⊞ **SNAS** SLOVENSKÁ NÁRODNÁ AKREDITAČNÁ SLUŽBA

METHODICAL GUIDELINE FOR ACCREDITATION

REQUIREMENTS FOR SNAS ASSESSORS AND EXPERTS

MSA–05

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BRATISLAVA

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1   INTRODUCTION

Accreditation reduces risk in business activities and provides confidence to the final customers by ensuring that the accredited conformity assessment bodies (CABs) meet international requirements and are competent to perform activities that the accreditation covers. Their competence confirmed by accreditation by a signatory to mutual recognition agreements (EA MLA/BLA, ILAC MRA, IAF MLA) means that the accredited CAB is in conformity with international standards and mandatory application documents of organizations associating the accreditation bodies in the European region and/or of the global accreditation system.

The conformity assessment bodies are calibration, testing and medical laboratories, inspection authorities, proficiency test organizers, certification authorities for certification of products, management systems and persons, environmental verifiers and green-house gas emissions verifiers.

The assessors and experts play a decisive role in this area. The effectiveness and trustworthiness of an accreditation body depends on proficiency, professionalism and independence of its assessors and experts and on an effective system for their qualifications improvement, monitoring their performance and proficiency and on their evaluation.

MSA applies binding international documents. The following terms are used in the guideline:
- „shall" indicates a requirement,
- „should" indicates a recommendation
- „can/may" indicates a permission, possibility or capability

2   ABBREVIATION USED

ApN	Accreditation for the notification or authorization purposes
CAB	Conformity Assessment Body
E	Expert
EA	European Co-operation on Accreditation
EN	European standard
G	Case officer
IA	Internal auditor
IAF	International Accreditation Forum
ILAC	International Laboratory Accreditation Co-operation
KVP	Commission appointing assessors and experts
MLA/MRA	Multilateral Recognition Arrangement/ Mutual Recognition Arrangement
MSA	Methodical guideline for accreditation
NBÚ	National Security Authority
P	Assessor
PS	Assessor team
OG	Technical guarantee
MS	Management system
SP	Experienced assessor
SVP	Experienced lead assessor
TV	Technical committee
VO	Head of Department

VP	Lead assessor
WG	Working group

3   RELATED DOCUMENTS

ISO/IEC 17011	Conformity assessment. Requirements for accreditation bodies accrediting conformity assessment bodies
ISO 19011	Guidelines for auditing management systems
ILAC-G11	Guidelines on Qualifications and Competence of Assessors and Technical Experts
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
MSA-04	Procedure for the Accreditation
MSA-06	Responsibilities of SNAS and Conformity Assessment Bodies

4   TERMINOLOGY

Assistant to VP/P	Person, appointed by an accreditation body to independently perform an assessment under professional supervision of an experienced VP/P
Expert	Person, appointed by an accreditation body to provide specific knowledge or expertise in the assessed scope of accreditation.
	Note 1: Expert works under the supervision of VP/P and provides her/him expert opinions concerning the assessed specialized activity, either prior to, during (See Note 2) or after assessment (before a decision is made in the matter of granting or continuation of the accreditation).
	Note 2: Within the PS, an expert cannot act independently as an assessor (such as formulating the identified non-conformities).
Case officer	Worker of the accreditation body who is responsible for administrative management of the case and for ensuring the correct course of the accreditation (communicating with VP and PS members, with officials from the entity and so forth). S/he provides essential information related

	to the scope of accreditation to external cooperators, accredited CAB and accreditation applicants.
Technical guarantee	Person assigned by an accreditation body who is responsible for the specific scope of accreditation.
Conformity assessment body	Body providing conformity assessment services that may be the subject of accreditation. In the text the terms refers also to accreditation applicants and on accredited entities.
Assessor	Person assigned by an accreditation body to perform, alone or as part of an assessment team, an assessment of a conformity assessment body.
	Note 3: **Experienced assessor** *is an assessor who has already performed minimum 8 assessments with a positive evaluation.*
Assessment team	A team of qualified professionally competent workers whose role is to assess the competence of the conformity assessment body in the defined scope of accreditation and conformity with the requirements for the defined accreditation scope.
	Assessment team generally consists of the lead assessor and/or assessor and/or expert.
	If necessary, other persons (such as interpreter, EA evaluator, internal auditor, observer and similar) who are not PS members and who are not subjected to criteria holding for the PS members, can also participate in the assessment besides the PS.
Observer	Person designated to observe the accreditation service's performance. This person is not allowed under any circumstances to intervene in the assessment including in the work of the PS.
Lead assessor	Assessor appointed by the accreditation body who has the knowledge and qualifications for assuming overall responsibility for the assigned assessment activity.
	Note 4: Lead assessor works as leader of a team that consists of assessors and/or experts.
	Note 5: Lead assessor assesses the requirements for the management system of conformity assessment bodies. If the lead assessor simultaneously has ben assigned the assessor or expert status by SNAS (See 7.3), s/he can work within the same assessment case simultaneously as an assessor/expert, if it is suitable and applicable.
	Note 6: **Experienced lead assessor** *is a lead assessor who has conducted minimum 8 assessments with a positive evaluation.*

5   POLICY

The policy of SNAS is to conduct assessment to find out whether the relevant requirements are being met within the scope of accreditation and proficiency of all accredited conformity
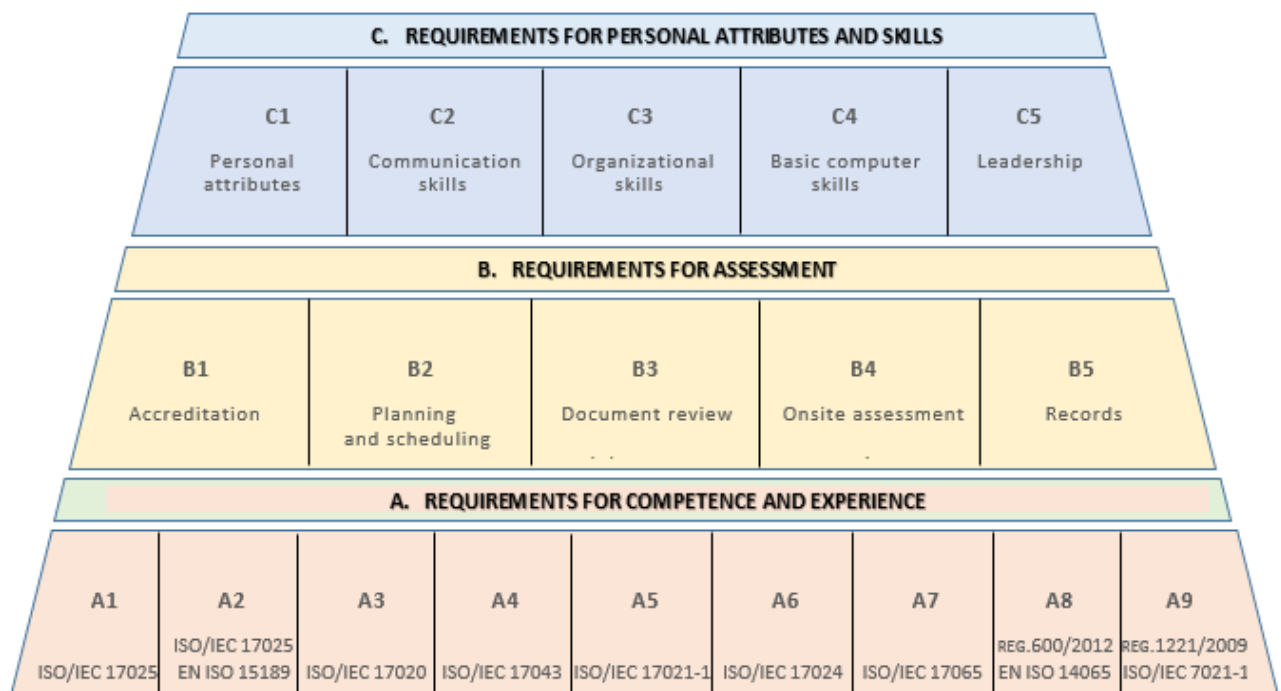
assessment bodies or accreditation applicants by professionally competent, qualified, periodically trained, monitored and evaluated lead assessors, assessors and experts to make sure all accreditation/attestation and authorization/notification requirements, set out in the relevant normative documents and mandatory application documents of international organization associating accreditation bodies, are met.

6 REQUIREMENTS FOR ASSESSORS/EXPERTS

6.1   Principles

1. SNAS ensures adequate performance of assessment of VP/P/E through periodical and/or ongoing monitoring of their performance and of their competence to make assessments in their relevant scopes of accreditation.

2. Each VP/P/E in the SNAS database has an objectively certified specialized proficiency for the respective scope of accreditation for which s/he is competent to assess (See 6.2, 7.3).

3. New VP/P are engaged in PS on the basis of their experience in assessment; gradually starting with the simplest types of assessment, up to the more complex ones, if applicable.

4. VP/P dedicate special attention to activities conducted by new experts during their initial assessments.

6.2   The requirements for VP/P/E for the purposes of conducting assessment within the scope of accreditation or attestation are split up in several levels in line with the following chart:

C. REQUIREMENTS FOR PERSONAL ATTRIBUTES AND SKILLS				
C1	**C2**	**C3**	**C4**	**C5**
Personal attributes	Communication skills	Organizational skills	Basic computer skills	Leadership

B. REQUIREMENTS FOR ASSESSMENT				
B1	**B2**	**B3**	**B4**	**B5**
Accreditation	Planning and scheduling	Document review	Onsite assessment	Records

A. REQUIREMENTS FOR COMPETENCE AND EXPERIENCE								
A1	**A2**	**A3**	**A4**	**A5**	**A6**	**A7**	**A8**	**A9**
ISO/IEC 17025	ISO/IEC 17025 EN ISO 15189	ISO/IEC 17020	ISO/IEC 17043	ISO/IEC 17021-1	ISO/IEC 17024	ISO/IEC 17065	REG.600/2012 EN ISO 14065	REG.1221/2009 ISO/IEC 7021-1

Requirements for category A are summarized in Annex 1, for category B in Annex 2 (according to IAF MD 20) and in Annex 5 (according to ISO/IEC 17011) and for category C in Annex 3.

Other informative competences and associated knowledge and skills, if needed, are accessible in document IAF MD 20, Annex 2.

The assessment of the competence of the new lead assessors / assessors shall be carried out in accordance with Annex 5. This shall be applied as appropriate to other staff involved in the accreditation process. In the case of lead assessors / assessors of the department of certification bodies and verifiers, Annex 2 is also mandatory. Further competence assessment is carried out in the framework of regular monitoring, j. at least once every three years.

7 NEW ASSESSORS AND EXPERTS

7.1 RECRUITMENT OF NEW P/E

SNAS periodically revises the supply of experts in its database to make sure there are enough competent experts to assess respective scopes of accreditation and adds new experts to the database on an ongoing basis.

SNAS contacts new experts on the basis of:
  ➢ reliable references from experienced experts in the SNAS database,
  ➢ recommendations from respective technical guarantees and trainers/lecturers from various trainings and seminars,
  ➢ recommendations from various professional associations, communities, research institutes and higher education institutions,
  ➢ favorable recommendations from SNAS workers who were conducting assessments in conformity assessment bodies,
  ➢ submitted applications for cooperation with SNAS,
  ➢ recommendations from regulators,
  ➢ expert provision for specific areas of accreditation to other accreditation bodies, signatories to MLA/MRA agreements.

7.2 CANDIDATE FOR VP/P/E

7.2.1 New applicants are assigned an account with the Accreditation Information System (AIS) that was established for them by the administrator of the SNAS assessor and expert database. The new applicant is obliged to fill out all required relevant data (essential, contact and personal data; enter an updated professional CV, materials proving her/his expertise, fill out the relevant code list of expert areas in dependence on her/his qualifications, knowledge and work experience).

7.2.2 **A candidate for an lead assessor** shall have her/his Personal card (See 7.2.1) filled out in the AIS and meet the requirements under category A for a VP (See Annex 1). If the VP candidate has received a preliminary approval for the concerned scope of accreditation, s/he is invited to the initial training for VP organized by SNAS.

7.2.3 **A candidate for an assessor** shall have her/his Personal card (See 7.2.1) filled out in ASI and meet the requirements for category A prescribed for P (See Annex 1).
The materials supplied by the P candidate are reviewed by OG for the respective scope of accreditation and by the head of the relevant SNAS department or a preliminary interview is conducted with the applicant.
If the P candidate has received a preliminary approval for the concerned scope of accreditation, s/he is invited to the initial training for P organized by SNAS.

7.2.4 **A candidate for an expert** shall have her/his Personal card (See 7.2.1) filled out in AIS and meet the requirements for category A prescribed for E (See Annex 1).
The materials supplied by the potential expert are reviewed by OG for the respective scope of accreditation and by the head of the relevant SNAS department or a preliminary interview is conducted with the applicant.
If the candidate for E has received a preliminary approval for the concerned scope of accreditation, s/he is invited to the trainings for SNAS experts or other related SNAS trainings.

7.3 DEMONSTRATION OF TECHNICAL COMPETENCE OF P/E

Technical competence of assessors and experts is demonstrated in line with the internal SNAS regulations that are in conformity with the normative regulations and mandatory application documents of organizations associating the accreditation bodies, EA, ILAC and IAF.

SNAS has a sufficient number of competent VP/P/E in its database to manage the type, extent and volume of the tasks performed, while the effective and objectively demonstrated competence can be proved and used at any time for the purposes of assessment in the concerned scope of accreditation.

7.3.1 Confirmation of technical competence of P/E is conducted by relevant SNAS technical committees (TV) or working groups (WG) working under respective TVs. TV and WG consist of sufficient number of experts in all areas in which SNAS performs accreditation/attestation and which also serve as advisory bodies to the SNAS director.

7.3.2 Confirmation of technical competence of P/E is done in one of the following ways or an adequate combination of thereof, to make sure they provide the required level of trust in the competence of the P/E in the concerned area and extent of the assessed activity (ILAC-G11):

No.	Demonstration of technical competence in a specific area of accreditation	Demonstration of competence		
		TC/ WG	O[*]	K[**]
1.	**Documentation** (professional references, certificates, licenses, certifications, ...)	✓	✓	✓
2.	**Testing** (oral/written)	✓	✓	✓
3.	**Interview**	✓	✓	✓
4.	**Observation on site** (planned, casual)	-	✓	✓
5.	**Demonstration of capabilities** – model situations	-	✓	✓
6.	**Attestation** (a written statement, opinion) [Note: the level of trust depends on independence and trustworthiness of the provider]	✓	✓	✓
7.	**Verification** (an independent check of other objective evidence obtained through other support methods of competence evaluation such as evidence of presentations, publications and more in the concerned accreditation area)	✓	✓	-

7.3.3 Clear demonstration of technical competence of P/E on the basis of publications, professional sponsorship in educational institutions, events, activities in specialized commissions and similar, in the concerned area of accreditation, can be accepted and confirmed also by KVP (composed of persons who are a technical guarantee), only in way No. 1 (See the above table), namely through checking the relevance and sufficiency of the provided supporting documents/data that objectively demonstrate technical competence in the concerned area.

7.3.4 SNAS signed international agreements with other accreditation bodies on cooperation and mutual provision of experts for specific areas of accreditation. If SNAS needs a foreign expert, it only approaches signatories to MLA/MRA. Confirmation of technical competence of the concerned expert can be provided in this instance directly by the concerned accreditation body, a signatory to MLA/MRA.

7.4 INSERTION OF VP/P/E IN THE SNAS DATABASE

A candidate for VP/P/E to be included in the SNAS database shall meet the following requirements that are checked by KVP prior to her/his inclusion.

7.4.1 A candidate for VP shall:

   a) have her/his Personal card filled out in the AIS,
   b) submit and updated professional CV,
   c) have successfully completed an initial training for lead assessors,
   d) have completed within her/his practical training:

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[*] Expert/s in the specific area of the assessed activity, unless they are members of the relevant TC/WG

[**] An acknowledged external commission/organization/committee authorized to certify competencies in the specific area

- minimum 5 assessments as an P with favorable evaluations during maximum three years immediately before being appointed a VP,
- 1 assessment as an observer of performance of the role of a VP,
- 1 assessment as an assistant to VP with a favorable evaluation (independent performance of activities of a VP under specialized supervision by an experienced VP).

A candidate for VP, having fulfilled the requirements a) – d), can be, upon recommendation from KVP, be appointed to the position of a VP by the SNAS director, and included in the SNAS database.

7.4.2   A candidate for VP who is only authorized to assess system requirements shall

    a) have her/his Personal card filled out in the AIS,
    b) submit and updated professional CV with practice in accreditation minimum 2 years,
    c) have successfully completed an initial training for lead assessors,
    d) have completed within her/his practical training:

- minimum 3 assessments as an observer of performance of the role of a VP in amount minimum 120 hours,
- 2 assessments as an assistant to VP with a favorable evaluation (independent performance of activities of a VP under specialized supervision by an experienced VP).

A candidate for VP, having fulfilled the requirements a) – d), can be, upon recommendation from KVP, be appointed to the position of a VP by the SNAS director, and included in the SNAS database. After it he / she must be monitored for the first three separate assessments and next for the three years must be monitored in each calendar year.

7.4.3   A candidate for P shall:

    a) have her/his Personal card filled out in the AIS,
    b) submit and updated professional CV,
    c) have her/his technical competence objectively confirmed/demonstrated),
    d) have successfully completed an initial training for SNAS assessors in the concerned area of accreditation,
    e) have participated within her/his practical training in minimum:

- three assessment processes as an expert in the relevant assessment area,
- one assessment process as an observer in the concerned assessment area,
- one assessment process as an assistant to P in the relevant assessment area with a favorable evaluation (an independent performance of the role of P under professional supervision by an experienced P).

A candidate for P, having fulfilled the requirements a) - e), upon recommendation from KVP, can be appointed to the position of P by the SNAS director and included in the SNAS database.

7.4.4   A candidate for E shall:

- have her/his technical competence objectively demonstrated/confirmed,

- submit and updated professional CV.

A candidate for E, having fulfilled both requirements included in the SNAS database.

Before first assessment E has to completed SNAS training for experts or another type of related training.

8   SELECTION OF MEMBERS FOR ASSESSMENT TEAMS

8.1   LEAD ASSESSOR

- VP is proposed for PS to meet all requirements for VP for the relevant area of accreditation (See categories A and B).
- If a multidisciplinary entity is concerned, preferably a VP is proposed who holds an authorization for all concerned areas of accreditation.
- If the VP also has the status of P/E for the specific area of assessment, s/he can be proposed for the team, in needed, also/or as a P/E.
- If the technical competence of VP in the concerned technical area is not relevant, VP may be proposed for the team only in combination with a competent P/E.
- In the instance of demanding assessment (such as an entity with a higher number of workplaces, a large scope of assessed activities, transition of entities to new/revised accreditation/certification standards) several VPs may be proposed for the PS to ensure effective organization of labor, where one of them will always be assigned as the team leader.

8.2   ASSESSORS

- Ps are proposed to make sure the PS covers the entire area of the required or planned scope of activities of the assessed entity. If the proposed P do not possess the full scope of the required competencies, E are proposed to join the PS who can provide specific knowledge and expert opinions on the concerned assessment area.
- If the entity is a multidisciplinary one, the PS shall take the fact in account. The selection of the PS members shall cover entire scope of the accreditation.
- If P's effective technical competence in a specific area has been demonstrated/confirmed, s/he may be proposed to join the team at any time, including/or as E (in that instance the expert may act independently; see Chapter 4 of this MSA).

8.3   EXPERTS

- Es are proposed for the PS to make sure that the specific knowledge and/or expertise that they provide in their specific area of accreditation, the PS can give their opinions of the fulfilment of the specified requirements and of the competence of the concerned entity to conducts the concerned conformity assessment activities.

Proposal of PS, appointing PS and the process of assessment by PS members are included in MSA-04.

9 MAINTAINING/ENLARGING THE COMPETENCIES OF ASSESSORS/EXPERTS

Requirements for maintaining/enlarging the competencies of VP/P/E are included in Annex 4 in line with the following categorization:

D. REQUIREMENTS FOR COMPETENCY MAINTENCE/ENLARGING				
D1	**D2**	**D3**	**D4**	**D5**
Self-education (VP/P/E)	Training (SNAS)	Assessment experience (SNAS)	Monitoring (SNAS)	Evaluation (SNAS)

9.1 SELF-EDUCATION

9.1.1 Every VP/P/E included in the SNAS database maintains her/his technical competence through for example working in the concerned area, conducting research and development, training others, participating in trainings, seminars, conferences, working in professional associations, technical and standardization commissions at national and international levels.

9.1.2 If VP seeks to extend technical competence to additional scopes of accreditation, the VP shall go through training for the relevant accreditation scheme in the extended area, at least 2 assessments in the additional area as an observer and 1 assessment as an assistant to VP. Following the appointment, s/he shall conduct at least 1 assessment under supervision of an experienced VP.

9.1.3 If the case is extending technical competence of P/E where s/he already has demonstrated work experience and competence, P/E specifies this change in her/his Personal card in AIS and notifies SNAS (e.g. OG or the database administrator or the case officer). That information allows extending the competencies of VP/P/E, if the evidence or an objective demonstration of the extended competence has been accepted under the relevant SNAS's internal requirements (See 7.3).

9.2 SNAS TRAININGS

VP/P/E who are included in the SNAS database shall periodically (usually one a year) attend ongoing trainings organized by SNAS or other competent organizers for the concerned areas of accreditation (e.g. when SNAS activities are extended by new activities or new technical areas) to
   a) acquire the newest information about new sub-areas of accreditation, the accreditation process, changes within accreditation and assessment techniques, new regulations for accreditation, uniform interpretation of accreditation criteria,
   b) improve in all assessment techniques,
   c) be informed about the most frequent shortcomings within assessment,

d) mutually exchange experience in assessment,

e) maintain their competence to conduct assessment correctly and competently.

9.3   ASSESSMENT EXPERIENCE

9.3.1   **Principles**:

a) Assessors are proposed for assessment, is possible, the earliest possible following their training.

b) New VP/P are engaged, if possible, in PS in dependence on their assessment experience:
   - first in surveillance where they are supervised by experienced VP/P,
   - later on in re-accreditations if their surveillance-related evaluations were favorable,
   - subsequently in accreditation if the previous evaluations were favorable,
   - subsequently in entities with a large scope of assessed activities or with a higher number of workplaces.

c) Experienced VP/P with favorable evaluations and periodical participation in ongoing trainings organized by SNAS are assigned to perform surveillance of new P/E and monitor other professionally relevant VP on site of the assessment.

9.3.2   **Lead assessor** who has not assessed as VP for longer than

a) 2 years but regularly participated in ongoing trainings organized by SNAS for VP, before conducting the next assessment, shall:
   - participate in one assessment process as an assistant to VP in the relevant assessment area;

b) 5 years but regularly participated in ongoing trainings organized by SNAS for VP, before conducting the next assessment, shall:
   - participate in one assessment process as an observer in the relevant assessment area,
   - participate in one assessment process as an assistant to VP in the relevant assessment area;

c) 5 years and did no participate in ongoing training for VP organized by SNAS, before conducting the next assessment, shall:
   - be re-trained,
   - participate in one assessment process as an observer in the relevant assessment area,
   - participate in one assessment process as an assistant to VP in the relevant assessment area.

9.3.3   **Assessor** who has not conducted assessments as P for longer than

a) years but regularly participated in ongoing trainings organized by SNAS for P, before conducting the next assessment, shall:
   - participate in one assessment process as an assistant to P in the relevant assessment area;

b) 5 years but regularly participated in ongoing trainings organized by SNAS for P, before conducting the next assessment, shall:
   - participate in one assessment process as an observer in the relevant assessment area,
   - participate in one assessment process as an assistant to P in the relevant assessment area;

c) 5 years and did no participate in ongoing training for P organized by SNAS, before conducting the next assessment, shall:
- be re-trained,
- participate in one assessment process as an observer in the relevant assessment area,
- participate in one assessment process as an assistant to P in the relevant assessment area.

9.3.4 **Expert** who has not participated in assessment for longer than

    a) 5 years but regularly participated in relevant training organized by SNAS for E, before the next assessment, shall:
- have a consultation with the relevant VP before the assessment or attend preliminary meetings of PS preceding the assessment;

    b) 5 years and did not participate in ongoing training organized by SNAS for E, before the next assessment shall:
- be re-trained,
- have a consultation with the relevant VP before the assessment or attend the preliminary meetings of PS preceding the assessment.

9.4   MONITORING THE PS MEMBERS

9.4.1 The performance of lead assessors, assessors and experts are is subjected to periodical monitoring. Monitoring is done in conformity with international requirements set out for accreditation bodies.

9.4.2 The kinds of monitoring PS members include:
- monitoring of the performance without possibility to intervene in the course of onsite assessment or in the activity of the PS, planned or unplanned,
- reviewing the records from the onsite assessment,
- feedback from CAB through the "Questionnaire on satisfaction with the performance of the accreditation service", "Questionnaire on satisfaction in the scope of accreditation" or feedback from other stakeholders including complaints and other submissions,
- witnessing internal audit of the PS activity.

9.4.3 Performance of VP is regularly monitored during onsite assessment by an experienced lead assessor for the concerned scope of accreditation at least once in 3 years. Their performance is monitored also by the head of department/OG on the basis of the submitted outputs from the assessment. The records are stored within the Personal cards of VP in AIS.

9.4.4 The assessors are monitored by VP/P at every onsite assessment. The records are stored in Personal cards of P in AIS.

9.4.5 The experts are monitored by VP/P with focus on performance of their activities at every assessment. The records are stored in Personal cards of E in AIS.

9.4.6   SNAS considers also the opinions of the assessed CABs of competence of the PS members including their professional approach, ethical behavior and conduct, organization of the assessment, communication with VP and more, that were expressed in the "Questionnaire on satisfaction with the performance of the accreditation service" that the CABs fill out following the main assessments (accreditation or re-accreditation). SNAS makes use of this form of monitoring as one of several ways of monitoring the performance and competence of the PS members and doing so, it considers relevant objectiveness on the basis of the assessment results.

9.5   **EVALUATING THE PS MEMBERS**

9.5.1   In the event of negative results from monitoring of PS members, the competent OG SNAS analyzes the reasons of the negative evaluation, proposes corrective action and evaluated their effectiveness.

9.5.2   In the event of re-occurring negative results from the monitoring of PS members or when the corrective actions were ineffective, systemic action is proposed and dealt with at the SNAS management level.

9.5.3   The procedure of work management in the negative monitoring is reviewed by the SNAS quality manager and internal audits on an ongoing basis. It is evaluated once a year within the Review by SNAS management.

10   **SUSPENDING OR WITHDRAWING AN ASSESSOR/EXPERT**

10.1   Reasons for **suspension of activities** of VP/P/E are:
- own request by VP/P/E,
- failing to conduct the regular monitoring of VP for longer than 3 years,
- absence from SNAS trainings or failing to train in other ways,
- the corrective actions by SNAS adopted on the basis of negative outcomes of monitoring were ineffective,
- corrective action could not be carried out in VP/P/E.

When VP/P/E has been suspended for reasons caused by SNAS, it is the OG's responsibility to remedy the situation in the shortest possible time.

10.2   Reasons for **withdrawing VP/P/E** from the SNAS database are:
- own request,
- death,
- suspension of activities where the situation has not changed even after time,
- absence of correction in the performance of the accreditation activities even after repeated training,
- not renewed/confirmed technical competence in P/E that ceases after six years following the termination of the professional practice, under the SNAS internal regulations.

11   RECORDS

11.1   REGISTRATION

The decision to include VP/P/E satisfying the required criteria set out in this MSA into the SNAS database is made by KVP on the basis of the submitted documents. Their registration in the database is the responsibility of the database administrators.

11.2   RECORD KEEPING

The following (at least) records on VP/P/E are kept:

- a) essential data,
- b) professional CV,
- c) sworn statement,
- d) documents confirming the effective technical competence,
- e) copy of a VP and P certificate,
- f) overviews of monitoring outcomes,
- g) records of the completed trainings,
- h) registry of participation in assessments.

11.3   DATA UPDATING

The VP/P/E are obliged to periodically update their data in the database on an ongoing basis or at regular intervals upon a notice from SNAS.

12   ANNEXES

Annex 1: A – Requirements for competence and experience
Annex 2: B – Requirements for assessment
Annex 3: C – Requirements for personal attributes and skills
Annex 4: D – Requirements for competency maintenance/enlarging
Annex 5: Requirements for accreditation functions in accordance with ISO/IEC 17011

ANNEX 1

A. REQUIREMENTS FOR COMPETENCE AND EXPERIENCE

A1 Calibration (ISO/IEC 17025)

A2a Testing (ISO/IEC 17025)

A2b Medical examination (EN ISO 15189)

Requirements	Lead assessor	Assessor	Expert	Demonstrated through
Education	▪ University degree or secondary education	▪ University degree or secondary education	▪ University degree or secondary education	▪ Education certificate
Work experience [1)]	▪ University degree min. 5 years (secondary education min. 10 years) ▪ including 2 years in the area of management system and 2 years in the field of accreditation	▪ University degree min. 5 years (secondary education min. 10 years) in the required area under assessment or in area related and connected to the assessed area	▪ University degree min. 5 years (secondary education min. 10 years) the required area under assessment or in area related and connected to the assessed area	▪ Professional CV, ▪ Objective confirmation of technical competence in the concerned area
Knowledge				
Calibration	**ISO/IEC 17025** and relevant documents of SNAS, EA, ILAC	specialized standards and regulations related to calibration	specialized standards and regulations related to calibration	▪ Records from trainings ▪ Certificates ▪ Diplomas, attestations etc.
Testing	**ISO/IEC 17025** and relevant documents of SNAS, EA and ILAC	specialized standards and regulations related to testing	specialized standards and regulations related to testing	
Medical examination	**ISO 15189** and relevant documents of SNAS, EA and ILAC	examination procedures for clinical laboratories, standards related to testing	examination procedures for clinical laboratories, standards related to testing	

A3 Inspection (ISO/IEC 17020)

Requirements	Lead assessor	Assessor	Expert	Demonstrated through
Education	▪ University degree or secondary education	▪ University degree or secondary education	▪ University degree or secondary education	▪ Education certificate
Work experience [1]	▪ University degree min. 5 years (secondary education min. 10 years) including 2 years in the area of management system and 2 years in the field of accreditation	▪ University ed.; min. 5 years (Secondary ed. min. 10 years) in the required area under assessment or in an area related and connected to the assessed area	▪ University ed.; min. 5 years (Secondary ed.; min. 10 years) in the required area under assessment or in an area related and connected to the assessed area	▪ Professional CV, ▪ Objective confirmation of technical competence in the concerned area
Knowledge a skills				
Inspection	**ISO/IEC 17020** and relevant documents of SNAS, EA and ILAC	specialized standards and regulations related to inspection	specialized standards and regulations related to inspection	▪ Records from trainings ▪ Certificates ▪ Diplomas, attestations etc.

A4 Proficiency testing providers (ISO/IEC 17043)

Requirements	Lead assessor	Assessor	Expert	Demonstrated through
Education	▪ University degree or secondary education	▪ University degree or secondary education	▪ University degree or secondary education	▪ Education certificate
Work experience [1]	▪ University education; min. 5 years (secondary education min. 10 years) including 2 years in management system and 2 years in the field of accreditation, knowledge of statistical evaluation of the	▪ University ed.; min. 5 years (Sec. ed.; min. 10 years) in the required area under assessment or in an area related and connected to the assessed area, knowledge of relevant subjects, testing methods and	▪ University ed.; min. 5 years (Sec. ed.; min. 10 years) in the required area under assessment or in an area related and connected to the assessed area, knowledge of relevant subjects, testing methods and	▪ Professional CV, ▪ Objective confirmation of technical competence in the concerned area

Requirements	Lead assessor	Assessor	Expert	Demonstrated through
	performances proficiency testing	calibrations subjected to comparisons, knowledge of statistical evaluation of the performances proficiency testing	calibrations subjected to comparisons	
Knowledge and skills				
Providing PT	**ISO/IEC 17043** and relevant documents of EA and ILAC	specialized standards and regulations related to organizing PT	specialized standards and regulations related to organizing PT	▪ Records from trainings ▪ Certificates ▪ Diplomas, attestations etc.

A5 Certification of management systems (ISO/IEC 17021-1)

Requirements	Lead assessor	Assessor	Expert	Demonstrated through
Education	▪ University degree or secondary education	▪ University degree or secondary education	▪ University degree or secondary education	▪ Education certificate
Work experience [1]	▪ Min. 5 years (secondary education min. 10 years) ▪ including 2 years in the area of management systems and 2 years in the field of accreditation	▪ University ed.; min. 5 years (Sec. ed.; min. 10 years) in the required area under assessment or in an area related and connected to the assessed area, knowledge of relevant subjects, or active performance of activities in the area of the relevant management system in the form of auditing, consultations or introduction of thereof.	▪ University ed.; min. 5 years (Sec. ed.; min. 10 years) in the required area under assessment or in an area related and connected to the assessed area, knowledge of relevant subjects, or active performance of activities in the area of the relevant management system in the form of auditing, consultations or introduction of thereof..	▪ Professional CV, ▪ Objective confirmation of technical competence in the concerned area
Knowledge and skills				
Certification of management systems -	▪ ISO/IEC 17021-1 ▪ related policies of SNAS, MSA-xx, MSA-CS/xx	▪ ISO/IEC 17021-1 ▪ related policies of SNAS, MSA-xx, MSA-CS/xx	▪ relevant sections of ISO/IEC 17021-1	▪ Records from trainings ▪ Certificates ▪ Diplomas

Requirements	Lead assessor	Assessor	Expert	Demonstrated through
generic	▪ related documents of IAF and EA	▪ related documents of IAF and EA	▪ related policies of SNAS, assessment techniques, ethical communication principles, way of processing the output records	▪ Attestations etc.
QMS certification	▪ ISO/IEC 17021-3. ▪ ISO 9001	▪ ISO/IEC 17021-3. ▪ ISO 9001 ▪ sectoral (under MSA-CS/01) specific technical standards ▪ sectoral (under MSA-CS/01) regulatory and legislative requirements	▪ relevant sections of ISO/IEC 17021-3. ▪ ISO 9001 ▪ sectoral (under MSA-CS/01) specific technical standards ▪ sectoral (under MSA-CS/01) regulatory and legislative requirements	▪ Records from trainings ▪ Certificates ▪ Diplomas ▪ Attestations etc.
QMS – EoW certification	▪ ISO/IEC TS 17021-3. ▪ ISO 9001 ▪ Council Regulation (EU) No 333/2011 ▪ Commission Regulation (EU) No 1179/2012 ▪ Commission Regulation (EU) No 715/2013	▪ ISO/IEC TS 17021-3. ▪ ISO 9001 ▪ sectoral (under MSA-CS/01) specific technical standards ▪ sectoral (under MSA-CS/01) regulatory and legislative requirements ▪ Council Regulation (EU) No 333/2011 ▪ Commission Regulation (EU) No 1179/2012 ▪ Commission Regulation (EU) No 715/2013	▪ relevant sections of ISO/IEC TS 17021-3. ▪ ISO 9001 ▪ sectoral (under MSA-CS/01) specific technical standards ▪ sectoral (under MSA-CS/01) regulatory and legislative requirements ▪ Council Regulation (EU) No 333/2011 ▪ Commission Regulation (EU) No 1179/2012 ▪ Commission Regulation (EU) No 715/2013	▪ Records from trainings ▪ Certificates ▪ Diplomas ▪ Attestations etc.
Certification EMS	▪ ISO/IEC 17021-2 ▪ ISO 14001	▪ ISO/IEC 17021-2. ▪ ISO 14001 ▪ sectoral (under MSA-CS/01) specific environmental aspects and effects ▪ legislative requirements related to environment	▪ relevant sections of ISO/IEC 17021-2. ▪ ISO 14001 ▪ sectoral (under MSA-CS/01) specific environmental aspects and effects	▪ Records from trainings ▪ Certificates ▪ Diplomas ▪ Attestations etc.

Requirements	Lead assessor	Assessor	Expert	Demonstrated through
			▪ legislative requirements related to environment	
Certification OH&SMS	▪ ISO/IEC TS 17021-10 ▪ ISO 45001 ▪ IAF MD 22	▪ ISO/IEC TS 17021-10 ▪ ISO 45001 ▪ IAF MD 22 ▪ sectoral (under MSA-CS/01) specific OSH hazards and risks ▪ legislative requirements related to OSH	▪ relevant sections ISO/IEC TS 17021-10 ▪ ISO 45001 ▪ relevant sections of IAF MD 22 ▪ sectoral (under MSA-CS/01) specific OSH hazards and risks ▪ legislative requirements related to OSH	▪ Records from trainings ▪ Certificates ▪ Diplomas ▪ Attestations etc.
Certification ISMS	▪ ISO/IEC 27006 ▪ ISO/IEC 27001 * A more detailed specification of knowledge is in IAF MD 13	▪ ISO/IEC 27006 ▪ ISO/IEC 27001 * A more detailed specification of knowledge is in IAF MD 13	▪ relevant sections of ISO/IEC 27006 ▪ ISO/IEC 27001 * A more detailed specification of knowledge is in IAF MD 13	▪ Records from trainings ▪ Certificates ▪ Diplomas ▪ Attestations etc.
Certification FSMS	▪ ISO/TS 22003 ▪ ISO 22000 * A more detailed specification of knowledge is in IAF MD 16	▪ ISO/TS 22003 ▪ ISO 22000 ▪ legislative and other requirements for respective categories and subcategories * A more detailed specification of knowledge is in IAF MD 16	▪ HACCP principles ▪ legislative and other requirements for respective categories and subcategories * A more detailed specification of knowledge is in IAF MD 16	▪ Records from trainings ▪ Certificates ▪ Diplomas ▪ Attestations
Certification QMS-W	▪ ISO 9001, ISO 3834 ▪ EA 6/02	▪ ISO 9001, ISO 3834 ▪ EA 6/02	▪ ISO 9001, ISO 3834 ▪ EA 6/02	▪ Records from trainings ▪ Certificates ▪ Diplomas ▪ Attestations etc.
Certification QMS-MD	▪ ISO13485 ▪ IAF MD 9 * A more detailed specification of knowledge is in IAF MD 8	▪ ISO 13485 ▪ IAF MD 9 ▪ regulatory requirements for respective core technical areas	▪ ISO 13485 ▪ relevant sections of IAF MD 9 ▪ regulatory requirements for respective core technical areas	▪ Records from trainings ▪ Certificates ▪ Diplomas ▪ Attestations etc.

Requirements	Lead assessor	Assessor	Expert	Demonstrated through
		* A more detailed specification of knowledge is in IAF MD 8	* A more detailed specification of knowledge is in IAF MD 8	
Certification EnMS	▪ ISO 50003 ▪ ISO 50001	▪ ISO 50003 ▪ ISO 50001 ▪ sectoral (under MSA-CS/01) specific requirements ▪ legislative requirements in the area of energy	▪ relevant sections of ISO 50003 ▪ ISO 50001 ▪ sectoral (under MSA-CS/01) specific requirements ▪ legislative requirements in the area of energy	▪ Records from trainings ▪ Certificates ▪ Diplomas ▪ Attestations etc.
Certification ABMS	▪ ISO/IEC TS 17021-9 ▪ ISO 37001	▪ ISO/IEC TS 17021-9 ▪ ISO 37001 ▪ sectoral (under MSA-CS/01) specific requirements ▪ legislative requirements	▪ relevant sections of ISO/IEC TS 17021-9 ▪ ISO 37001 ▪ sectoral (under MSA-CS/01) specific requirements ▪ legislative requirements	▪ Records from trainings ▪ Certificates ▪ Diplomas ▪ Attestations etc.
Certification SFCS (PEFC)	▪ TD SFCS 1005 ▪ TD SFCS 1002 and TD SFCS 1003	▪ TD SFCS 1005 ▪ TD SFCS 1002 and TD SFCS 1003	▪ TD SFCS 1005 ▪ TD SFCS 1002 and TD SFCS 1003	▪ Records from trainings ▪ Certificates ▪ Diplomas ▪ Attestations etc.
Certification BCMS	▪ ISO/IEC TS 17021-6 ▪ ISO 22301	▪ ISO/IEC TS 17021-6 ▪ ISO 22301 ▪ sectoral (under MSA-CS/01) specific requirements ▪ legislative requirements	▪ relevant sections of ISO/IEC TS 17021-6 ▪ ISO 22301 ▪ sectoral (under MSA-CS/01) specific requirements ▪ legislative requirements	▪ Records from trainings ▪ Certificates ▪ Diplomas ▪ Attestations etc.
Certification ITSMS	▪ ISO/IEC 20000-6 ▪ ISO/IEC 20000-1	▪ ISO/IEC 20000-6 ▪ ISO/IEC 20000-1 ▪ specific requirements in IT ▪ legislative requirements in IT	▪ relevant sections of ISO/IEC 20000-6 ▪ ISO/IEC 20000-1 ▪ specific requirements in IT ▪ legislative requirements in IT	▪ Records from trainings ▪ Certificates ▪ Diplomas ▪ Attestations etc.

A6 Certification of persons (ISO/IEC 17024)

Requirements	Lead assessor	Assessor	Expert	Demonstrated through
Education	▪ University degree or secondary education	▪ University degree or secondary education	▪ University degree or secondary education	▪ Education certificate
Work experience [1]	▪ Min. 5 years (secondary education min. 10 years) ▪ including 2 years in the area of management systems and 2 years in the field of accreditation	▪ University ed.; min. 5 years (Sec. ed.; min. 10 years) in the required area under assessment or in an area related and connected to the assessed area	▪ University ed.; min. 5 years (Sec. ed.; min. 10 years) in the required area under assessment or in an area related and connected to the assessed area	▪ Professional CV, ▪ Objective confirmation of professional competency in the concerned area
Knowledge and skills				
Certification of persons - generally	**ISO/IEC 17024** and relevant documents of SNAS, EA and IAF	**ISO/IEC 17024** and relevant documents of SNAS, EA a IAF, specialized standards and regulations for respective areas of certification of persons	▪ relevant sections of ISO/IEC 17024 ▪ specialized standards and regulations for respective areas of certification of persons	▪ Records from trainings ▪ Certificates Diplomas, attestations etc.
Certification of persons – in the field of cyber security, information systems	▪ the relevant parts of the legislation and regulations	▪ experience in audit, management or operation of information security ▪ the relevant parts of the legislation and regulations	▪ experience in audit, management or operation of information security ▪ the relevant parts of the legislation and regulations ▪ the relevant certification schemes ▪ the relevant valid international certificates in the field of information security	▪ Records from trainings ▪ Certificates ▪ Confirmation ▪ Attestation ▪ Documented practice, etc.

A7 Certification of products (ISO/IEC 17065)

Requirements	Lead assessor	Assessor	Expert	Demonstrated through
Education	▪ University degree or secondary education	▪ University degree or secondary education	▪ University degree or secondary education	▪ Education certificate
Work experience [1]	▪ Min. 5 years (secondary education min. 10 years) ▪ including 2 years in the area of management systems and 2 years in the field of accreditation	▪ University education; min. 5 years (secondary educ.; min 10 years) in the required area that is under the concerned assessment or in area related and connected to the assessed area such as production, construction, testing, maintenance, repair, production quality management.	▪ University ed.; min. 5 years (Sec. ed.; min. 10 years) in the required area under assessment or in an area related and connected to the assessed area such as production, maintenance, testing, repair, production quality management.	▪ Professional CV, ▪ Objective confirmation of professional competence in the concerned area
Knowledge and skills				
Certification of products - general	▪ **ISO/IEC 17065, ISO/IEC 17067**, relevant documents of SNAS, EA, IAF, related policies of SNAS, MSA-xx, MSA-CP/xx	▪ ISO/IEC 17065, ISO/IEC 17067 and relevant documents of SNAS, EA a IAF, ▪ technical standards and regulations for the concerned area of certification of products ▪ national and EU legislation concerning certification of products ▪ sectoral specific certification schemes ▪ related policies of SNAS, MSA-xx, MSA-CP/xx	▪ relevant sections of ISO/IEC 17065, ISO/IEC 17067 ▪ technical standards and regulations for the concerned area of certification of products ▪ national and EU legislation concerning certification of products ▪ sectoral specific certification schemes ▪ related policies of SNAS, MSA-xx, MSA-CP/xx ▪	▪ Records from trainings ▪ Certificates ▪ Diplomas, attestations etc.

Requirements	Lead assessor	Assessor	Expert	Demonstrated through
Organic production certification	▪ Council Regulation (EC) No 2018/848 on organic production and labeling of organic products ▪ EA 3/12	▪ Council Regulation (EC) No 2018/848 on organic production and labeling of organic products ▪ EA 3/12 ▪ Other relevant regulatory and legislative requirements in force in Slovakia	▪ Council Regulation (EC) No 2018/848 on organic production and labeling of organic products ▪ Other relevant regulatory and legislative requirements in force in Slovakia	▪ Records from trainings ▪ Certificates ▪ Diplomas, attestations etc.
Certification of welding process	▪ EA-6/02	▪ EA-6/02 ▪ relevant part of ISO 3834 ▪ other relevant technical standards STN, EN, ISO	▪ EA-6/02 ▪ ISO 3834 ▪ other relevant technical standards STN, EN, ISO	▪ Records from trainings ▪ Certificates ▪ Diplomas, attestations etc
Chain of custody certification of forest products	▪ TD SFCS 1006 ▪ TD SFCS 1007	▪ TD SFCS 1004 ▪ TD SFCS 1006 ▪ TD SFCS 1007	▪ TD SFCS 1004 ▪ TD SFCS 1006 ▪ TD SFCS 1007	▪ Records from trainings ▪ Certificates ▪ Diplomas, attestations etc
Trusted services Certification	▪ Regulation (EU) 910/2014 (eIDAS), ▪ relevant part of Act No. 272/2016 Z. z. on trusted services as amended ▪ relevant part of ETSI 319 403-1	▪ eIDAS, ▪ relevant part of Act No. 272/2016 Z. z. on trusted services as amended ▪ relevant part of ETSI 319 403-1 ▪ Other related regulatory and legislative requirements NBÚ	▪ eIDAS, ▪ Act No. 272/2016 Z. z. on trusted services as amended ▪ ETSI 319 403-1 ▪ Other related regulatory and legislative requirements NBÚ	▪ Records from trainings ▪ Certificates ▪ Diplomas, attestations ▪ Evidence on working experience etc.
Certification of products / processes / services of cyber security	▪ Regulation EU 2019/881 of 17. April 2019 on ENISA and on information and communications technology cybersecurity certification and repealing Regulation (EU) No 526/2013 - Cybersecurity Act ▪ Methodical guidelines of ENISA	▪ Regulation EU 2019/881 of 17. April 2019 on ENISA and on information and communications technology cybersecurity certification and repealing Regulation (EU) No 526/2013 - Cybersecurity Act ▪ Methodical guidelines of ENISA and other regulatory	▪ Regulation EU 2019/881 of 17. April 2019 on ENISA and on information and communications technology cybersecurity certification and repealing Regulation (EU) No 526/2013 - Cybersecurity Act ▪ Methodical guidelines of ENISA and other regulatory	▪ Records from trainings ▪ Certificates ▪ Confirmation ▪ Attestation ▪ Documented practice, etc.

Requirements	Lead assessor	Assessor	Expert	Demonstrated through
		and legislative requirements of ENISA and NBÚ	and legislative requirements of ENISA and NBÚ	
Certification of Rolling Stock Maintenance Processes ECM	▪ Commission Implementing Regulation (EU) 2019/779 about ECM ▪ ERA 1172/002 V3.1 Sectorial scheme for accreditation and recognition of ECM certification bodies under Regulation (EU) 2019/779	▪ Commission Implementing Regulation (EU) 2019/779 about ECM ▪ ERA 1172/002 V3.1 Sectorial scheme for accreditation and recognition of ECM certification bodies under Regulation (EU) 2019/779 ▪ ERA 1172/003 V1.1 Certification scheme for ECM and outsourced maintenance functions under Regulation (EU) 2019/779	▪ Commission Implementing Regulation (EU) 2019/779 about ECM ▪ ERA 1172/002 V3.1 Sectorial scheme for accreditation and recognition of ECM certification bodies under Regulation (EU) 2019/779 ▪ ERA 1172/003 V1.1 Certification scheme for ECM and outsourced maintenance functions under Regulation (EU) 2019/779	▪ Records from trainings ▪ Certificates ▪ Confirmation ▪ Attestation ▪ Documented practice, etc.
Interoperability of the rail system	▪ Directive (EU) 2016/797 on the interoperability of the rail system within the European Union ▪ Technical document MNB – Assessment scheme 000MRA1044 ver.1.1	▪ Directive (EU) 2016/797 on the interoperability of the rail system within the European Union ▪ Technical document MNB – Assessment scheme 000MRA1044 ver.1.1 ▪ Act no. 513/2009 Coll. as amended ▪ Decree no. 350/2010 Z. z.as amended	▪ Directive (EU) 2016/797 on the interoperability of the rail system within the European Union ▪ Technical document MNB – Assessment scheme 000MRA1044 ver.1.1 ▪ Act no. 513/2009 Coll. as amended ▪ Decree no. 350/2010 Z. z .as amended	▪ Certificates ▪ Confirmation ▪ Attestation ▪ Documented practice, etc.

A8 Verification

(EN ISO/IEC 17029, EN ISO 14065, Commission Implementing Regulation (EU) 2018/2067 as amended by Commission Implementing Regulation (EU) 2020/2084)
~~(EU) 2020/2084)~~

Requirements	Lead assessor	Assessor	Expert	Demonstrated through
Education	▪ University degree or secondary education	▪ University degree or secondary education	▪ University degree or secondary education	▪ Education certificate
Work experience [1]	▪ Min. 5 years (secondary education min. 10 years) ▪ including 2 years in the area of management systems and 2 years in the field of accreditation	▪ University ed.; min. 5 years (Sec. ed.; min. 10 years) in the required area under assessment or in an area related and connected to the assessed area	▪ University ed.; min. 5 years (Sec. ed.; min. 10 years) in the required area under assessment or in an area related and connected to the assessed area	▪ Professional CV, ▪ Objective confirmation of technical competence in the concerned area
Knowledge and skills				
Verification	EN ISO/IEC 17029, EN ISO 14065, EN ISO 14064-3, EA-6/03, Commission Implementing Regulation (EU) 2018/2067 as amended by 2020/2084 (AVR), 2018/2066 as amended by 2020/2085(MRR), Directive 2003/87/EC, Commission Guidance and Template to AVR and MRR, national legislation and relevant documents of SNAS, EA, IAF * A more detailed specification of knowledge is in IAF MD 14	▪ EN ISO/IEC 17029, EN ISO 14065, EN ISO 14064-3, ▪ EA-6/03, Commission Implementing Regulation (EU) 2018/2067 as amended by 2020/2084 (AVR), 2018/2066 as amended by 2020/2085 (MRR), Directive 2003/87/EC, Commission Guidance and Template to AVR and MRR, national legislation and relevant documents of SNAS, EA, IAF ▪ knowledge and experience in the area of audit of data and information * A more detailed specification of knowledge is in IAF MD 14	▪ EN ISO/IEC 17029, EN ISO 14065, EN ISO 14064-3 ▪ EA-6/03, Commission Implementing Regulation (EU) 2018/2067 as amended by 2020/2084 (AVR), 2018/2066 as amended by 2020/2085 (MRR), Directive 2003/87/EC, Commission Guidance and Template to AVR and MRR, national legislation ▪ knowledge and experience in the area of audit of data and information ▪ sufficient understanding of verification activities * A more detailed specification of knowledge is in IAF MD 14	▪ Records from trainings ▪ Certificates ▪ Diplomas, attestations etc.

A9 Environmental verification (Regulation of EP and C (EC) No. 1221/2009, ISO/IEC 17021-1)

Requirements	Lead assessor	Assessor	Expert	Demonstrated through
Education	▪ University degree or secondary education	▪ University degree or secondary education	▪ University degree or secondary education	▪ Education certificate
Work experience [1]	▪ Min. 5 years (secondary education min. 10 years) including 2 years in the area of management systems and 2 years in the field of accreditation	▪ University ed.; min. 5 years (Sec. ed.; min. 10 years) in the required area under assessment or in an area related and connected to the assessed area	Expert ▪ University ed.; min. 5 years (Sec. ed.; min. 10 years) in the required area under assessment or in an area related and connected to the assessed area Expert – specialist in environmental legislation ▪ University ed.; min. 5 years (Sec. ed.; min. 10 years) in the area of development / utilization / control of national environmental legislation	▪ Professional CV, ▪ Objective confirmation of professional competency in the concerned area
Knowledge a skills				
Environmental verification	Regulation (EC) No 1221/2009, Commission Regulation (EU) 2017/1505, Commission Regulation (EU) 2018/2026, Commission Decision 2011/832/EU and related national legislation, ISO/IEC 17021-1, ISO 14001 and relevant documents of SNAS, EA and FALB	▪ Regulation (EC) No 1221/2009, Commission Regulation (EU) 2017/1505, Commission Regulation (EU) 2018/2026, Commission Decision 2011/832/EU and related national legislation ▪ ISO/IEC 17021-1 ▪ ISO 14001 ▪ sectoral (under MSA-CE/01) specific environmental aspects and effects, key indicators of environmental behavior	Expert ▪ relevant sections of Regulation (EC) No 1221/2009, Commission Regulation (EU) 2017/1505, Commission Regulation (EU) 2018/2026, Commission Decision 2011/832/EU and related national legislation ▪ relevant sections of ISO/IEC 17021-1 ▪ ISO 14001	▪ Records from trainings ▪ Certificates ▪ Diplomas, attestations etc.

Requirements	Lead assessor	Assessor	Expert	Demonstrated through
		▪ legal, regulatory and administrative requirements ▪ sectoral reference documents (SRD)	▪ sectoral (under MSA-CE/01) specific environmental aspects and effects, key indicators of environmental behavior ▪ sector specific legal, regulatory and administrative requirements ▪ sectoral reference documents (SRD) Expert – specialist in environmental legislation • comprehensive legal, regulatory and administrative requirements for the environment	

1) In cases worthy of special consideration, the Director of SNAS may decide to change the work experience requirement on the basis of the recommendation of the KVP / TV. The KVP / TV recommendation must be justified and recorded.

A* Accreditation for the notification or authorization purposes (ApN)

ApN is always associated with a scope of accreditation (See above, scopes A1 – A9). The following table is a summary of only the generic requirements for expertise related to notification or authorization in the relevant scope of accreditation:

Requirements	Lead assessor	Assessor	Expert (set out by regulator for assessment of notification/authorization requirements)	Demonstrated through/Additional Requirements
Education	-	-	▪ University min. Degree 1	▪ Education certificate
Work experience			▪ Legislative-technical:	▪ Records from trainings

Requirements	Lead assessor	Assessor	Expert (set out by regulator for assessment of notification/authorization requirements)	Demonstrated through/Additional Requirements
	-	-	2 years in the area of conformity assessment for the concerned area or one that is related to the assessed area ▪ <u>Legislative:</u> min. 1 year in the area of conformity assessment	▪ Certificates ▪ Diplomas, attestations etc.
Knowledge and skills				
Regulated area	-	-	EU legislation (directives, decisions, recommendations), Slovak regulations that transpose EU legislation, recommendation documents, act No. 56/2018 Coll.	▪ Records from trainings ▪ Certificates ▪ Diplomas, attestations etc. ▪ Passing of a written test for relevant legislation of the legislative and technical or legislative part (covered by national regulator) ▪ Participating in min. 3 assessments as observer and in conformity assessment (covered by national regulator) ▪ Elementary/ongoing or other related trainings organized by SNAS for E

ANNEX 2

B. REQUIREMENTS FOR ASSESSMENT

B1 Accreditation

Knowledge, skills and competencies associated with accreditation	Lead assessor	Assessor	Expert
Different types of onsite assessments	X	X	
Different types of organizational structures for CABs	X		
Legal entity structures and the types of documents that confirm the legal status of CABs	X		
Different management structures	X		
Accreditation standards, guidance and mandatory documents/ requirements of accreditation	X	X	
Specific management systems		X	
Technical terms associated with scope assessor is assessing		X	X
Common understanding of accreditation terms	X	X	

B2 Planning and scheduling

Knowledge, skills and competencies associated with planning and scheduling an assessment	Lead assessor	Assessor	Expert
Assessment team composition	X		
Resources required during an assessment	X		
Prioritizing by risk areas	X		
Creating sampling plans	X		
Preparing assessment plans	X		
Input into the selection of PS	X		
Assigning roles and responsibilities for PS	X		

B3 Document Review

Knowledge, skills and competencies associated with documentation review	Lead assessor	Assessor	Expert
Reviewing applications for accreditation and identifying appropriate documentation of legal status	X		
Determining the documents that will be needed for the assessment	X	X	
Checking the documents for completeness	X	X	X
Determining if the documents meet the requirements	X	X	X
Establishing investigative lines for onsite assessment	X	X	
Communicating to the CAB the results of the document review	X	X	
Confirming the CABs readiness for an onsite assessment	X		
Determining if sufficient evidence exists to document conformity	X	X	

B4 Onsite assessment

Knowledge, skills and competencies associated with assessment (including onsite assessment)	Lead assessor	Assessor	Expert
Achieving consensus of the PS on findings	X	X	
Modifying assessment plans based on circumstances	X		
Analyzing assessment findings (including identification and reviewing findings)	X	X	
Assessing MS and management	X	X	
Assessing technical requirements		X	X
Assessing the CAB against accreditation requirements	X	X	
Communicating preliminary findings to the CAB	X	X	
Competence in coaching the trainee assessor	X	X	
Conducting closing meetings	X	X[1]	
Conducting interviews	X	X	X

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[1] In specific case

Conducting opening meetings	X		
Conducting pre-assessment meetings	X	X[1]	
Conducting witness assessment	X	X	
Confirming assessment plans	X	X	
Confirming completion of the assessment plan	X	X	
Confirming the methods of reporting	X	X	
Confirming the objectives of the assessment were met	X	X	
Confirming the scope of accreditation	X	X[1]	
Gather records to document objective evidence	X	X	X
Creating working materials, notes and completing checklists	X	X	
Describing the final assessment conclusions	X	X[1]	
Determining if requirements have been met	X	X	
Establishing the official channels of communication	X	X	
Explaining that assessment is a sampling process (not everything was reviewed)	X	X	
Explaining the next steps (appeal procedures, post-assessment processes, final decision schedule/timeline, potential follow-up assessments, etc.)	X	X	
Extending sampling in case of non-conformity	X	X	
Grading findings (if required)	X	X	
Confirming confidentiality.	X	X	X
How to determine if an assessment should be aborted	X	X	
How to thank the participants	X	X	X
Identifying criteria that will be used for the assessment	X	X	
Identifying technical areas an when additional expertise is needed	X	X	
Judging the effectiveness of corrective actions (when required)	X	X	X[1]
Managing and solving conflicts in the PS	X		
Observing CAB processes	X	X	
Obtaining written acknowledgement of the non-conformities	X	X	
Prepare reports	X	X	
Presenting an explanation of the assessment methodology	X	X[1]	
Presenting and reviewing findings (conformities, non-conformities)	X	X	X[1]

	Lead assessor	Assessor	Expert
Presenting the PS/CAB personnel	X	X	
Reviewing and finalizing the non-conformities	X	X	
Reviewing roles and responsibilities of the PS for the closing meeting	X	X[1]	
Reviewing the CAB files and records	X	X	X
Sampling CAB processes and records (files and accreditation criteria)	X	X	
Techniques for providing positive feedback	X	X	
When to ask for escorts (safety issues, etc.)	X	X[1]	
Formulating the findings	X	X	

B5 Records

Knowledge, skills and competencies associated with reporting	Lead assessor	Assessor	Expert
Evaluating PS members	X	X	
Demonstrating knowledge of evaluation of PS members	X	X	
Producing a clear and concise report that reflects the assessment and the findings	X	X	
Drafting a report on the performance and conformance of the CAB with the accreditation criteria	X	X	
Reporting conclusions and recommendations of the assessment that reflect the overall assessment and report content	X	X[1]	

ANNEX 3 (INFORMATIVE)

C. REQUIREMENTS FOR PERSONAL ATTRIBUTES AND SKILLS

C1 Personal attributes

General personal attributes and skills	Lead assessor	Assessor	Expert
Ethical behavior, assertiveness	X	X	X
Managing stressful situations and conflicts	X	X	X
Professional integrity	X	X	X
Analytical thinking and reasonability	X	X	
Ability to assess a situation realistically	X	X	
Be flexible, adaptable and consistent	X	X	
Stay impartial and objective	X	X	X
Ability to maintain self-discipline	X	X	
Ability to resist pressure from others	X	X	
Be tolerant of the others' opinions	X	**X**	
Ability to concentrate on tasks assigned within the assessment	X	X	X
Ability to maintain confidentiality of the obtained information	X	X	X
Refrain from dealing with private issues during the assessment	X	X	X

C2 Communication skills

Communication skills	Lead assessor	Assessor	Expert
Communicate (orally and in writing) clearly, precisely and concisely	X	X	X
Ability to correctly formulate and categorize non-conformities, evaluate adequacy of corrective actions resulting from the assessment	X	X	
Ability to ask questions and gather information	X	X	X

	Lead assessor	Assessor	Expert
Ability to listen and select the receive information	X	X	X
Formulating concise conclusions from the assessment based on facts and evidence	X	X	
Refrain from negative comments about CAB or the accreditation body	X	X	X
Ability to formulate negative conclusions from the assessment in an acceptable way	X	X	

C3 Organizational skills

Organizational skills	Lead assessor	Assessor	Expert
Know how to split tasks and propose responsibilities for PS members	X		
Ability to organize and manage the team work effectively	X		
Ability to manage the assessment process effectively to meet the objectives of the assessment	X		
Ability to achieve agreement of opinions in team members over the assessment conclusions	X		
Ability to focus on the customer, view the process from CAB's perspective	X	X	

C4 Basic computer skills

Basic computing skills	Lead assessor	Assessor	Expert
Writing records/reports – Microsoft Word	X	X	
Updating the data in AIS	X	X	X
Using the Internet	X		

C5 Leadership

Leadership	Lead assessor	Assessor	Expert
Ability to give advice to other team members, if needed	X		
Ability to lead the team members during the assessment process	X		
Ability to resolve a conflict of opinions within PS	X		

Ability to work with other people and in a team	**X**		
Be fully responsible for the course of the assessment	**X**		
Adhere to the schedule and timeframe of the assessment	**X**		
Ability to make decisions when unexpected changes occur during the assessment	**X**		
Ability to achieve an agreement of opinions in the team members over the conclusions from the assessment	**X**		

ANNEX 4

D. REQUIREMENTS FOR COMPETENCY MAINTENANCE/ENLARGING

D1 Self-education (LA/A/E)

Self-education	Lead assessor	Assessor	Expert
Participation in specialized trainings, seminars, courses	X	X	X
Increasing qualifications	X	X	X
Improving knowledge in the work experience area	X	X	X
Extending one's work experience in new areas	X	X	X
Active participation in professional associations, commissions, committees	X	X	X
Participation in professional projects	X	X	X
Publications	X	X	X
Teaching/training activities	X	X	X

D2 Training (SNAS)

Required trainings	Lead assessor	Assessor	Expert
Elementary SNAS training for VP (passing the final written tests)	X		
Elementary SNAS training for P (passing the final written tests)		X	
Elementary/Initial SNAS training for E			X
Ongoing training by SNAS for VP (regular attendance)	X		
Ongoing training by SNAS for P (regular attendance)		X	
Ongoing training by SNAS for E (regular attendance)			X
Training in new standards, regulations and PAD, requirements in the area/scope of accreditation	X	X	X
Individual training	X	X	X

D3 Assessment experience (SNAS)

Experience in assessing	Lead assessor	Assessor	Expert
Candidate for VP/P – Observing assessment	X	X	
Candidate for VP – Assisting a VP (independent assessment under supervision from SVP)	X		
Candidate for P – Assisting an P (independent assessment under supervision from EA)		X	
New E – Working under supervision from EA or VP			X
Promotion to position of VP – favorable evaluations and completing the prescribed experience in position of A		X	
Promotion to position of P – favorable evaluations and completing the prescribed experience in position of E			X
Promotion to position of SVP - favorable evaluations and completing the prescribed experience in assessment activities	X		
Promotion to position of EA - favorable evaluations and completing the prescribed experience in assessment activities		X	

D4 Monitoring (SNAS)

Monitoring requirements	Monitor	Monitored person		
		LA	A	E
Planned performance and competence monitoring every 3 years if the results are satisfactory	ELA	X		
Performance monitoring for every assessment	LA/EA		X	X
Monitoring assistants to P	EA		X	
Monitoring assistants to VP	ELA	X		
Ad hoc monitoring following negative findings from the previous	SNAS	X	X	X
Monitoring CAB	CAB	X	X	X
Ad hoc monitoring following a negative feedback from CAB about activities of VP/P/E (if objective)	SNAS	X	X	X

Monitoring the standard of records and reports on site	**SNAS**	**X**	**X**	
Witnessing internal audit of assessment performance on site	**IA**	**X**	**X**	**X**

D5 Evaluation (SNAS)

Evaluation requirements	Lead assessor	Assessor	Expert	SNAS
Evaluating results from monitoring on the assessment site				X
Evaluating records from assessment	X	X		
Evaluating records, reports from assessment prior to decision-making				X
Complying to the time and substance schedule of the accreditation service				X
Feedback from CAB				X
Feedback from other stakeholders, if applicable				X
Carrying out corrective actions				X
Evaluating the effectiveness of the adopted corrective actions				X

ANNEX 5

Requirements for accreditation functions in accordance with ISO/IEC 17011.

Knowledge and skills	Accreditation activities				
	Application review including selection of team members	**Document review**	**Assessment**	**Reviewing assessment reports and making accreditation decisions**	**Management of accreditation schemes**
Knowledge of accreditation body's rules and processes	X	X	X	X	X
Knowledge of assessment principles, practices and techniques		X	X	X	
Knowledge of general management system principles and tools		X	X	X	
Communication skills appropriate to all levels within the conformity assessment body			X		
Note-taking and report-writing skills		X	X		
Opening and closing meeting skills			X		
Interviewing skills			X		

Assessment-management skills			X		
Knowledge of accreditation and accreditation scheme requirements and relevant guidance and application documents	X	X	X	X	X
Knowledge of conformity assessment scheme requirements, other procedures and methods used by the conformity assessment body	X	X	X	X	X
Knowledge of risk-based assessment principles			X	X	X
Knowledge of the practices and processes of the conformity assessment body business environment			X		
Knowledge of general regulatory requirements related to the conformity assessment activities		X	X	X	X
Knowledge and skills	X Required				
	√ Met				

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