | Accreditation Certificate registration number,  CAB unique record number | Date of issuing the Accreditation Certificate and the term of validity | Name of the Certification Body, place(s) of performance, contact information, manager’s contact data | Name of the legal entity (under which the Certification Body operates), address, contact information, manager’s contact data | Code of the scope of accreditation, according to Economic Activity Classification | Information on accreditation by foreign accreditation bodies | Change | Note |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

# Annex B

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Information on the Conformity Certificates** | | | | |
| **No** | **Registration number of the certificate** | **Validity period** | **Expiration date** | **Certification scope** |
| QMS | | | | |
|  |  |  |  |  |
| EMS | | | | |
|  |  |  |  |  |
| … MS | | | | |
|  |  |  |  |  |
| **Information on the Rejected Applications (negative decision on certification)** | | | | |
| **No** | **Rejected application registration number, date, applicant** | **MS name** | **Grounds for rejection** |  |
|  |  |  |  |  |

# Annex C – 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 name  Document name    -  Document name |  |
| 2 | 20.03.2017 | Annexes ACB-01-01-03, ACB-01-02-03, ACB-01-03-03  Add a new column “Notes, comments”  Annexes ACB-01-01-08, ACB-01-02-05, ACB-01-03-07  LIST 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 edition  1st 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-01-03-08  In 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-01-02-01 | 6 edit. |  |
| Annex ACB-01-02-06 | 4 edit. |  |

**FAMILIARIZATION LIST**

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| **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)