



SNAS

SLOVENSKÁ NÁRODNÁ AKREDITAČNÁ SLUŽBA

METHODICAL GUIDELINE FOR ACCREDITATION

SURVEILLANCE OF ENVIRONMENTAL VERIFIERS

MSA–E/04

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1 INTRODUCTION

This methodical guideline regulates the procedure for supervision of environmental verifiers (hereinafter, EV) according to ISO/IEC 17021-1: 2015 and Regulation (EC) No 1221/2009 of the European Parliament and of the Council (hereinafter, Regulation), amended by Commission Regulation (EU) 2017/1505 and Commission Regulation (EU) 2018/2026. This methodical guideline is obligatory for employees of the accreditation body, applicants for accreditation and environmental verifiers active in Slovak Republic. When assessing EV, SNAS applies a non-discriminatory approach. The price list for all services performed for EV is published on the SNAS website (www.snas.sk).

2 ABBREVIATION USED

Coll.	Collection of acts
EC	European Community
EMAS	Eco-Management and Audit Scheme
EU	European Union
EV, E	Environmental Verifier
IEC	International Electrotechnical Commission
ISO	International Organization for Standardization
MSA	Methodical Guideline for Accreditation
SNAS	Slovak National Accreditation Service
SR	Slovak Republic

3 RELATED DOCUMENTS

ISO/IEC 17021-1: 2015	Conformity assessment – Requirements for bodies providing audit and certification of management systems
Regulation (EC) No 1221/2009	of the European Parliament and of the Council, on the voluntary participation by organisations in a Community eco-management and audit scheme (EMAS), repealing Regulation (EC) No 761/2001 and Commission Decisions 2001/681/EC and 2006/193/EC
Commission Regulation (EU) 2017/1505	amending Annexes I, II and III to Regulation (EC) No 1221/2009 of the European Parliament and of the Council on the voluntary participation by organisations in a Community eco-management and audit scheme (EMAS)
Commission Regulation (EU) 2018/2026	amending Annex IV to Regulation (EC) No 1221/2009 of the European Parliament and of the Council on the voluntary participation by organisations in a Community eco-management and audit scheme (EMAS)
Commission Decision 2011/832/EU	concerning a guide on EU corporate registration, third country and global registration under Regulation (EC) No 1221/2009 of the European Parliament and of the Council on the voluntary participation by organisations in a Community eco-management and audit scheme (EMAS)

Commission Decision 2013/131/EU	establishing the user's guide setting out the steps needed to participate in EMAS, under Regulation (EC) No 1221/2009 of the European Parliament and of the Council on the voluntary participation by organisations in a Community eco-management and audit scheme (EMAS)
Commission Decision (EU) 2017/2285	amending the user's guide setting out the steps needed to participate in EMAS, under Regulation (EC) No 1221/2009 of the European Parliament and of the Council on the voluntary participation by organisations in a Community eco-management and audit scheme (EMAS)
Commission Decision (EU) 2016/1621	adopting a guidance document on notification to accreditation and licensing bodies by environmental verifiers active in a Member State other than that where the accreditation or licence was granted under Regulation (EC) No 1221/2009 of the European Parliament and of the Council
Act No. 351/2012 Coll.	on Environmental Verification and Registration of Organizations in the European Union Environmental Management and Audit Scheme and on amendment of certain acts
MSA-04	Procedure for accreditation
MSA-06	Responsibilities of SNAS and Conformity Assessment Bodies
MSA-E/01	Scope and scope specification of accreditation of environmental verifiers
MSA-E/02	Requirements for environmental verifiers
MSA-E/05	Witness assessment of environmental verifiers
RR-2	Price list of SNAS services

4 TERMINOLOGY

This MSA uses the terminology introduced in related documents, with the terms "surveillance" and "supervision" being considered synonymous.

The term "foreign environmental verifier" means an environmental verifier that performs verification on the territory of the SR, while the accreditation or license was granted by an Accreditation or Licensing Body of another EU Member State.

5 SURVEILLANCE / SUPERVISION OF ENVIRONMENTAL VERIFIERS

5.1 SURVEILLANCE / SUPERVISION OF ENVIRONMENTAL VERIFIERS ACCREDITED BY SNAS

5.1.1 Surveillance of EV accredited by SNAS is carried out in accordance with MSA-04, to provide proof of compliance with accreditation requirements by the environmental verifier. Within it is monitored the quality of the verification and validation activities undertaken by EV. The surveillance is carried out at regular intervals not exceeding 24 months and consists of an on-site assessment (office audit), witness assessment (on-the-spot supervision) in organisations, a review of questionnaires, environmental statements or updated environmental statements validated by EV and review of the verification reports. The scope of surveillance is proportionate to the activity undertaken by EV.

5.1.2 EV shall immediately inform SNAS of any changes which have a bearing on the accreditation or its scope, in accordance with MSA-06.

5.1.3 Any decision taken to suspend or terminate the accreditation or restrict the scope of the accreditation is taken only after the environmental verifier has had the possibility of a hearing.

5.1.4 At least four weeks in advance of each verification, EV shall notify the place and time of the verification to SNAS. SNAS supervises the activities of an accredited EV by means of a witness assessment (as part of regular surveillances) or by reviewing the environmental statements validated by EV and by reviewing the verification reports.

5.1.5 Organisations shall allow SNAS to supervise EV activities during the verification and validation process. SNAS recommends to its accredited EVs to inform their client organisations that they are obliged to allow supervision in accordance with Article 23 (6) of the Regulation and that refusal to perform such supervision can preclude the organisations from being registered.

5.1.6 If SNAS is of the opinion that the quality of the work done by EV does not meet the requirements of the Regulation, a written report on the outcome of the supervision is sent to EV and to the Competent Body to which the organisation concerned intends to apply for registration or which registered the organisation concerned, and in the case of any further dispute, to the Forum of Accreditation and Licensing Bodies (FALB).

5.2 SUPERVISION OF ENVIRONMENTAL VERIFIERS ACTIVE IN SR, BUT THE ACCREDITATION OR LICENSE WAS GRANTED IN ANOTHER MEMBER STATE

5.2.1 EV accredited or licensed in another Member State (foreign EV) shall, at least four weeks before verification and validation in SR, send to SNAS a completed form TL 260/E "Notification of Environmental Verifier in terms of Article 24 Regulation (EC) No 1221/2009 of the European Parliament and of the Council" (hereinafter, Notification). The Notification is also a request for supervision of the foreign environmental verifier and is published on the SNAS website (www.snas.sk).

5.2.2 The notification shall be sent by the foreign EV to SNAS prior to each verification. SNAS does not use supervision procedures to delay the arrival of EV. The notification procedures addressed to foreign EVs are publicly available and easily accessible on the SNAS website in English, including the price list. If SNAS is unable to fulfil its reporting tasks prior to the date of verification or validation, a justification provided to the EV.

5.2.3 SNAS does not impose other conditions that would affect the right of EV to provide services in the SR than they are in the Member State in which the accreditation was granted.

5.2.4 If the information listed in the Notification is not complete or has not been provided in time, the foreign EV is informed that this information is missing and that the notification deadline has not been met. If SNAS considers that the missing information does not prevent satisfactory supervision of the foreign EV, SNAS considers the notification to be satisfactory from a supervisory point of view and asks the foreign EV to provide information later and informs it of its decision in time and before the verification and validation begins. If SNAS considers that the information that is necessary to perform satisfactory supervision of verification and validation (e.g. time and place of verification or validation, address and contact

details of the organisation, details of the EV's accreditation or license, composition of the team or its competence, in particular knowledge of the legal requirements and knowledge of the official language of the Member State in which the verification and validation should be carried out) were not accepted, SNAS informs the foreign EV that it considers the notification to be unsatisfactory and therefore it is not possible to carry out satisfactory supervision and that if the verification or validation take place before complementing the missing information, it will recommend the Competent Body not to register the organisation. If SNAS decides to recommend the Competent Body not to register the organisation, it will notify the foreign EV, the Accreditation or Licensing Body that has granted accreditation or license, the organisation, if possible, and the Competent Body.

5.2.5 The quality of the activities carried out by foreign EV related to verification and validation in the context of supervision is assessed in the form of a witness assessment at the verification site or through a comprehensive review of the verification documentation (review of questionnaires, environmental statements validated by EV and verification report or other requested documents), or by reviewing the completeness of the verification documentation. In the case of the first verification on the territory of the SR, the supervision of foreign EV is always carried out in the form of a witness assessment. In the case of repeated verifications, supervision is carried out once every 24 months, at least in the form of a comprehensive review of the verification documentation, resp. in the form of witness assessment. SNAS decides on the form of supervision.

5.2.6 A Report on the outcome of the supervision is elaborated, which includes in particular:

- information about the notification;
- a statement on the content of the notification;
- information on the fulfillment of additional notification requirements;
- the course and results of the witness assessment of the verification;
- information from the examination of the verification or validation documents;
- the findings that shall be reported to the Accreditation Body that has accredited the verifier;
- findings to be reported to the national Competent Body;
- the findings to be reported to FALB.

5.2.7 If SNAS is of the opinion that the quality of the work done by the EV meets the requirements of the Regulation, this information is made available to the national Competent Body.

5.2.8 If SNAS is of the opinion that the quality of the work done by the EV does not meet the requirements of the Regulation, a written report on the outcome of the supervision is sent to the EV, to the Accreditation or Licensing Body that granted the accreditation or license, and to the Competent Body to which the organisation concerned intends to apply for registration or which registered the organisation concerned, and in the case of any further dispute to the FALB.
