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| **METHODICAL GUIDELINE FOR ACCREDITATION** |
| **SCOPE AND SCOPE SPECIFICATION OF ACCREDITATION OF Certification BODIES**  **CERTIFYING PRODUCTS** |
| **MSA–CP/01** |
|  |
| Edition: 1  Updating: 5 |
|  |
| BRATISLAVA |
| December 2016 |

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| *Effective from:* | ***23.december 2016*** |
| *By coming into force of this MSA expired the validity of MSA –CP/01 from 25.2.2016* | |
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1 Introduction

1.1 Foreword

This methodical guideline defines the scope and the scope specification of accreditation of bodies certifying products according to ISO/EIC 17065: 2012 and it is obligatory for all employees of the accreditation body and applicants for accreditation.

1.2 References

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| --- | --- |
| ISO/IEC 17065: 2012  MSA-02  MSA-04 | Conformity assessment – Requirements for bodies certifying products, processes and services  SNAS logo and marks  Procedure for the accreditation |
| MSA-CP/03 | Witness assessment of bodies certifying products |
| MSA-CP/05 | Application of ETSI EN 319 403 v2.2.2 (2015-08) by assessment of CAB certifying products according to eIDAS |

1.3 Definitions

Definitions in this MSA are in compliance with the definitions laid down in the References.

1.4 Abbreviations

|  |  |
| --- | --- |
| CP  EA  EC  eIDAS  EU | Certification Body Certifying Products  European co-operation for Accreditation  European Community  Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC  European Union |
| GD | Guideline |
| IAF | International Accreditation Forum |
| IEC | International Electrotechnical Commission |
| ISO | International Organization for Standardization |
| MSA  NV | Methodical Guideline for Accreditation  Slovak Republic Government Regulation |
| SNAS  Z. z. | Slovak National Accreditation Service  Collection of Acts |

2 Scopes and Scope Specification of Accreditation

2.1 Scope of Accreditation

Scope of accreditation is a general definition of activities of an organization, accredited or seeking accreditation.

Scope of accreditation characterizes in words all fields, in which the certification body certifying products is active. The characteristics of the scope of accreditation will be laid down in the accreditation certificate too.

Under products in accordance with ISO / IEC 17065: 2012 belongs to products, processes or services.

For CAB certifying products according to sector-specific schemes, the requirements of ISO / IEC 17065: 2012 are complemented:

- For Good Agricultural Practice by GLOBALG.A.P. General Regulations

- For Organic Production by EA-3/12

- For Welding Processes by the EA-6/02

- For Chain of Custody of forest products by TD SFCS 1006

- For Provision of Trusted Services by Regulation eIDAS and accordingly ETSI EN 319 403 v2.2.2 (2015-08);

and where relevant, the requirements defined in the certification scheme for sector-specific products.

2.2 Scope Specification of Accreditation/Specification of Activities

The scope specification of accreditation is a detailed description of the activities for performance of which is an organization accredited.

The specification of activities is a range of activities accreditation of which an organization seeks and which, as for form, is identical with the scope specification of accreditation.

The scope of accreditation is laid down in the application for accreditation and it will be laid down in the annex to the accreditation certificate too.

In the scope specification of accreditation of CP is expressed by the following table (Table 1), which includes all activities of which may be accredited CP.

**Table 1**

| **Group of products** | Item | Product name | Certification schemes | Regulations, standards |
| --- | --- | --- | --- | --- |
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|  |  |  |  |  |
|  |  |  |  |  |

**Instructions of how to fill in the table**

Column “Group of products”: the serial numbers of the group of products and name of group of products, for which the CP performs certification, are given in ascending order. Group of products are created in terms of used legislation.

Column “Item/workplace”: the serial numbers of the individual names of products, for which the CP performs certification, are given in ascending order.

Column "Product name": lists the names of products, which the CP certifies.

Column "Certification schemes": lists all the certification schemes or systems for certification, under which certification in regulated and non-regulated sphere is carried out by CP.

For certification bodies certifying construction products under EPR Regulation No. 305/2011 or Act No. 133/2013 Coll., which are authorized/notified by MDVRR SR, accreditation items referring to certification systems 3 or III are not applicable in their scopes of accreditation. References to evaluation activities under these systems are set out in the scope of accreditation of testing laboratories, carrying them out, and which are parts of the same authorized/notified body.

Column "Regulations/standards": the relevant regulations and standards, according to which the CP performs activities, are given, for example:

- harmonized European Union legislation, e.g. Directive, Regulation and in parentheses,

followed by the implemented EU legislation into the legal system of the Slovak Republic, e.g. Act, Government Regulation

(for example: 97/23/EC (NV 576/2002 Z. z.));   
- other legislation of the Slovak Republic, e.g. Act, Government Regulation;   
- technical standards.

**Table 2**

| № | Name and address of workplaces | Identification of activities |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

**Instructions of how to fill in the table**

Table 2 is filled in only if activities are carried out at several workplaces.

Column „№“: the serial numbers of the individual workplaces of CP are given in ascending order.

Column „Name and address of workplaces“: lists the name and address of all workplaces of CP.

Column „Identification of activities“: lists the serial number of items from Table 1.

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