



**SNAS**

**SLOVENSKÁ NÁRODNÁ AKREDITAČNÁ SLUŽBA**

**METHODICAL GUIDELINE FOR ACCREDITATION**

**WITNESS ASSESSMENT OF ENVIRONMENTAL  
VERIFIERS**

**MSA–E/05**

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## 1 INTRODUCTION

This methodical guideline defines the procedure for witness assessment 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, amended by Commission Regulation (EU) 2017/1505 and Commission Regulation (EU) 2018/2026. This methodical guideline is obligatory for employees of the accreditation body and applicants for accreditation.

## 2 ABBREVIATION USED

AIS	Accreditation Information System
EA	European co-operation for Accreditation
EC	European Community
EMAS	Eco-Management and Audit Scheme
EU	European Union
EV, V	Environmental Verifier
IEC	International Electrotechnical Commission
ISO	International Organization for Standardization
MSA	Methodical Guideline for Accreditation
NACE	Classification of Economic Activities
PS	Assessment Group
SNAS	Slovak National Accreditation Service

## 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)
MSA-04	Procedure for accreditation
MSA-E/01	Scope and scope specification of accreditation of environmental verifiers
MSA-E/02	Requirements for environmental verifiers
MSA-E/04	Surveillance of environmental verifiers

#### **4 WITNESS ASSESSMENT PROCEDURE**

The witness assessment is an integral part of accreditation process, which monitors and evaluates the procedure of the members of the EV team during the verification.

The assessment group (hereinafter, PS) evaluates the preparation for performance of verification, performance of verification and assesses overall course of performance of verification, including efficiency and the way of its performance, as well as compliance with the documented procedures, regulations and standards during the verification.

The nonconformities identified by the assessment group are recorded and addressed in the AIS information system.

After conducting a witness assessment, the lead assessor hands over to the head of the EV team the SNAS report on findings in printed form, with a brief summary of the results. A report is then prepared from the witness assessment.

#### **5 WITNESS ASSESSMENT REPORT**

From the witness assessment a Witness assessment report is elaborated, in which the course of the verification is assessed and its compliance with valid regulations of the EV, documented in its documentation.

Witness assessment report contains:

- the number of accreditation service, number of the registered member of the EV, number of the accreditation certificate of the EV,
- standard and regulation, according to which the assessment is carried out,
- the names and surnames of the members of the PS and their functions,
- the name and address of the applicant of the EV, the name and address of the workplace of the EV,
- the date of execution of witness assessment,
- type of accreditation service, which is the witness assessment part,
- item of the scope of accreditation, witness assessed team of environmental verifier, the name and address of the organization,
- evaluation:
  - the preparatory phase – preparation for performance of verification (programme of verifications; allocation of time; verification plan; the appointment of the team of environmental verifier; communication with the client organization),
  - performance of the verification – the opening of the verification (opening; explanation of the course of verification), allocation of tasks (compliance with the plan of the verification; the performance of the tasks of the individual members of the team of environmental verifier; keeping records), verification (verification of the organisation's compliance with the requirements of the Regulation – environmental review (according to the Annex I to the Regulation), environmental management system (Annex II), internal environmental audit (Annex III), environmental reporting/statement (Annex IV), verification of the organization's compliance with all applicable legal requirements relating to the environment, the organisation's continuous improvement of environmental performance, the reliability, credibility and correctness of the data and information in the environmental statement and environmental information; concluding on the findings of verification), the termination of the verification (notice of verification results; information about the next steps; conclusion),

- the efficiency and way of performance of verification (adherence to the plan of the verification; the skills, the consistency, the presentation skills of the individual members of the team of environmental verifier), compliance with documented procedures/regulations/standards during the verification,
- overall – a positive and a negative site, suggestions for improvement, the number of identified and eliminated nonconformities, the conclusion (the competence of the individual members of the team of environmental verifier in relation to the listed item of the scope of accreditation).

## **6 GROUPS OF ECONOMIC ACTIVITIES FOR WITNESS ASSESSMENT**

The individual economic activities defined by the EA/NACE codes are divided into 9 groups of related activities (Annex 1). The number of witness assessments is determined by performing one witness assessment for each group and at least one critical EA/NACE code from that group. For groups with a number of EA/NACE codes greater than five, further witness assessment is performed for each of the next five EA/NACE codes in the group.

During the accreditation, at least one witness assessment is performed for each EA/NACE group of codes.

During the re-accreditation, the witness assessment is performed for each EA/NACE group of codes except for those that have been witnessed in the accreditation cycle.

During the extension of accreditation scope, the witness assessment is carried out as for accreditation and in the range of activities that are the subject of extension.

During the surveillance, the witness assessment is carried out for each EA/NACE group of codes and in the range of activities that are the subject of surveillance.

**7 ANNEXES**
**Annex 1**

Code		Name of activity	Group / Critical EA/NACE codes
EA	NACE		
<b>1</b>	01	Crop and animal production, hunting and related service activities	<b>I. / 1, 3</b>
	02	Forestry and logging	
	03	Fishing and aquaculture	
<b>3</b>	10	Manufacture of food products	
	11	Manufacture of beverages	
	12	Manufacture of tobacco products	
<b>30</b>	55	Accommodation	
	56	Food and beverage service activities	
<b>17</b>	24 excl. of 24.46	Manufacture of basic metals	<b>II. / 20, 29</b>
	25 excl. of 25.4	Manufacture of fabricated metal products, except machinery and equipment	
	33.11	Repair of fabricated metal products	
<b>18</b>	25.4	Manufacture of weapons and ammunition	
	28	Manufacture of machinery and equipment n. e. c.	
	30.4	Manufacture of military fighting vehicles	
	33.12	Repair of machinery	
	33.2	Installation of industrial machinery and equipment	
<b>19</b>	26	Manufacture of computer, electronic and optical products	
	27	Manufacture of electrical equipment	
	33.13	Repair of electronic and optical equipment	
	33.14	Repair of electrical equipment	
	95.1	Repair of computers and communication equipment	
<b>20</b>	30.1	Building of ships and boats	
	33.15	Repair and maintenance of ships and boats	
<b>22</b>	29	Manufacture of motor vehicles, trailers and semi-trailers	
	30.2	Manufacture of railway, locomotives and rolling stock	
	30.9	Manufacture of transport equipment n. e. c.	
	33.17	Repair and maintenance of other transport equipment	
<b>23</b>	31	Manufacture of furniture	
	32	Other manufacturing	
	33.19	Repair of other equipment	
<b>29</b>	45	Wholesale and retail trade and repair of motor vehicles and motorcycles	
	46	Wholesale trade, except of motor vehicles and motorcycles	
	47	Retail trade, except of motor vehicles and motorcycles	
	95.2	Repair of personal and household goods	

Code		Name of activity	Group / Critical EA/NACE codes
EA	NACE		
<b>33</b>	58.2	Software publishing	<b>II. / 20, 29</b>
	62	Computer programming, consultancy and related activities	
	63.1	Data processing, hosting and related activities; web portals	
<b>6</b>	16	Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials	<b>III. / 7, 9</b>
<b>7</b>	17	Manufacture of paper and paper products	
<b>8</b>	58.1	Publishing of books, periodicals and other publishing activities	
	59.2	Sound recording and music publishing activities	
<b>9</b>	18	Printing and reproduction of recorded media	
<b>2</b>	05	Mining of coal and lignite	<b>IV. / 2, 28</b>
	06	Extraction of crude petroleum and natural gas	
	07	Mining of metal ores	
	08	Other mining and quarrying	
	09	Mining support service activities	
<b>15</b>	23 excl. of 23.5, 23.6	Manufacture of other non-metallic mineral products	
<b>16</b>	23.5	Manufacture of cement, lime and plaster	
	23.6	Manufacture of articles of concrete, cement and plaster	
<b>28</b>	41	Construction of buildings	
	42	Civil engineering	
	43	Specialized construction activities	
<b>4</b>	13	Manufacture of textiles	<b>V. / 4, 5</b>
	14	Manufacture of wearing apparel	
<b>5</b>	15	Manufacture of leather, and related products	
<b>31</b>	49	Land transport and transport via pipelines	<b>VI. / 35, 36, 39 (NACE 37, 38.1, 38.2, 39)</b>
	50	Water transport	
	51	Air transport	
	52	Warehousing and support activities for transportation	
	53	Postal and courier activities	
	61	Telecommunications	
<b>32</b>	64	Financial service activities, except insurance and pension funding	
	65	Insurance, reinsurance and pension funding, except compulsory social security	
	66	Activities auxiliary to financial services and insurance activities	
	68	Real estate activities	
	77	Rental and leasing activities	



Code		Name of activity	Group / Critical EA/NACE codes
EA	NACE		
<b>34</b>	71	Architectural and engineering activities; technical testing and analysis	<b>VI. / 35, 36, 39 (NACE 37, 38.1, 38.2, 39)</b>
	72	Scientific research and development	
	74 excl. of 74.2 and 74.3	Other professional, scientific and technical activities	
<b>35</b>	69	Legal and accounting activities	
	70	Activities of head offices; management consultancy activities	
	73	Advertising and market research	
	74.2	Photographic activities	
	74.3	Translation and interpretation activities	
	78	Employment activities	
	80	Security and investigation activities	
	81	Services to buildings and landscape activities	
	82	Office administrative, office support and other business support activities	
<b>36</b>	84	Public administration and defence; compulsory social security	
<b>37</b>	85	Education	
<b>39</b>	37	Sewerage	
	38.1	Waste collection	
	38.2	Waste treatment and disposal	
	39	Remediation activities and other waste management services	
	59.1	Motion picture, video and television programme activities	
	60	Programming and broadcasting activities	
	63.9	Other information service activities	
	79	Travel agency, tour operator reservation service and related activities	
	90	Creative, arts and entertainment activities	
	91	Libraries, archives, museums and other cultural activities	
	92	Gambling and betting activities	
93	Sports activities and amusement and recreation activities		
94	Activities of membership organizations		
96	Other personal service activities		
<b>10</b>	19	Manufacture of coke and refined petroleum products	<b>VII. / 10, 12, 13</b>
<b>12</b>	20	Manufacture of chemicals and chemical products	
<b>13</b>	21	Manufacture of basic pharmaceutical products and pharmaceutical preparations	
<b>14</b>	22	Manufacture of rubber and plastic products	

Code		Name of activity	Group / Critical EA/NACE codes
EA	NACE		
<b>25</b>	35.1	Electric power generation, transmission and distribution	<b>VIII. / 25, 26</b>
<b>26</b>	35.2	Manufacture of gas; distribution of gaseous fuels through mains	
<b>27</b>	35.3 36	Steam and air conditioning supply Water collection, treatment and supply	
<b>11</b>	24.46	Processing of nuclear fuel	<b>IX. / 11, 21, 24, 38</b>
<b>21</b>	30.3 33.16	Manufacture of air and spacecraft and related machinery Repair and maintenance of aircraft and spacecraft	
<b>24</b>	38.3	Materials recovery	
<b>38</b>	75 86 87 88	Veterinary activities Human health activities Residential care activities Social work activities without accommodation	

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