



SNAS

SLOVENSKÁ NÁRODNÁ AKREDITAČNÁ SLUŽBA

Karloveská 63, P. O. Box 74, 840 00 Bratislava 4

Statute

ST-08

SNAS COMMISSIONS FOR APPOINTMENT OF ASSESSORS

Approved by: **Ing. Štefan Král, PhD.**
Director

Effective from: 15.01.2023	Edition: 2 Updating: 7	Document label: ST-08
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Date of elaboration: **02.01.2023**

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By coming into force of this ST expired the validity of **ST-08** from 20.04.2022.

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1 INTRODUCTION

This regulation stipulates the statute and rules of procedure for SNAS Commissions for Appointment of Assessors (hereinafter only as “Commission” or “KVP”).

2 ABBREVIATION USED

AIS	Accreditation Information System
E	Expert
I	SLP inspector
IP	Internal regulation
KVP	Commission for Appointment of Assessors
MK	Quality manager
MSA	Methodological Guidelines for Accreditation
OCO	Department of Certification Bodies and Assessors
OG	Technical guarantee
OLIS	Department of Laboratories, Inspection Bodies and SLP
P	Assessor
SLP	Good Laboratory Practice
TL	Form
VI	Lead inspector
VP	Lead assessor

3 RELATED DOCUMENTS

ISO/IEC 17011	Conformity assessment - Requirements for accreditation bodies accrediting conformity assessment bodies IAF MD 8: Application of ISO/IEC 17011 in Medical Device Quality Management Systems (ISO 13485)
IAF MD 13	Knowledge requirements for accreditation body personnel for information security management systems (ISO/IEC 27001)
IAF MD 14	Application of ISO/IEC 17011 in Greenhouse Gas Validation and Verification (ISO 14065:2013)
IAF MD 16	Application of ISO/IEC 17011 for the Accreditation of Food Safety Management Systems (FSMS) Certification Bodies
IAF MD 20	Generic Competence for AB Assessors: Application to ISO/IEC 17011
ILAC-G11	ILAC Guidelines on Qualifications and Competence of Assessors and Technical Experts
SNAS Quality Manual	
National Programme for Observance of the GLP Principles in SR	
ST-02	SNAS Organization system
IP-02	Preparation and control of the assessment
IP-04	SNAS training system

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IP-10	Registration of SNAS assessors, inspectors and experts
MSA-05	Requirements for SNAS assessors and experts

4 ESTABLISHMENT OF COMMISSIONS FOR APPOINTMENT OF ASSESSORS

A copy of the instrument of establishment of the SNAS Commission for Appointment of Assessors is at

- Department of Laboratories, Inspection Bodies and GLP (hereinafter only as “KVP-OLIS” is in Annex 1,
- Department of Certification Bodies and Verifiers (hereinafter only as “KVP-OCO”) is in Annex 3.

5 STATUTE OF COMMISSIONS FOR APPOINTMENT OF ASSESSORS

5.1 SCOPE OF THE COMMISSIONS

- 5.1.1 KVP SNAS are advisory bodies to the Director. They are established by the SNAS Director. They are composed of internal employees of SNAS.
- 5.1.2 KVP members are approved by the Director.
- 5.1.3 The role of KVP is assessing proposals for appointment of VP/P/VI/I and inclusion of experts in the SNAS database on the basis of all submitted relevant documents specified in MSA-05 to make sure that a SNAS assessment can be carried out by competent assessors and experts with objectively affirmed professional competence in line with international standards, regulation of international organizations associating the accreditation bodies, with European directives and SNAS documents.

5.2 TASKS OF THE COMMISSIONS

- 5.2.1 Assess, within the relevant specialization, the submitted proposals for appointment of SNAS lead assessors, assessors, GLP lead inspectors and inspectors and proposals for inclusion of experts in the SNAS database.
- 5.2.2 Prepare the relevant recommendations for appointment of VP/P/VI/I for the Director.
- 5.2.3 Check if the databases of assessors, lead assessors, inspectors, lead inspectors and experts are up-to-date in line with the internally defined requirements for persons involved in the processes of accreditation/attestation activities.
- 5.2.4 On the basis of negative findings from monitoring the activities of VP/P/VI/I/E propose, if needed, at meetings of the Commission take the action/measures needed to ensure competent provision of accreditation/attestation services and check the effectiveness of the implemented corrective actions/measures.
- 5.2.5 Reviewed, once the transition period for revised/updated key documents related to provision of accreditation/attestation services has elapsed, whether the concerned specialists (registered in AIS) were retrained for the new versions.

5.3 COMMISSION MEMBERS

KVP members include all heads of SNAS departments and technical guarantees (ST-02, Annex 3) at respective departments through a balanced representation:

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- KVP-OLIS – accreditation in the areas of testing, calibration, inspection and observance of GLP principles,
- KVP-OCO – accreditation in the area of certification of persons, products, management systems, environmental verification and verification of greenhouse gas emissions.

The list of the KVP-OLIS members is in Annex 2 and of KVP-OCO members in Annex 4.

6 RULES OF PROCEDURE FOR COMMISSIONS FOR APPOINTMENT OF ASSESSORS

6.1 RIGHTS AND RESPONSIBILITIES OF KVP MEMBERS

KVP Chair:

- Sets the date of the meeting,
- Manages the course of deliberations,
- Is responsible for the KVP's activities,
- Approves the minutes from deliberations.

In the absence of the Chair, his / her rights and duties carries Deputy chair.

KVP members:

- Attend KVP deliberations. Connection via teleconference, videoconference or written opinion on the deliberations of the program is deemed to be present at the meeting,
- Give their opinion of completeness and up-to-datedness of the submitted documentation related to qualifications, trainings, experience, records from monitoring of every SNAS assessor/ lead assessor/GLP inspector/ lead inspector/expert and objective confirmation of the professional competence of an assessor/inspector/expert,
- Give their opinion of whether the adopted corrective actions/measures to remedy negative findings are sufficient (See 5.2, point 4),
- Participate in preparation of relevant recommendations for the SNAS Director,
- Consistently observe confidentiality of all confidential information that they learned during the deliberations and assessment,
- Carry out their activities impartially, objectively, impartially, consistently and observe the required scope of the assessment,
- Notify their absence from deliberations to the KVP secretary in advance.

KVP secretary:

- Is not an ordinary member of the commission and has no voting right,
- Cooperates with the chair in drafting the program for deliberations,
- Prepares supporting materials for deliberations,
- Produces the minutes from the deliberations.

6.2 DELIBERATIONS OF THE COMMISSIONS

6.2.1 The dates of KVP meetings are set by its chair as needed,

6.2.2 The KVP **deliberations program** is set by the chair in cooperation with the secretary on the basis of the proposals from the technical guarantees for appointment of SNAS assessors/lead assessors and GLP inspectors/lead inspectors and proposals for inclusion of experts in the SNAS database from respective departments,

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- 6.2.3 **Criteria for assessment** of the submitted proposals are in MSA-05. The criteria for GLP inspectors/lead inspectors are in the National Programme for Observance of the GLP Principles in SR.
- 6.2.4 **KVP has a quorum** if the chair/deputy chair and at least two members are present,
- 6.2.5 Persons such as case officers, lead assessors, relevant external experts can be invited to the deliberations if needed,
- 6.2.6 The secretary produces **minutes in AIS** from each KVP deliberations that are approved by the Commission chair.
- 6.2.7 **The outcome of KVP deliberations** are resolutions under which the KVP may:
- Return the proposal to the submitter if no relevant supporting documents have been submitted to include the concerned person into the SNAS database or to grant the person the proposed status,
 - Withdraw the candidate/VP/P/VI/I/E if the candidate fails/has ceased to meet the requirements for a SNAS worker to be involved in the accreditation/attestation process,
 - Suspend the concerned person’s activities in the position of a VP/P/VI/I/E, if the person temporarily fails to meet the criteria (such as not having been retrained for a new accreditation standard),
 - Include in AIS those VP/P/VI/I/E who have met the criteria stipulated in MSA 05,
- 6.2.8 The Director, upon KVP’s recommendation, officially approves the VP/P/VI/I status by granting a SNAS VP/P certificate or by granting an appointment decree for VI/I SLP.

7 RELATED FORMS

- TL 35: Certificate of lead assessor/assessor
 TL 36: Appointment decree for lead inspector/inspector

8 ANNEXES

- Annex 1: Instrument of establishment of KVP-OLIS
 Annex 2: List of KVP-OLIS members
 Annex 3: Instrument of establishment of KVP-OCO
 Annex 4: List of KVP-OCO members

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ANNEX 1

INSTRUMENT OF ESTABLISHMENT OF KVP-OLIS



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ZRIAĎOVACIA LISTINA

Dňom 01.06.2013 zriaďujem

KOMISIU SNAS NA VYMEŇOVANIE POSUDZOVATEĽOV
NA ODBORE LABORATÓRIÍ, INŠPEKČNÝCH ORGÁNOV A SLP

ako poradný orgán riaditeľa SNAS na posudzovanie návrhov na vymenovanie vedúcich posudzovateľov, posudzovateľov SNAS, vedúcich inšpektorov a inšpektorov SLP.


Vymenovanie vedúcich posudzovateľov a posudzovateľov SNAS, vedúcich inšpektorov a inšpektorov SLP môže byť vykonané len na základe kladného odporúčania Komisie SNAS na vymenovanie posudzovateľov (KVP).

Zoznam členov Komisie (KVP) schvaľuje riaditeľ SNAS.

Poslanie a pôsobnosť Komisie (KVP) určuje jej štatút.

Pôsobiskom Komisie (KVP) je sídlo SNAS v Bratislave.

V Bratislave 01.06.2013


Mgr. Martin Senčák
riaditeľ

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ANNEX 2**LIST OF KVP-OLIS MEMBERS**

RNDr. Lívia Kijovská, PhD.	Chair
Ing. Stanislav Musil, CSc.	Deputy Chair
Ing. Jana Pašková	Member
Ing. Kvetoslava Foríšeková	Member
Ing. Stanislav Mikušínek	Member
Mgr. Zuzana Tunegová	Member
Ing. Jaromír Durný	Member
Ing. Henrieta Bóriková	Member
Ing. Janka Szabová	Member
PHDr. Mesíková Ivona, PhD.	Secretary

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ANNEX 3

INSTRUMENT OF ESTABLISHMENT OF KVP-OCO

SLOVENSKÁ NÁRODNÁ AKREDITAČNÁ SLUŽBA**ZRIAĎOVACIA LISTINA**

Dňom 01.06.2013 zriad'ujem

**KOMISIU SNAS NA VYMENOVANIE POSUDZOVATEĽOV
NA ODBORE CERTIFIKAČNÝCH ORGÁNOV A OVEROVATEĽOV**ako poradný orgán riaditeľa SNAS na posudzovanie návrhov na vymenovanie vedúcich
posudzovateľov a posudzovateľov SNAS.Vymenovanie vedúcich posudzovateľov a posudzovateľov SNAS môže byť vykonané len na
základe kladného odporúčania Komisie SNAS na vymenovanie posudzovateľov (KVP).

Zoznam členov Komisie (KVP) schvaľuje riaditeľ SNAS.

Poslanie a pôsobnosť Komisie (KVP) určuje jej štatút.

Pôsobiskom Komisie (KVP) je sídlo SNAS v Bratislave.

V Bratislave 01.06.2013

Mgr. Martin Senčák
riaditeľ

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ANNEX 4**LIST OF KVP-OCO MEMBERS**

Ing. Gizela Pelechová	Chair
Ing. Renáta Kuřková	Deputy Chair
Ing. Pavol Kothaj	Member
Ing. Jana Vašková	Member
Ing. Alena Trabalková	Member
PHDr. Mesíková Ivona, PhD.	Secretary

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