 **APPROVED**

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

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

« 16 » \_\_\_12\_\_\_\_\_ 2019

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

**MANAGEMENT SYSTEM**

**Documented procedure**

**EXTENDING, REDUCING ACCREDITATION**

**PR-7.10-7.11**

**DEVELOPED BY:**

**Management system manager**

**\_\_**Nazik Abgaryan**\_\_\_\_\_\_\_\_\_\_\_\_**(name, surname, signature)

Valid from \_\_16.12.2019\_\_\_

Yerevan 2019

Contents

[1.Scope of application 3](#_Toc93323948)

[2. Normative references 3](#_Toc93323949)

[3. Terms and definitions 3](#_Toc93323950)

[4. General provisions 4](#_Toc93323951)

[5. Rules for the extension of accreditation 4](#_Toc93323952)

[6. Reducing accreditation 5](#_Toc93323953)

# 1. Scope of application

**1.1** The present procedure stipulates the accreditation requirements and rules for extension and reduction of the accreditation scope presented by conformity assessment bodies (hereinafter: CAB).

**1.2** The present procedure was developed in line with the requirements of points 7.10 and 7.11 of the GOST ISO/IEC 17011-2018 standard.

# 2. Normative references

The following documents are referred to in this document:

“Procedure for Accreditation of Conformity Assessment Bodies”, RA Government decision N1201-N of 6 September 2012

PR-7 - Accreditation procedure

PR-7.8 - Requirements for the content, issuance, as well as the re-issuance of the accreditation certificate

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 applies the terms and definitions stipulated by the RA Law on Accreditation, GOST ISO/IEC 17000 and GOST ISO/IEC 17011.

# 4. General provisions

**4.1** The accreditation scope extension and reduction processes are implemented based on the annex of the RA Government decision N 1201-N, procedure PR-7 and the requirements of the present procedure.

**4.2** For the extension of the scope of accreditation, the following documents shall be submitted in hardcopy and in the electronic version:

1) application for accreditation;

2) added scope of accreditation or the entire scope of accreditation with additions;

3) list of applicable standards, procedures, technical regulations and legal acts;

4) information on the personnel implementing activities within the frames of the scope subject to extension;

5) information on the implementation of testing of products covered by the scope of accreditation of the product certification body (for the product CBs);

6) information on replenishment with means of measurement (sampling tools) necessary for performing conformity certification (for product CBs);

7) information about and Plan of participation in proficiency testing and/or interlaboratory comparisons (for TLs);

8) information on the laboratory being equipped with reference (typical) materials (for TLs);

**4.3** The reduction of the scope of accreditation shall be performed based on:

1) the CAB’s accreditation application;

2) surveillance/extraordinary assessment results.

# 5. Rules for the extension of accreditation

**5.1** Upon submission of the application and the attached documents to the NAB, the application shall be accepted and analyzed, followed by the document review in line with the rules of accreditation of conformity assessment bodies and procedure PR-7.

**5.2** The document review shall be followed by on-site assessment in line with the rules of accreditation of conformity assessment bodies and procedure PR-7.

**5.3** The set of accreditation documents together with the assessment reports shall be passed on to the technical committee of accreditation.

**5.4** Within the set time period, the technical committee of accreditation shall make a decision on extending of the CAB’s accreditation or on rejecting the latter’s application for extension. In case of a rejection, the NAB shall notify the CAB about it, specifying the reasons for the rejection.

**5.5** In case of a positive decision, within 5 working days the NAB shall conclude the annex enclosed to the accreditation agreement, re-execute the accreditation certificate in line with PR-7.8, approve the extended scope or the entire scope including the extended one. The annex on the extension of the scope of accreditation shall be enclosed to the accreditation certificate with respect to which a record shall be made in the accreditation registry.

**5.6** The process of the extension of accreditation can take place in parallel with the surveillance of the CAB. In that case, the CAB shall submit the application at least 2 months prior to surveillance.

**5.7** The validity period of the accreditation certificate shall not be interrupted during the extension of accreditation and shall be valid till the end of the CAB’s accreditation period.

# 6. Reducing accreditation

**6.1** Reduction of the scope of accreditation based on the CAB’s accreditation application shall be implemented without an on-site assessment.

**6.2** The following documents shall be submitted in hardcopy or in the electronic version for the reduction of the scope of accreditation:

1) application for accreditation;

2) reduced scope of accreditation or the entire scope of accreditation with reduction;

3) list of applicable standards, procedures, technical regulations and legal acts;

4) information about the implementation of testing of products covered by the scope of accreditation of the product certification body (for product CBs);

5) information about replenishment with measurements means (sampling tools) necessary for performing conformity certification (for product CBs);

6) information about the laboratory’s replenishment with reference (standard) materials (for TLs);

7) after making the decision on the reduction of accreditation, the original of the CAB’s accreditation certificate.

**6.3** The CAB shall submit the application with the accompanying note and the attached documents to the NAB. After registering the application, the deputy director of the NAB shall appoint a person in charge from the NAB’s assessors, using the reference sheet. The appointed person shall review the aforementioned documents in 15 working days and submit a document review report.

**6.4** The set of accreditation documents and the report shall be provided to the technical committee of accreditation for the latter to make a decision on the reduction of accreditation.

**6.5** In case the reduction of the scope of accreditation took place during surveillance/ extraordinary assessment or as a result of suspension of accreditation performed by the NAB, the CAB shall submit the set of the amended documents to the NAB in hardcopy and in the electronic version within 10 working days after the technical committee on accreditation makes a decision on reduction.

**6.6** The reduced scope of accreditation shall be approved by the NAB’s director and then the accreditation certificate shall be re-executed in line with procedure PR-7.8.

**6.7** The validity period of accreditation certificate shall not interrupted during the reduction of accreditation and shall be valid till the end of the CAB’s accreditation period.

**HISTORY OF AMENDMENTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Edition:** | **Amendment:**  | **Amended points / words** | **Amended (previous) version** | **Signature of the amending person** |
| **N/N** | **Date of approval** | **N/N** | **Date of approval** |
| 2 | 16.12.2019 |  | Procedure text | 1st edition, 22.07.2015 |  |  |
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**FAMILIARIZATION LIST**

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