

METHODICAL GUIDELINE FOR ACCREDITATION

MSA – CO/01

SCOPE AND SCOPE SPECIFICATION OF ACCREDITATION OF BODIES CERTIFYING PERSONS

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1 INTRODUCTION

This methodical guideline defines the scope and the scope specification of accreditation of bodies certifying persons according to ISO/IEC 17024: 2012 and it is obligatory for all employees of the accreditation body and applicants for accreditation.

2 ABBREVIATION USED

CO	Certification Body Certifying Persons
EU	European Union
IEC	International Electrotechnical Commission
ISO	International Organization for Standardization
MSA	Methodical Guideline for Accreditation
NBÚ	National Security Authority
NV	Government Regulation
SNAS	Slovak National Accreditation Service
SR	Slovak Republic
CO	Certification Body Certifying Persons
EU	European Union

3 RELATED DOCUMENTS

ISO/IEC 17024	Conformity assessment. General requirements for bodies operating certification of persons
MSA-02	SNAS logo and marks
MSA-04	Procedure for the accreditation
MSA-CO/03	Witness assessment of bodies certifying persons

4 SCOPE AND SCOPE SPECIFICATIONS OF ACCREDITATION

4.1 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 persons is active, indicating the sphere of application.

The characteristics of the scope of accreditation will be laid down in the accreditation certificate too.

For certification bodies certifying persons according to sector-specific schemes in the field of cyber security or information systems, such as certification schemes of the National Security Authority (NBÚ), the requirements of ISO/IEC 17024: 2012 are

supplemented by the requirements specified in the binding certification schemes of the NBÚ published on its website.

4.2 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 specification of accreditation is laid down in the application for accreditation, and it will be laid down in the annex to the accreditation certificate too.

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

Table 1

Item	Activity type/category	Certification schemes	Regulations, standards

Instructions of how to fill in the table

Column "Item": the serial numbers of the individual activity types/categories, for which the CO performs certification, are given in ascending order.

Column "Activity type/category": lists the activity types/categories, for which the CO certifies the persons. The certification scheme is presented in the form that contains the version of the certification scheme or the date of its issuance.

Column "Certification schemes": lists all the certification schemes, under which certification is carried out by CO.

Column "Regulations/standards": the relevant regulations and standards, according to which the CO 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: 2014/68/EU (NV SR 1/2016));
- other legislation of the Slovak Republic, e.g. Act, Government Regulation;
- technical standards with the year of issue of the relevant standard.

NOTE:

Fixed scope of accreditation:

- The fixed scope of accreditation shall state the years of issue of normative regulations in the format e.g. "STN xxxx: 2024". The scope of accreditation shall also state any editions of amendments to the standard with the year of issue of the amendment (e.g. STN xxx/Amendment A1: 2023). In CAB documents (working procedures, standard operating procedures, etc.), the years of issue / unique identification of the current version of the document, or the version/edition/update number (e.g. PP01, edition 3/2025) shall be stated. In the output documents, the CAB shall state the cited regulation as stated in the scope of accreditation, or its identical language mutation. In the output documents, the CAB shall, if relevant, state the text of the regulation (s) with the year of issue.

Table 2

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

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

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