 **APPROVED BY:**

**Acting Director of ‘‘National Accreditation Body” SNCO**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_A. Obosyan**

«\_\_16\_\_» December 2019

Order N\_\_9-KH\_\_\_

**DOCUMENTED PROCEDURE**

**ON UPDATING OF THE ACCREDITATION SCOPE OF ACCREDITED CONFORMITY ASSESSMENT BODIES**

**PR-03**

**DEVELOPED BY:**

**Management system manager**

\_Nazik Abgaryan\_\_\_\_\_\_\_\_\_\_\_
(name, surname, signature)

Valid from 16.12.2019

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# Scope of application

1.1 The present procedure stipulates the conditions of updating of accredited conformity assessment bodies’ (hereinafter: CAB) accreditation scope and enclosed documents.

1.2 The present procedure is applicable to accreditation experts (assessors) and accredited CABs.

# 2. Normative references

The following documents are referred to in this document:

RA Law On Accreditation

“Procedure for Accreditation of Conformity Assessment Bodies,” approved by RA Government decision № 1201-N of 6 September 2012

 Annex of RA Government decision N 152-N of 13 February 2020 - ‘‘Inclusion of accredited conformity assessment bodies (including certification bodies and testing laboratories (centers) in the unified register of EAEU conformity assessment bodies, as well as its formation and maintenance (EEC Council decision N 100 of 5 december 2018)

K-07 - Provision on the inclusion of conformity assessment bodies in the national part of the unified register of the Eurasian Economic Union

GOST ISO/IEC 17000-2012 - Conformity assessment. Vocabulary and general

principles

GOST ISO/IEC 17011-2018 - Conformity assessment. General requirements for

bodies accrediting conformity assessment bodies

# 3. Terms and definitions

The present procedure contains terms and definitions stipulated by the RA Law On accreditation, GOST ISO/IEC 17000, GOST ISO/IEC 17011 standards.

# 4. General provisions

4.1 Accreditation scope modernization shall be performed:

1) due to a change and (or) amendments of a logo, cited legal and (or) standardization document, testing method name or edition in the scope of accreditation, and/or in case of a new legal, standardization document’s entry into force (unless the inclusion of the mentioned document entails the process of extension of the scope of accreditation), change or corrections in the atccreditation scope and attached documentation form (template),

2) for the purpose of including accredited CABs in the respective register,

3) for the purpose of including accredited testing laboratories and product certification bodies (hereinafter: CAB) in the national part of the Eurasian Economic Union’s unified register certification bodies and testing laboratories (centers), which shall conform to the requirements stipulated by RA Government decision N 152-N of 13 February 2020 and K-07.

# 5. Rules for the modernization of the scope of accreditation

5.1 The CAB shall submit to the NAB the hardcopy and electronic versions of the accreditation scope and enclosed documents along with an accompanying note for the modernization of the scope of accreditation.

5.2 In 3 working days after receiving the note, the NAB shall register it in the Register for Modernization of the Accreditation Scope (in line with Annex C) and pass it over to the accreditation expert (assessor) for examination.

5.3 In 20 working days, the accreditation expert (assessor) shall perform an examination of the accreditation scope/supplementary examination and make a conclusion (in line with Annex A) as per the following versions:

- in case of positive results of the examination, point 3 of Version 1 shall be filled in, and in case of positive results of the supplementary examination - point 2 of Version 2,

- in case of negative results of the examination, point 1 and (or) 2 of Version 1 shall be filled in, and in case of negative results of the supplementary examination - point 1 of Version 2.

5.4 In case of a rejection of modernization of the scope of accreditation, the NAB shall inform the CAB about it in writing in 3 working days, specifying the grounds for the rejection, and if necessary, shall propose to the CAB to submit an accreditation extension application.

5.5 Based on the conclusion, the decision on modernization [of the scope] shall be made in 3 working days, the decision on modernization shall be made (in line with Annex B), after which the NAB director shall approve the updated scope of accreditation and it shall be attached to the accreditation certificate. The date of modernization shall be mentioned in the line ‘Certificate issue date’ of the scope of accreditation. The approved updated scope of accreditation shall be provided to the CAB.

5.6. The register maintenance specialist shall include the CAB in the respective register in 2 working days after the approval of the updated scope of accreditation.

# Annex A

# CONCLUSION

# On the accreditation scope modernization and (or) inclusion in the respective register

«\_\_\_»\_\_\_\_\_\_\_\_\_\_\_20\_\_

Having reviewed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 (CAB name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ accreditation scope, which was submitted to the ‘‘National Accreditation Body’’ SNCO with note №\_\_\_\_\_\_\_\_\_\_\_ of «\_\_\_»\_\_\_\_\_\_\_\_\_201\_\_ , we inform that

Version 1 (stage of document examination)

1) [ ]  the following remarks and (or) recommendations apply:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

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2) [ ]  the accreditation scope is not subject to modernization; therefore, we recommend submitting an accreditation extension application.

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3) [ ]  based on the results of the examination of the submitted accreditation scope and the absence of remarks, the accreditation scope is subject to modernization.

4) [ ]  the mentioned CAB conforms to the requirements stipulated by the RA legislation and can be included in the respective register.

Version 2 (stage of supplenatry examination of documents)

1) [ ]  the following remarks apply:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

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2) [ ]  based on the results of the examination of the submitted accreditation scope and the absence of remarks, the accreditation scope is subject to modernization.

3) [ ]  the mentioned CAB conforms to the requirements stipulated by the RA legislation and can be included in the respective register.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (signature of the person performing the examination, initial letter of surname, name)

#  Annex B

# DECISION

# On CABs’ accreditation scope modernization and (or) inclusion in the respective register

Decision date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Decision number\_\_\_\_\_\_\_\_\_\_\_\_\_

Based on the conclusion on accreditation scope modernization of «\_\_\_\_»\_\_\_\_\_\_\_\_20\_\_, the NAB ***DECIDED:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 (CAB name)

[ ]  to update the accreditation scope,

[ ]  to include in the respective register:

‘‘National Accreditation Body’’ SNCO

Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (signature) (letter of the name, surname)

Deputy director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 (signature) (letter of the name, surname)

Register maintenance specialist: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (signature) (letter of the name, surname)

# Annex C

# Accreditation scope modernization register form

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No | Organization name and CAB type  | Note number, date | Name, surname of the person performing examination, issue date, signature | Final conclusion date | NAB deciosion  | Updated scope issue date, NAB repres. name, surname, signature  |
| №, date | Content |
|  |  |  |  |  |  |  |  |

**HISTORY OF AMENDMENTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Edition** | **Edition** | **Amended points** | **Amended (previous) version** | **Signature of the person performing the amendment**  |
| **No** | **Approval date** | **No** | **Approval date** |
| 2 | 21.12.2015 |  |  | Entire text  | 1st ed., 02.03.2015 |  |
| 3 | 16.12.2019 |  |  | Entire text | 2nd ed., 21.12.2015 |  |
| 1 | 18.06.2021 | Point 5.3 – 20 working days | 10 working days |  |
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**DOCUMENT FAMILIARIZATION SHEET**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Full name** | **Position** | **Date** | **Signature** |
|  | Melkonyan Anna | deputy director | 16.12.2019 |  |
|  | Babajanyan Marietta | TL and IB Accreditation Department head  | 16.12.2019 |  |
|  | Avetisyan Narine | TL and IB Accreditation Department leading specialist  | 16.12.2019 |  |
|  | Hambardzumyan Narine | CB Accreditation Department head  | 16.12.2019 |  |
|  | Shahbazyan Lusine | CB Accreditation Department leading specialist | 16.12.2019 |  |
|  | Maryanyan Angela | CB Accreditation Department leading specialist | 16.12.2019 |  |
|  | Davtyan Satenik | register maintenance specialist | 16.12.2019 |  |
|  | Martirosyan Satenik | referent-assistant  | 16.12.2019 |  |
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