

TITLE REGULATION FOR THE PROCEDURES OF THE ACCREDITATION COMMITTEE

REFERENCE RG-04

REVISION 06

DATE 10-02-2022

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.*

**PREPARATION
THE COMMITTEE FOR ACCREDITATION ACTIVITIES**

**APPROVAL
THE DIRECTIVE COUNCIL**

**AUTHORIZATION
THE PRESIDENT**

**APPLICATION DATE
11-02-2022**

FOREWORD

The present Regulation, drawn up in compliance with Article 18 of the Statute and Article 12 and 13 of the General Regulation for the application of the ACCREDIA Statute, sets out the operative modalities for the procedures of the Accreditation Committee in line with the internal procedures of the individual Departments, in order to regulate the Committee's activities as the body which operates in matters regarding accreditations.

Apart from the statutory principles, the contents of the present Regulation can be modified, at any given moment, by the ACCREDIA Directive Council following proposal by the Accreditation Committee.

In this document the numbering of the Article corresponds to the numbering of the Article in this Regulation and the Article of the Statute and of the General Regulation for the application of the Statute.

ART. 1 - COMPOSITION OF THE ACCREDITATION COMMITTEE **(ART. 18 OF THE STATUTE AND ART.12 OF THE GENERAL REGULATION)**

The Accreditation Committee is divided into an Accreditation Activities Committee (CdA) and Sector Committees and Sub-Committees (CSA and SCSA respectively) for accreditation.

The members of the Accreditation Committee (CdA) must possess competence and experience in the various matters and disciplines related to accreditation activities as well as knowledge of the reference standards and the assessment procedures for the process of accreditation.

Members of the Sector Accreditation Committees and Sub-Committees (CSAs and SCSAs) must possess the competence and experience described in Article 13 of the General Regulation for the application of the Statute. Possession of such requirements, duly documented, is evaluated by the ACCREDIA Directive Council.

The members of Committee of Accreditation (CdA, CSA, SCSA) are subject to the constraints set out in Article 18 of the Statute and Article 12 and 13 of the General Regulation for the application of the Statute.

The position of Member of the Accreditation Committee (CdA, CSA, SCSA) is incompatible with the roles of:

- Member of the Steering and Guarantee Committee.
- ACCREDIA assessor.
- owners or members of the accredited or applicant parties, those who hold an operative, managerial or representative role, or those who belong, in any capacity, to the representative associations of the accredited or applicant CABs (e.g. director, employee or collaborator of accredited or applicant CABs, or associations of CABs).
- member of the decision-making body and of the committee or mechanism for safeguarding impartiality (CSI) of a CAB accredited by ACCREDIA or operating in the sectors covered by ACCREDIA accreditation (e.g. laboratories, certification of management systems, products, persons, inspections, verifications).

- employees of ACCREDIA.

The Members of the CSA/SCSA cannot participate in any decision relating to CABs with which they have had relations, as directors, employees, consultants or auditors, in the last three years, or when they have carried out, in relation to the CABs in question, assessment activities evaluation for accreditation.

All members of the Accreditation Committee (Accreditation Committee, CSA, SCSA) must also accept the appointment, sign the ACCREDIA Code of Ethics and Conduct and declare, under penalty of forfeiture, that they have not been convicted for crimes relating to the Anti-Mafia Code, the Anti-Corruption Code, the Consumer Code, the Code of Public Contracts, the Environmental Code or sanctions for inquiries performed by independent authorities (such as Agcm, Agcom, Anac, or other similar authorities).

All members of the Accreditation Committee (Accreditation Committee, CSA, SCSA) remain in office for three financial years and can be reconfirmed. A member appointed during the three-year period ceases together with the others in office upon the expiry of the mandate of the council. The mandate of the president of the CdA can be reconfirmed no more than two consecutive times.

ART. 2 - TASKS OF THE COMMITTEE FOR ACCREDITATION ACTIVITIES **(ART. 18 OF THE STATUTE AND ART.12 OF THE GENERAL REGULATION)**

The Committee for Accreditation Activities is composed of the Committee President together with the other members appointed by the Directive Council and by the Presidents of the CSAs.

The Accreditation Committee has the task of overseeing the activities of the Sector Committees and Sub-Committees without intervening in individual decisions.

For this purpose, by means of periodic meetings the CdA reviews, in general terms, the activities of the Sector Committees and Sub-Committees.

The CdA must dedicate, usually in the first quarter of the year, a meeting for the evaluation of the previous year's results on the basis of significant indicators and of the reports prepared by the Presidents of the CSAs and SCSAs. The indicators and the format of these reports are approved by the CdA following proposal by the General Director who, in collaboration with personnel, reports to the CdA regarding the activities of the CSAs and SCSAs on the basis of the indicators in question.

During every meeting the CdA must also view the list of decisions taken by the CSAs with regard to which it can make requests for clarifications.

The CdA also has the following tasks:

- following proposal by the competent Department management or by the individual CSA, prepare, update and verify the regulations, procedures and provisions in general which regulate accreditation activities in order to submit them to the Directive Council for approval;
- upon request by the CSA it can express an opinion concerning decisions which could impact the general requirements of accreditation or other issues raised;

- evaluate the proposal of the ACCREDIA management regarding competence requirements among assessors and/or the relevant CSA following approval by the Directive Council of the introduction of new accreditation schemes;
- express an opinion regarding the accreditation process of new conformity assessment schemes;
- approve the list of assessors with the relative updates.

ART. 3 - CONVENING THE ACCREDITATION COMMITTEE AND VALIDITY OF THE MEETINGS

(ART. 18 OF THE STATUTE AND ART.12 OF THE GENERAL REGULATION)

The meetings of the CdA can be held in person, by videoconference or in mixed mode. In the latter two cases, attendance checks are carried out by video camera, or in any way permitted by law.

Meetings of the CdA are called by the Committee President on a periodic basis depending upon the needs of the CSA/SCSA as well as any changes that need to be made to the documents for submission to the Directive Council.

Notice of the convening of the meetings and the order of the day are prepared by the General Director and the Committee President, specifying the date, time and place of the meeting, or the connection platform in case it takes place by videoconference.

At least half of the members must be present for a quorum and delegation is not permitted. Decisions are valid if approved by at least two-thirds of those present.

The following persons may attend the CdA meetings, without voting rights: the General Director (who performs the activities of secretary if present), the Department managers for the activities concerning their respective departments, and the Quality System Head Officer.

Usually, at least 7 calendar days before the meeting, the support documentation for the items on the order of the day are published by the ACCREDIA secretariat in a reserved area of ACCREDIA's intranet website for examination by the members of the CdA. This area also includes the definitive draft of the minutes of previous meetings.

In special cases in which the consultation has the aim of formulating a decision which, for reasons of urgency, has to be taken rapidly (e.g. approval of the list of assessors and relative updates, an opinion concerning an accreditation of new conformity assessments schemes etc.), the Department managers, after consulting the President of the CdA, may consult the members of the CdA by email.

The managers must:

- i. present a full description of the case;
- ii. fix a deadline for responses from the members;
- iii. make available in the reserved area or send by email giving notice of not less than three calendar days with respect to the above deadline, all necessary documents for complete evidence to be presented to the members;

- iv. prepare a proposal for a decision regarding which the members must express clear opinions (in cases of abstentions or absence of response, these will not be counted for the purposes of reaching the required majority);
- v. prepare a report to be submitted to the President of the CdA, attaching all the incoming and outgoing emails regarding the decision. The decision date must coincide with the deadline fixed for the response by the members (point ii).

ART. 4 - COMPOSITION OF THE SECTOR COMMITTEES AND SUB-COMMITTEES

(ART. 18 OF THE STATUTE AND ART.13 OF THE GENERAL REGULATION)

The number and the competences of the CSA and SCSA are decided by the Directive Council, guaranteeing the consistency of operations and identifying the necessary competences for each reference scheme. Each Sector Committee or Sub-Committee must consist of not fewer than three members, amongst whom a President, who is nominated by the Directive Council.

The knowledge and technical skills relating to the individual conformity assessment activities are identified for each member of the CSAs and SCSAs.

The committee must include members possessing the various specialist skills required, deriving from concrete and direct experiences gained on-site and duly documented, in accordance with the provisions of art.12 of the General Regulations for the Application of the Statute.

ART. 5 - TASKS OF THE SECTOR COMMITTEE

(ART. 18 OF THE STATUTE AND ART.13 OF THE GENERAL REGULATION)

The main task of the CSA is to deliberate and decide with regard to the accreditation status of Conformity Assessment Bodies.

Documentation concerning the files for granting new accreditation, for maintenance (where applicable), extension, reduction, renewal, suspension, withdrawal and restoration of accreditation, is submitted to the relevant CSAs for examination.

The details regarding each file are duly gathered in a document (accreditation file/assessment report) which is prepared by the Technical Officers and coordinated by the Department management or Area Manager. The documentation must contain the proposal made by the Department management on the basis of the conclusions of the assessors' reports, in conformity with the operative procedures of each CSA and specified in the respective operative procedural regulations.

Usually at least 7 calendar days before the meeting, the support documents to the deliberations are published in a reserved area of the ACCREDIA intranet website for examination by members of the CSA and, where applicable, by the appointed rapporteurs.

In urgent cases the documentation may also be made available during the meeting together with suitable rationales, granted that it remains the task of the Committees to decide whether to proceed or not with the review of the corresponding files.

The data and the contents of this documentation must be presented in complete and objective form and they are to be treated confidentially by every member of the CSA.

ART. 6 - CONVENING OF THE SECTOR COMMITTEES AND VALIDITY OF THE MEETINGS

(ART. 18 OF THE STATUTE AND ART. 13 OF THE GENERAL REGULATION)

The meetings of the individual CSAs can be held in person, by videoconference or in mixed mode. In the latter two cases, attendance checks are carried out by means of a video camera, or otherwise in the ways permitted by law.

The notices of convening and the Agenda (OdG) relating to each meeting of the CSAs are prepared by the Department management or by the Area Managers, in agreement with the Presidents of the CSAs concerned, specifying the date, time, the place of the meeting, or the connection platform in case it is by videoconference.

The notice (or subsequent communication) contains, where applicable, the rapporteurs for each file, based on principles of competence and on turnover.

The order of the day lists all the accreditation files for deliberation, as well as other topics on which the Sector Committees are called upon for deliberation or evaluation in accordance with the statutory requirements and regulations. The order of the day may also contain communications to the Committee members by the Sector Committee Presidents, the General Director and/or the Department management/Area Managers. A typical order of the day would be as follows:

1. control of the validity of the meeting;
2. approval of the order of the day;
3. approval of the minutes of the previous meeting;
4. communications;
5. decisions regarding accreditation: new accreditations, maintenance (if applicable), extensions, renewals, reductions, suspensions, withdrawals, self-withdrawals and other provisions;
6. other business.

CSA meetings are chaired by the Committee President, or, in his/her absence, by a member appointed for the occasion by the Committee itself.

Technical Officers and Lead Assessors who have conducted assessments (with presence limited to specific aspects of consultation) may be present upon invitation by the Department management or Area Managers, in order to give technical contributions, information or in-depth details regarding matters and files under consideration.

In order to guarantee the necessary competences, the CSAs and SCSAs may include external technical experts for the preparation of specific files. Such experts may take part at the meetings, without voting rights, to give a technical opinion concerning the decision. Their presence is not counted with respect to a quorum.

CSA meetings are valid with the presence of at least half of the members and delegation is not permitted. Decisions are valid if they are approved by at least two-thirds of those who are present.

The General Director, the Department management and the Area Managers who attend CSA meetings, without voting rights, in their respective areas of competence, perform the tasks of CSA secretary and it is possible to appoint Department personnel.

Operative regulations for the various CSAs are given in the relative procedural Regulations

ART. 7 - DELIBERATIONS OF THE SECTOR COMMITTEES

(ART. 18 OF THE STATUTE AND ART.13 OF THE GENERAL REGULATION)

All deliberations and decisions of the CSAs regarding the status of accreditation of the CABs are approved by the Committee which issued the decision.

The rationales, and all other relevant information, are written in a detailed report which is signed by the Secretary and, for approval, also by the Committee President. The report is structured according to an index which corresponds to the topics contained in the order of the day.

The approval of the minutes of the previous meeting (see point 3 of the standard order of the day) does not refer to decisions taken which, as specified above, are approved during the course of the meeting.

ART. 8 - SECTOR SUB-COMMITTEE OF ACCREDITATION

(COMPOSITION AND PROCEDURAL RULES)

(ART. 18 OF THE STATUTE AND ART.13 OF THE GENERAL REGULATION)

The convening of Sector of Accreditation Sub-Committee meetings may take place upon proposal of the General Director, subject to the approval of the Directive Council. Each SCSA may regard a number of CSAs.

The confirmation of decisions taken by the Sector SCSA is made by the competent CSA. Any conflicting decisions must be explained and in such cases, the SCSA reviews such decisions.

If there are differences of opinion between the SCSA and the CSA, the matter is submitted to the CdA, for review of the entire file and for final decision, following consultation with the President of the CSA and SCSA in question.