



**SNAS**

**SLOVAK NATIONAL ACCREDITATION SERVICE**  
Karloveská 63, P. O. Box 74, 840 00 Bratislava 4

Copy No.:

**Decision of the Director**  
**RR-P17**

**ETHICAL CODE OF A REGISTERED SNAS MEMBER**

Approved by: **Ing. Jozef Obernauer**  
**Director**

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signature

Date: **August 19, 2009**

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**PURPOSE:**

**This prescription delineates duties of a registered SNAS member.**

Drafted by: **Ing. Dagmar Bočanová**  
Date: **August 19, 2009**

Examined by: **Ing. Tibor Czocher, MHD**  
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By coming into force of this RR expires RR-15 of December 15, 2004.

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## **ETHICAL CODE OF A REGISTERED SNAS MEMBER**

This Ethical Code of a registered SNAS member declares primary duties which SNAS stipulated for its registered members in compliance with requirements of international accreditation organizations EA, IAF and ILAC as follows:

1. To ensure permanent fulfilling of accreditation requirements in the field where the accreditation was granted.
2. If accreditation requirements are notified, they should be met before the date fixed by SNAS.
3. To provide, on request, help and cooperation needed so that SNAS is able to verify meeting of the accreditation requirements on all sites where services of conformity assessment are provided.
4. To enable performance of requested assessment, of following regular or irregular surveillance by SNAS staff members as well as of monitoring activities of SNAS staff members and to provide them all necessary information, documentation and cooperation in case of performance of mentioned activities and complaints settling.
5. To adhere to the principles of impartiality and independence, to enable access to documents which are related to adhering to these principles.
6. On SNAS request, to arrange witness assessment of services provided and to ensure access to client's organization facilities for SNAS staff members where the activities subject to witness assessment will be performed.
7. To apply the accreditation only in the field and within the scope it was granted.
8. Do not apply the accreditation in the way which could bring SNAS into disrepute.
9. To make payments for provided services in time and in agreed amounts.
10. To notify, without any delay, of important changes related to accreditation:
  - change of legal, commercial, proprietary, organizational status;
  - change of organization, top management and key staff members;
  - change of fundamental policy;
  - change of sources and facilities with accessory;
  - change of accreditation field and scope;
  - other changes which could affect the capability to meet accreditation requirements.
11. To be fully governed by SNAS requirements as for accreditation status application when referring to accreditation in media (internet, documentation, pamphlets,

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publicity). To refer to accreditation only for the activities and scopes laid down in the accreditation certificate.

12. To meet consistently conditions of licence agreement concerning the use of combined ILAC-MRA-SNAS and/or IAF-MLA-SNAS marks.
13. To use SNAS accreditation mark on calibration certificates, protocols on tests and on certificates in compliance with the field and scope of granted accreditation within the validity period of accreditation certificate, in compliance with MSA-02.
14. Not to make any declaration on one's accreditation which could be considered misleading or unjustified;
15. To take responsibility that no protocol or certificate or their part could be used in misleading way.
16. In case of suspension or withdrawal of the accreditation to stop, without any delay, to use the SNAS accreditation mark, combined ILA-MRA-SNAS and /or IAF-MLA-SNAS mark (if they were assigned), publicity materials containing information about accreditation granting and reference to the accreditation status).
17. Not to use accreditation in a way that it could lead to understanding that SNAS approves products, processes, systems or staff members of the accredited organization.
18. To take part in projects of interlaboratory comparison and proficiency testing both on national and international level. To submit, on request, to SNAS the ILC and PT results as well as conclusions of analysis of unsatisfactory results (accredited laboratories only).
19. To submit the application for accreditation six month before expiry of accreditation and to provide complete documentation in order the re-accreditation process could start.

Not fulfilling the duties of a registered SNAS member is

- a reason for accreditation suspension or withdrawal (to this connected suspension or withdrawal of registered SNAS membership);
- a reason for possible imposition of sanctions according to the Act 264/1999 Coll. as amended.

## 2 RELATED DOCUMENTS

ISO/IEC 17011 Conformity Assessment. General Requirements for Accreditation Bodies  
 Accrediting CABs  
 SNAS Quality Manual  
 MSA – 06 Responsibility of SNAS and CAB

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