TITLE **PROCEDURE FOR SETTING UP THE ACCREDITATION OF THE NEW CONFORMITY ASSESSMENT SCHEMES**

REFERENCE **PG-13-01**

REVISION **04**

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NOTE *The present document represents the English version of the document under reference at the specified revision. In case of conflict, the Italian version will prevail. To identify the revised parts reference must be made to the Italian version only.*

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APPROVAL
THE DIRECTIVE COUNCIL

AUTHORIZATION
THE GENERAL DIRECTOR

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0. INTRODUCTION

Market necessities lead to requests to start up new conformity assessment activities for which accreditation is being requested. Applications for the accreditation must be carefully evaluated by ACCREDIA owing to the fact that not all of them are acceptable for reasons as described in the present document and which derive from an assessment of the conformity of the scheme against all the requirements of the international accreditation standards of the ISO/IEC 17000 series, as well as other reference documents which are mandatory in accordance with ACCREDIA's signatory status of the MLA EA, IAF and MRA ILAC multilateral agreements. Also applicable are the provisions contained in the ministerial decree of 22.12.2009 for the designation of ACCREDIA.

1. SCOPE OF APPLICATION

The present document has been drawn up in order to clarify the modalities of approval and accreditation of new areas and conformity assessment schemes (CAS) by ACCREDIA, in the latter case regarding Level 5 of document EA 1/06.

The procedure applies to the schemes outlined in level 5[1] of the document EA-1/06, for each category of certification of products, services, persons, and claims, as specified in the respective accreditation standards (ISO/IEC 17065, ISO/IEC 17024, ISO/IEC 17021-1, ISO/IEC 17029). It does not apply in cases where the Scheme Owner is the same as the CAB and the scheme is not used by other CABs (e.g., regulations or claims of a single company, certification regulations for persons in accordance with Article 8 of ISO/IEC 17024), or in cases of "V&V programs" developed from normative documents or schemes based on normative standards (e.g., ISO 22095 on the supply chain or ISO 22716 on cosmetics).

For all other conformity assessment activities (e.g., inspection, testing, calibration), the procedure applies only to new international schemes at level 4[2] of EA-1/06.

The procedure must be applied in accordance with the requirements of clause 4.4 of the UNI CEI EN ISO/IEC 17011 standard, ensuring that accreditation activities are conducted impartially and without discrimination.

Note: the evaluation modalities of new accreditation schemes referring to level 3 and 4 standards of document EA-1/06 are described in the procedure PG-13.

[1] In accordance with the definition provided in the EA-1/06 document, standards or other normative documents refer to those used by the CAB to perform an accredited conformity assessment in a specific area.

[2] In accordance with the definition contained in the EA-1/06 document, they refer to those containing additional criteria beyond those in level 3 standards (e.g., sector-specific standards, relevant sectoral programs as referenced in Articles 2(10) and 13 of Regulation (EC) No 765/08).

2. REFERENCE DOCUMENTS AND ABBREVIATIONS

2.1 APPLICABLE STANDARDS AND EA/IAF/ILAC GUIDELINES

- Standards in the ISO/IEC 17000 series
- UNI CEI 70099 "International metrology vocabulary – basic and general concepts and related terms (VIM)";
- UNI CEI EN 45020 "Standardization and related activities – general vocabulary";
- EA 1/06 A AB:2022 rev.10 "EA Multilateral Agreement Criteria for signing policy and procedures for development";
- EA-1/22 A-AB:2023 rev.05 "EA procedure and criteria for the evaluation of Conformity Assessment Schemes by EA Accreditation Body members";
- ILAC R6:11/2023 "Structure of the ILAC Mutual Recognition Arrangement and Procedure for Expansion of the Scope of the ILAC Arrangement".
- IAF MD 25:2022 Issue 1 "Criteria for evaluation of conformity assessment schemes

All the above documents are applicable in their current version.

2.2. INTERNAL DOCUMENTS

- RG-19 "Regulation for Scheme Owners applying for acceptance for accreditation by ACCREDIA of new Conformity Assessment Schemes and their revision";
- MQ "ACCREDIA management manual";
- ST "ACCREDIA Statute";
- ST-01 "Regulation for the application of the Statute";
- RG 04 "Regulation for the procedures of the Accreditation Committee".

2.3. ABBREVIATIONS

The following abbreviations used in the original Italian version are retained in the English version:

Hab Home accreditation body;

CD Directive Council;

CdA Committee for Accreditation Activities;

CSA Sector Accreditation Committee;

SCSA Sector Accreditation Sub-committee;

DG General Director;

DDD Director of Department;

CAS Conformity assessment scheme (see below);

SO Scheme owner (owner of a conformity assessment scheme - see below);

CAB Conformity Assessment Body.

3. DEFINITIONS

The standard **UNI CEI EN ISO/IEC 17000** contains the definitions and general principles related to conformity assessment activities.

Below are the definitions related to the need to demonstrate that a product, process, person or organization is in conformity with the applicable requirements.

- Conformity assessment (4.1): showing that the specified requirements (5.1) have been fulfilled.
- Specified requirement (5.1): necessity or expectation that is established.
- Object of the conformity assessment (4.2): entity to which specified requirements apply (5.1). Examples: product, process, service, system, installation, project, data, design, material, claim, person, body or organization or any combination of them.
- International scheme: According to the provisions of document EA 1/22 §2.1, a scheme is considered international when it involves conformity assessment bodies legally established in more than one member country, and more than one national accreditation body is called upon to offer accreditation services for that scheme.
- National scheme: A scheme is considered national when it involves conformity assessment bodies legally established in a single country, and only one national accreditation body is responsible for providing accreditation services for that scheme.
- Test (6.2): identification of one or more characteristics of the object of a conformity assessment (4.2), in accordance with the procedure (5.2).
- Inspection (6.3): examination of the object of a conformity assessment (4.2) and determination of its conformity with the specific requirements or, on the basis of a professional opinion, with general requirements.
- Audit (6.4): process for obtaining relevant information with regard to an object of conformity assessment (4.2) and the objective evaluation of such information to determine to what extent the specific requirements (5.1) have been fulfilled.
- Validation (6.5): Confirmation of the plausibility, for a specific intended use or application, through the provision of objective evidence that the *specified requirements* (5.1) are met.
- Verification (6.6): Confirmation of truthfulness, through the provision of objective evidence, that the specified requirements (5.1) have been met.

The results of the above activities may be included in a report or in a series of other documents. They shall be submitted for review (7.1) to verify conformity with the requirements. This review constitutes the basis for establishing conformity to requirements, and confirmation is formalized with the issue of the declaration (7.3) and, subsequently, the certification (7.6).

To ensure the continuity of conformity with the requirements, certain certification schemes provide for subsequent surveillance activities (8.1).

Consistent with the above, the following definitions are also considered:

Calibration: an operation performed in specific conditions. In the first phase a relation is established between the quantity values, with the respective measurement uncertainties provided by the measurement samples and the corresponding indications which include the associated measurement uncertainties. In the second phase this information is used to establish a relation whereby it is possible to obtain a measurement result starting from an indication.

NOTE: the Italian term "calibrazione" should not be used to mean calibration.

NOTE 1: A calibration may be expressed by means of a declaration, a function of calibration, a diagram of calibration, a curve of calibration or a table of calibration. In some cases, it may consist of a correction that is an addition or a multiplication, accompanied by the associated measurement uncertainty.

NOTE 2: The calibration should not be confused with the setting of a measurement system which, in certain sectors, is often wrongly called "self-calibration" and it should also not be confused with a verification of the status of calibration.

NOTE 3: Frequently, only the first phase referred to in the present definition is interpreted as a calibration.

Technical specification: a document setting out the technical requirements to be fulfilled by products, processes or services (a technical specification shall indicate, where necessary, the modalities with which it is possible to ascertain if the requirements have been fulfilled).

Accreditation scheme: the rules and processes regarding the accreditation of CABs for which the same requirements are applied (§ 3.8 of the standard UNI CEI ISO/IEC 17011:2018).

Note 1: the requirements of the certification scheme include, but are not limited to, the standards UNI CEI EN ISO/IEC 17020, ISO/IEC 17021-1, ISO/IEC 17025, ISO/IEC 17024, ISO/IEC 17029, ISO 17034, ISO/IEC 17043, ISO/IEC 17065, ISO 15189, ISO 14065, ISO 15189.

Standard: (UNI CEI EN 45020) a document created with consent and approved by a recognized body that provides, for common and repeated use, the rules, guidelines or characteristics regarding certain activities or the results of these activities in order to obtain the best order in a determined context.

Note**:** a standard should be based on proven scientific, technological and experimental results and have, as an objective, the promotion of benefits for the community.

Moreover, and not in conflict with the above definition, in compliance with Regulation EU 1025 of the European Parliament and of the Council of 2012-10-25 on European standardization, the term "standard" is used with the following meaning:

"A specific technique used by a recognized *standardization body, for repeated or continuous application, without obligatory compliance and belonging to one of the following categories:*

- international standard: a standard adopted by an international standardization body;
- European standard: a standard adopted by a European standardization body;
- harmonized standard: a European standard adopted on the basis of a request by the Commission for the implementation of EC legislation on harmonization;
- national standard: a standard adopted by a national standardization body".

Standards, therefore, are documents defining the characteristics (dimensions, performance, environmental, safety, organizational etc.) of a product, process or service, in accordance with the state of the art and they are the result of the work of national and international experts.

Publicly available specifications: Documents issued by UNI that introduce technical requirements or sector-specific application models of technical standards, developed through a rapid sharing process in a small committee under the operational guidance of UNI. The UNI/PdR can introduce technical requirements only in the absence of normative documents, either published or already under study at the time the work begins, at the national, European, or international level. As indicated in the UNI Statute, Article 35, UNI/PdR represent pre-normative documents that precede subsequent national standardization activities, where applicable. They respond promptly to specific market needs, which may later consolidate into the "state of the art" through subsequent standardization activities.

The main two definitions are set out in EA-1/22 A-AB rev. 05 and the others are contained in EA-1/22.

Conformity assessment scheme (CAS) § 2.1 EA-1/22: for the purposes of the present document, a CAS, as defined in UNI CEI EN ISO/IEC 17000, is a publicly available document containing the following requirements:

- The object of the conformity assessment (e.g. product, process, service, system, person, claim);
- The requirements regarding the performance of the conformity assessment;
- The modalities used for determining conformity, e.g. tests, inspections, verifications, validations or audits, as well as all other activities carried out to ensure conformity;
- All requirements imposed by the scheme owner on the CAB and every specific request or interpretation, where applicable;
- Every required specification or interpretation of UNI CEI EN ISO/IEC 17011, where applicable.

Note ACCREDIA:

- A CAS is defined as "mandatory" when it is required by law or by national or international regulations;
- A CAS is defined as "voluntary" when it is not required by law or by national or international regulations. A voluntary CAS shall take into consideration any mandatory factors related to the object of the certification.

Scheme Owner (SO) as per the definitions contained in the **§ 2.2 EA-1/22 and in § 2.2 IAF MD 25:** the SO is the identifiable organization which has defined a CAS and is responsible for the design of the CAS. Some examples of a SO are given:

- a standardization body [3];
- a CAB;
- organizations using the services of a CAB;
- organizations buying or selling products submitted to conformity assessment;
- manufacturers or associations of manufacturers which have established their own CAS.
- organizations specifically created for this purpose;
- Government authorities, regulatory bodies

It is not possible for a NAB to be a scheme owner.

hAB refers to the local Accreditation Body that takes the lead in the evaluation of a CAS used in more than one EA member country. The hAB will typically, but not necessarily, be the NAB (National Accreditation Body) of the country where the Scheme Owner (SO) has its legal headquarters.

4. PROCESS OF APPROVAL OF A NEW AREA OR CONFORMITY ASSESSMENT SCHEME AND START OF THE ACCREDITATION PROCESS

4.1. CRITERIA FOR THE REVIEW OF THE APPLICATION FOR ACCEPTANCE OF A NEW AREA OR CAS

The main reference documents are EA-1/22 and IAF MD 25.

For this reason, the document in the original language and the Italian translation is available on ACCREDIA's website.

The Italian translation of EA-1/22 rev.02 is an annex to this procedure (Annex 1, PG-13-01) as is Annex 1 of EA-1/22 which is referred to in the application for the acceptance for a new CAS to be submitted for accreditation (DR-02 applicable to CASs that are different from the certification of persons ISO/IEC 17024 and DR-04), which must be completed by the SO for the review of the new CAS.

4.1.1. NATIONAL-LEVEL EVALUATION

It is important to ensure that individuals making decisions on the approval of a scheme do not have conflicts of interest regarding the scheme being evaluated. This means that anyone involved in the scheme evaluation process within ACCREDIA must not be directly or indirectly involved in promoting or supporting other certification schemes (even if not accredited) on the same topic, nor should they have competing or conflicting interests with the scheme owner or the scheme's promoters.

[3]: excluding cases where the scheme is entirely defined by the standards and the role of the standardization body is limited to the issue of the standard itself.

This requirement is considered not applicable in the case of ministerial representatives.

Therefore, two different scenarios may be encountered, as presented below.

A. Cases where only an informational report to the CdA/CD is required

In cases where:

- The scheme is based on normative documents officially issued by competent standardization bodies at both national and international levels, with an approval process that includes consultation with stakeholders, and at least one expression of interest has been submitted to ACCREDIA by a conformity assessment body.
- Ownership schemes that are already internationally approved and thus operational in the international market, such as schemes that have been evaluated and are accreditable by IAF, EA, or other signatory accreditation bodies of the IAF MLA agreements.
- An ownership scheme developed in compliance with a national legislative act (e.g., EGE/ESCo) or extra-national/European legislation (e.g., EMAS, drones, eIDAS), or a scheme where the scheme owner is represented by a national or extra-national Authority or Agency (e.g., FGAS, ANSFISA, AGID).

If the scheme is not complete (to be complete a scheme shall contain the evaluation requirements and rules for evaluation), ACCREDIA may take part in the training of a working group with the involvement of all the interested parties (e.g., at UNI for the publication of a PdR, or with the publication of circulars) in order to define the missing rules

Also, in these cases ACCREDIA does not perform the tasks of the SO, but it coordinates or promotes the working group.

In cases where the CAS is intended for national mandatory/regulated areas, if any requirements are inapplicable, this shall be signaled and they shall be submitted to the attention of ACCREDIA's Committee for Accreditation Activities (CdA)

ACCREDIA does not perform accreditations against draft standards.

The CdA/CD can express a negative opinion on an informational report only if it is believed that ACCREDIA should not operate within the scope referenced by the ownership scheme or the relevant technical standard (e.g., the sector, topic, geographic area). This may occur, for example, because it is legally reserved for other institutions, or for reputational reasons, or due to legal or operational risks (such as geographical areas at risk of war or insurrection, or the application of international sanctions).

B. Cases where an opinion from the CdA/CD is required

The CdA/CD is consulted to provide an opinion on:

- defining any areas where ACCREDIA should not operate, as already outlined at the end of the previous point A.
- initiating the evaluation activities of voluntary ownership schemes that have not yet been approved by EA/IAF/ILAC, or accredited by other accreditation bodies signatory to the EA/IAF/ILAC multilateral agreements.

Please refer to the following documents:

- EA 1/22: A NAB's acceptance of a given CAS does not mean a judgment on the market value or usefulness of the CAS. The responsibility for the technical robustness and market acceptance of the CAS lies entirely with the SO
- ISO 17011, § 4.4.10 The accreditation body's policies, processes and procedures shall be non-discriminatory and shall be applied in a non-discriminatory way
- EA 1/22: EA acknowledges that the number and nature of these "relevant interested parties" may be different for different CASs. Of particular relevance and importance in the demonstration of market need is the viewpoint of interested parties representing the CAS end-users (e.g. consumers or industry).

This means that the Cda/CD can issue a negative opinion on the initiation of the evaluation of voluntary ownership schemes only in the following cases:

- If it is believed that ACCREDIA should not operate within the area referenced by the scheme owner. Please refer to the information provided at the end of point A.
- If it is believed that the scheme operates in violation of current legislation.
- If there are doubts about the representativeness of the stakeholders involved by the Scheme Owner, considering the context and purpose of the scheme. As a general rule, positions expressed by national institutions or authorities, ACCREDIA members (provided there is no conflict of interest), or relevant national associations are considered representative for the subject matter under discussion. The Scheme Owner must demonstrate the representativeness of the involved stakeholders, based on the context and purpose of the scheme, rather than ACCREDIA.

4.1.2 INTERNATIONAL-LEVEL EVALUATION

The procedure for the approval of a CAS (set out in EA-1/22), by ACCREDIA (hAB) and by the EA Secretariat and by other NABs signatory to the EA MLA agreements, with reference to § 4.2 of EA-1/22 (evaluation of a multi-national CAS) is applicable only when the following conditions are all fulfilled[4]:

1. The CAS refers to conformity assessment activities in the voluntary sector;
2. The CAS is not based on a normative document (e.g., ISO standards, ISO/PAS Publicly Available Specifications, ISO/TS Technical Specifications, ISO/TR Technical Reports) or other documents issued by standardization bodies (e.g. IWA of ISO, PdR UNI, PAS of BSI, CWA of CEN etc.);
3. The CAS is of international importance;
4. If the SO is also the CAB which is applying for accreditation for the CAS, the SO/CAB shall permit the use of the CAS by other CABs;

[4]: national schemes already active before 21.05.2015 do not require an assessment in accordance with EA-1/22 if they are covered by national regulations.

5. The SO shall show willingness to undergo evaluation in accordance with EA-1/22. It is not obligatory for a SO to submit a CAS to an EA evaluation, but if this is done, other European ABs can duplicate the assessment activities conducted by the hAB;

6. The scheme has not already been evaluated positively by EA or IAF/ILAC.

It is also important to remember that if the scheme includes additional requirements beyond those stipulated in ISO/IEC 17011, Regulation (EC) No 765/08, or mandatory documents from EA/IAF/ILAC, these must be approved by EA before the evaluation process can commence.

When ACCREDIA manages the evaluation of a scheme as an hAB on behalf of EA, it follows the procedure described in EA 1/22. This procedure, conducted by ACCREDIA on behalf of EA, is activated only after a positive evaluation has been completed at the national level.

4.2. REVIEW OF THE APPLICATION FOR ACCEPTANCE OF A NEW CONFORMITY ASSESSMENT SCHEME (CAS) BY THE DIRECTIVE COUNCIL (CD) AND THE COMMITTEE FOR ACCREDITATION ACTIVITIES (CDA)

The SO submits the application for acceptance of a new CAS for accreditation by means of the following modules:

- DR-02: for a new Conformity Assessment Scheme which is different from the certification of persons (ISO/IEC 17024);

- DR-04: for a new Conformity Assessment Scheme for the certification of persons (ISO/IEC 17024).

The modules DR-02 and DR-04 consist of three parts: Annexes 1, 2 and 3, which the SO shall complete as follows:

4.2.1 COMPLETION OF ANNEX 1 OF DR-02 AND DR-04

The Scheme Owner who has defined a voluntary scheme that has not yet been approved by EA/IAF/ILAC or already accredited by other accreditation bodies signatory to the EA/IAF/ILAC multilateral agreements must complete Annex 1 General Part which, once received, and checked by ACCREDIA, will be sent to the Committee for Accreditation Activities and to the ACCREDIA Directive Council.

Annex 1 of DR-02 / DR-04 "General Part" must be completed by the Scheme Owner (SO) and sent to ACCREDIA together with:

1. the document that describes the characteristics of the scheme under evaluation (containing rules and requirements);

2. a comparative analysis with other similar schemes available on the market and with any initiatives undertaken by other entities (including the competent authorities) for the development of normative/paranormative documents on the same subject;

3. an assessment of the certification potential of the requested scheme;

4. the evidence of expression of interest from the stakeholders in the scheme;

5. the evidence of validation of the scheme.

The applications were grouped into some macro topics: general, market elements, skills and experience, transparency and "procedural" elements.

WHEN TO COMPLETE ANNEX 2 OF DR-02 / DR-04

Annex 2 Specific Part must be completed by the SO only following the positive evaluation by the Committee for Accreditation Activities and the ACCREDIA Directive Council, in order to start the technical analysis of the scheme. It is therefore not necessary to complete this form during the initial stage.

The information requested in the Specific Part covers the requirements of EA-1/22 (see Annex 01 of PG-13-01 published on the ACCREDIA website, which is the version of the EA document curated by ACCREDIA).

For some applications, if the scheme owner has no information to add, reference can be made to the sections already completed in Annex 1 General Part.

The Specific Part of this application must be completed in English (to enable EA evaluation) if the scheme has international validity.

This phase is not applicable for UNI PdRs.

4.2.2 WHEN TO COMPLETE ANNEX 3 OF DR-02 / DR-04

Neither the general part of DR-02 / DR-04 (Annex 1) nor the Specific Part (Annex 2) need to be completed, but only a report presenting the scheme (Annex 3) must be attached in cases where:

- of a CAS based on technical standards made official by the competent standardization bodies at both national and international levels, whose approval process includes consultation with interested parties, and for which at least one expression of interest has been submitted to ACCREDIA by a conformity assessment body;
- of ownership CAS already approved at the international level and thus already operational in the international market, such as schemes already deemed accreditable by IAF, EA, or other accreditation bodies signatory to the IAF MLA agreements;
- of an ownership CAS developed in compliance with a national legislative act (e.g., EGE/ESCo) or an international/European act (e.g., EMAS, drones, EiDAS), or a scheme for which the scheme owner is represented by a national or extra-national authority or agency (e.g., FGAS, ANSFISA, AGID).

4.2.3 EVALUATION OF THE SCHEME

The evaluation process of a new Ownership Scheme, as referred to in the previous points 4.2.1 and 4.2.2, includes:

1. a preliminary analysis by ACCREDIA and, in the event of a positive outcome
2. a subsequent formulation of opinion regarding the admissibility of the area of the CAS by the Committee for Accreditation Activities and the ACCREDIA CD and, in the event of a positive outcome

3. a detailed technical analysis of the CAS, conducted by ACCREDIA assessors with the possible support of Technical Experts.

With regard to the evaluation by the CdA and the CD, in general two different situations will occur, as shown here, as examples, and subsequently in more detail.

a) Schemes based on standards: simple informative note presented to the CdA/CD (ref. Annex 3 DR-02 / DR-04)

b) Schemes based on reference practices: a simple information note presented to the CdA/CD (see Attachment 3 DR-02 / DR-04), which includes detailed information provided by UNI regarding the approval process of the practice itself

c) Owner schemes: evaluation by the CdA/CD and subsequent evaluation by an ACCREDIA assessment team (ref. Annexes 1 and 2 DR-02 / DR-04).

The Documentation is submitted to the CD and the CdA for review, regardless of a chronological order as they are separate and independent evaluations.

If the opinion of the CdA is not positive or the CD does not grant authorization to proceed, the decision is communicated by ACCREDIA to the SO, specifying the reasons. The proposing party may ask ACCREDIA to review its application, providing further elements for evaluation.

Before confirming to the SO the possibility of examining the scheme, ACCREDIA asks the CdA to give an opinion in cases where the CAS in question is not based on a normative document among those contained in § 4.1.2 and also it asks the SO to give reasons for not referring to the Standardization Body.

Following approval of the CdA and the authorization of the CD, ACCREDIA requests, in cases of where this is provided for, that the SO sends Annex 2 Specific part of DR-02 or DR-04 completed, in order to carry out the technical analysis of the scheme.

Following receipt of the Annex 2 Specific part, duly completed, ACCREDIA sends the technical-economic estimate to the SO on the basis of the current ACCREDIA pricelist, to the SO, the technical/cost estimate which quantifies the commitment necessary to carry out the detailed technical analysis of the new CAS, according to the typology of requests referred to in paragraph 4.1 above and providing indications on the estimated time required for the related evaluation.

The review of this documentation is paid for by the applicant party, in accordance with the ACCREDIA pricelist TA-00.

Following acceptance of the estimate by the SO, ACCREDIA performs the detailed technical analysis on the basis of the contents of Annexes 1 and 2 of DR-02 and DR-04 and of any additional information requested from the SO.

ACCREDIA informs the SO of the result of the review. In accordance with § 5.2.1 of the IAF MD 25 document, ACCREDIA may, if deemed necessary, conduct an "on-site" evaluation of the scheme, that is, at the site of the Scheme Owner.

In cases of the absence of the technical requirements, ACCREDIA informs the SO that the process cannot go ahead.

In cases of a negative result of the technical review ACCREDIA presents the evidence in question to the SO so that the SO can make the necessary modifications or additions within the agreed timeframe.

In cases of a CAS operational at the international level but not yet recognized within EA/IAF, ACCREDIA may also request the results of an evaluation by another AB, which should be provided without undue delay, provided that there are no issues regarding confidentiality or ownership rights.

Following successful conclusion of the above review activities for both national and international CASs, ACCREDIA informs the SO that it can be accredited, and signs a contract with it that specifies the obligations of both ACCREDIA and the SO (CO-04).

If the result of the technical exam is positive:

- if § 4.2 of EA-1/22 is not applicable, ACCREDIA starts accreditation activities for each applicant CAB;
- if the process set out in § 4.2 of EA-1/22 is applicable ACCREDIA sends the documentation to EA for evaluation. The SO must send the English version of the applications for acceptance (DR-02 or DR-04) and fully comply with the requirements contained in EA-1/22. ACCREDIA will proceed to follow the provisions of § 4.2 of EA-1/22 and prepare all the documentation and complete the format provided by EA for sending all the documentation of the CAS, requesting where necessary additional information from the SO (e.g. evidence of the letters of adhesion to the scheme by foreign authorities). This activity may involve costs for the SO.

Note: the activities regarding the evaluation of the CAS are a different process with respect to the evaluation for the granting or extension of accreditation to an applicant CAB.

ACCREDIA checks the necessary competences within the CSA in question and communicates to the CSA the technical details of the new CAS, so as to make it aware of the contents when the first accreditation file will be presented to the CSA.

Note: also if the requirements and rules applicable for the new CAS are not considered adequate, these cannot be defined by ACCREDIA due to their being the responsibility of the SO.

4.3. PUBLICATION OF INFORMATION

On the ACCREDIA website, information relating to the start of accreditation activities concerning new CASs is made available to the public, where necessary, also by issuing special Technical Circulars that define the operating procedures for the certification/accreditation process and the conformity assessment process.

Moreover, ACCREDIA publishes on the website the list of CAS (LS-15) that have been positively evaluated by ACCREDIA, and against which it is possible to submit an application for accreditation or extension.

The list also shows the current version of the scheme.

4.4. REVISION OF THE CAS

The SO shall communicate to ACCREDIA as soon as possible any modification to the CAS in accordance with § 4 of Regulation RG-19.

Where applicable, the SO must also include information on transition requirements (e.g. agreements for CABs and for the CAB's clients).

A new consultation of the CdA and CD will be required only if the introduced changes result in a substantial modification of the objectives of the CAS itself.

The cost of the analysis of the modifications to the scheme is met by the SO, in line with the current ACCREDIA TA-00 pricelist.

It is also specified that, in cases where accreditation is granted based on ownership schemes, the scheme must transition to the standard that is subsequently issued, provided that the scope of application remains the same. However, this requirement does not apply to accreditations and certifications issued abroad if the standard is issued only at the national level (UNI/CEI).