

TITLE **REGULATION FOR THE PROCEEDINGS OF THE
SECTOR ACCREDITATION SUB-COMMITTEES (SCSA)**

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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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CONTENTS

1. SCOPE AND FIELD OF APPLICATION	3
2. REFERENCES	3
2.1. NORMATIVE REFERENCES	3
2.2. INTERNAL DOCUMENTS	3
2.3. ABBREVIATIONS.....	3
3. DECLARATION OF INDEPENDENCE, IMPARTIALITY AND CONFIDENTIALITY	4
4. COMPETENCES, KNOWLEDGE AND TRAINING OF THE MEMBERS OF THE SECTOR ACCREDITATION COMMITTEE	5
5. TASKS OF THE SECTOR ACCREDITATION SUB-COMMITTEE	5
6. CONVENING THE MEETING	5
7. RULES FOR TAKING DECISIONS	7
8. SUPPORT DOCUMENTATION TO THE DECISIONS OF THE SECTOR ACCREDITATION SUB-COMMITTEE	7

1. SCOPE AND FIELD OF APPLICATION

This document defines the tasks, criteria and operative modalities of the activities performed by the Sector Accreditation Sub-committee (SCSA) in accordance with article 18 of the ACCREDIA Statute and article 13 of the General Regulation for the application of the Statute.

2. REFERENCES

- UNI CEI EN ISO/IEC 17011 Conformity assessment — Requirements for accreditation bodies accrediting conformity assessment bodies.

2.1. NORMATIVE REFERENCES

2.2. INTERNAL DOCUMENTS

- ST-00: ACCREDIA Statute;
- ST-01: General Regulation for the application of the ACCREDIA Statute;
- MQ: Quality Manual;
- RG-04: Regulation for the proceedings of the Committee of Accreditation;
- RG-04-DC: Regulation for the proceedings of the Sector Accreditation Committees of the Department of Certification and Inspection;
- RG-04-DL: Regulation for the proceedings of the Sector Accreditation Committee of the Department of Testing Laboratories (CSA DL);
- RG-04-DT: Regulation for the proceedings of the Sector Accreditation Committee of the Department of Calibration Laboratories (CSA DT);
- the applicable regulations for accreditation of the individual ACCREDIA departments.

The above documents are applicable in the version currently in force.

2.3. ABBREVIATIONS

DDD: Director of department;

VDDD: Vice-Director of department;

SCSA: Sector Accreditation Sub-committee;

CSA: Sector Accreditation Committee;

RSG: Management System Head Officer;

dRSG: Management System Reference Officer of the department;

ST SCSA: Sector Accreditation Sub-committee secretariat;

EA: European Accreditation for Cooperation;
EA MLA: EA Multilateral Agreement;
IAF: International Accreditation Forum;
ILAC: International Laboratory Accreditation Cooperation.

3. DECLARATION OF INDEPENDENCE, IMPARTIALITY AND CONFIDENTIALITY

The members of the Sector Accreditation Sub-committees and the technical experts shall fulfill the requirements contained in the ACCREDIA Quality Manual and shall sign the declaration of independence, impartiality and confidentiality upon acceptance of their engagement.

The members and experts of the Committees shall declare that they have not been the subject of any judiciary proceedings with regard to the Anti-mafia Code, the Anti-bribery Code, the Consumer Code, the Code of Public Tenders, the Environmental Code or of any sanctions following inquiries made by independent authorities (such as AGCM, AGCOM, ANAC or other similar authorities).

All members and experts of the Committees shall sign and comply with the ACCREDIA Code of Ethics and Conduct.

Membership of the CSA is incompatible with these positions:

- Membership of the ACCREDIA Steering and Guarantee Committee;
- ACCREDIA Assessor;
- owners or stakeholders of the accredited or applicant CABs, persons who have an operational, managerial or representative role in them, persons 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 their associations);
- member of the deliberating body and of the committee or mechanism for the Safeguarding of Impartiality (CSI) of a CAB accredited by ACCREDIA or in any case operating in the sectors covered by ACCREDIA accreditation (e.g. laboratories, certification of management systems, products, persons, inspections or verifications).
- ACCREDIA employees.

The Members of the CSAs cannot take part in any decision relating to CABs with whom they have had relations, as directors, employees, consultants or assessors, in the last three years, or when they have carried out, in relation to the CAB in question, assessment activities for accreditation purposes.

4. COMPETENCES, KNOWLEDGE AND TRAINING OF THE MEMBERS OF THE SECTOR ACCREDITATION COMMITTEE

For the application of the General Regulation for the application of the ACCREDIA Statute, the composition of the Sector Accreditation Sub-committees shall ensure, for each member, knowledge regarding as follows:

- a) the normative requirements which are applicable to the activities of accreditation bodies (Reg. 765/2008, Decision n. 768/2008, ISO/IEC 17011 and any other mandatory document issued by the government or by EA/IAF/ILAC/ISO concerning accreditation bodies);
- b) the rules and processes of accreditation (e.g. regulations of accreditation, procedures, technical documents etc.);
- c) the individual accreditation normative document (e.g. the standards UNI CEI EN ISO/IEC 17020, 17021, 17024, 17065, 14065, etc.) and the requirements of the conformity assessments schemes;
- d) the techniques of assessment and the main general methodologies regarding management systems, as well as the principles of risk based assessment;
- e) the applicable regulatory requirements for conformity assessment activities.

With regard to the competences as described above, ACCREDIA, through the DDD/VDDD, RSG/dRSG, both during the phase of setting up the SCSA and when the new members are nominated by the Directive Council, performs specific training in the matters stated above.

All members of the SCSA shall be able to show competence in the ability to understand and assess the outcomes of assessments carried out, including the findings and suggestions of the assessment team. With regard to the evaluation of these competences, ACCREDIA shall present and explain the documentation supporting the proposals for decisions with applied practical examples, and, at the end of this activity, shall verify the effectiveness of the training by means of tests or discussions of specific cases.

Further details concerning training of the CSA members are contained in the internal operative instructions.

5. TASKS OF THE SECTOR ACCREDITATION SUB-COMMITTEE

The Sub-committee has the task of describing and explaining the accreditation files related to the area of competence and of formalizing a decision which is submitted for final deliberation and confirmation by the Sector Accreditation Committee (CSA) in question.

6. CONVENING THE MEETING

The meetings of the SCSA are called by the ST SCSA using the appropriate means, with the preparation of the agenda carried out by the DDD/VDDD or by the RSG/dRSG in agreement with the president of the Sub-committee.

The notice of call of a meeting must specify the date, time, place of the meeting, or the connection platform if it takes place by videoconference, and the agenda.

Usually at least 7 calendar days before the meeting, the support documentation is published by the ST-SCSA in a reserved area of ACCREDIA's intranet for examination by the SCSA members.

The SCSA and CSA meetings can, in exceptional cases, be held on the same day (e.g. for discussion of critical cases).

The following may participate in Committee meetings, without voting rights:

- the ACCREDIA General Director;
- the DDD/VDDD acting as secretary of the SCSA whose tasks may be delegated to the technical officers with regard to the SCSA in question;
- the department's technical officers, requested by the president to participate to provide further considerations regarding the process followed by the accredited or applicant bodies.

The meetings of the SCSA are chaired by the president. In the event of absence or unavailability of the president, the meeting is chaired by a member designated for the occasion by the SCSA.

Meetings can be held in presence, 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. If in presence, the meetings are generally held at the head office of the departments.

In particular cases, if the consultation has the purpose of formulating a resolution, which for reasons of urgency must be taken quickly, such as the resumption of accreditation following a period of suspension or self-suspension, or the extension of the expiry date of an accreditation certificate, after consulting the president, the DDC/VDDC may consult the SCSA members by email.

The DDC shall:

1. fully describe the case;
2. fix a final date for responses obtained from the members;
3. make available, in the reserved area, with advance notice of not less than 3 calendar days with respect to the final date as above, all the necessary documentation necessary for fully informing the members;
4. specify the members of the SCSA who will perform the tasks of rapporteurs and technical experts, where necessary, for critical cases and cases due for discussion (complaints and/or outcomes of surveillance activities);
5. formulate, in agreement with the president of the CSA, a proposed decision with respect to which the members shall give a clear response (any abstentions or failure to respond within the timeframe will not be counted for the purposes of reaching the required majority);
6. prepare a report, to be signed by the president of the CSA, attaching all incoming and outgoing emails regarding the decision. The date of the decision must coincide with the expiry date fixed for the responses on the part of the members (point 2).

In cases of discussion of critical cases for the imposition of sanctions of suspension, reduction or withdrawal of accreditation, following discussion of the case with the president, the DDD/VDDD may convene an extraordinary meeting of the SCSA.

7. RULES FOR TAKING DECISIONS

The meetings of the SCSA require, for validity, the presence of at least half the members, and delegation is not permitted. Collective competence is guaranteed by the members taking the decisions and by absent members who may send written statements for reading during the meetings.

The decisions of the Sub-committee are valid when they are approved by at least two-thirds of the members present.

The decisions shall be recorded in a report together with the general and detailed motivations.

The decisions of the SCSA are recorded by the secretary. Such reports constitute support documentation for the work of the CSA in accordance with the following point.

The decisions of the SCSA are written in the agenda of the CSA in question, for confirmation of the decision.

8. SUPPORT DOCUMENTATION TO THE DECISIONS OF THE SECTOR ACCREDITATION SUB-COMMITTEE

Each department shall make available to the members of the SCSA all the documents regarding the files in question, according to the modalities given in the regulations for the proceedings of the relevant CSA committees (RG-04-DC, RG-04-DL, RG-04-DT).