SNAS SLOVENSKÁ NÁRODNÁ AKREDITAČNÁ SLUŽBA

Statute

ST - 11

ACCREDITATION COUNCIL

Approved by: **Ing. Štefan Král, PhD.**
Director SNAS

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1 INTRODUCTION

This document stipulates the statute and the rules of procedure of the Accreditation Council.

2 ABBREVIATIONS USED

AR	Accreditation Council
SNAS	Slovak National Accreditation Service
ST	Statute

3 RELATED DOCUMENTS

ISO/IEC 17011	Conformity assessment. Requirements for accreditation bodies accrediting conformity assessment bodies
Act No. 53/2023 Coll.	on Accreditation of Conformity Assessment Bodies (hereinafter only as the "Act")
PK	Quality manual

4 ESTABLISHMENT OF ACCREDITATION COUNCIL

Copy of establishment instruments for Accreditation Council is in Annex 1.

5 STATUTE OF ACCREDITATION COUNCIL

5.1 The Accreditation Council is an advisory body to the Director of the Slovak National Accreditation Service. It is established by SNAS in accordance with Section 11 of the Act and Article 4.4.5 of ISO/IEC 17011. It is composed of representatives of interested parties in accordance with Section 11, paragraph 2 of the Act, who directly or indirectly participate in the accreditation process.

5.2 The members of the AR are appointed and dismissed by the Director of SNAS, who also acts as the Chairman of the Accreditation Council. An employee of SNAS is appointed as the Deputy Chairman of the Accreditation Council. The appointment or dismissal of an AR member by the Director of SNAS does not have to be justified.

5.3 The representation of individual interested parties in the AR must be balanced, without any one of them prevailing. The members of the AR, in addition to the AR Chairman and the AR Deputy Chairman, are three nominated representatives of state administration bodies, three independent experts in the field of accreditation, three representatives of accredited bodies nominated by employers' associations and three representatives of customers of accredited bodies nominated by

employers' associations. In this sense, the composition of the AR is updated according to reality and need.

5.4 The objectives of the AR are:
- to supervise the activities of SNAS in such a way as to ensure the impartiality and objectivity of its performance;
- to participate conceptually in the development and maintenance of the principles and main policies of the accreditation system in the Slovak Republic.

In its activities, the AR applies the principle of independence, impartiality and transparency in accordance with the documents of the relevant international organizations associating accreditation bodies. The AR actively contributes to the recognition of SNAS at the national and international levels.

5.5 The tasks of the AR are mainly:
- to take positions on the long-term plan and concepts of SNAS development submitted by the SNAS Director and on other proposals and materials, if requested by the SNAS Director;
- to express opinions on the intentions of SNAS to expand its activities to include new activities in the field of accreditation;
- to express opinions, if relevant, on the readiness of SNAS for new activities in the field of accreditation;
- to submit recommendations and proposals for improvement in the field of accreditation of conformity assessment bodies;
- to be helpful in the exchange of information and experience between SNAS and interested parties, which are subsequently used in the preparation of SNAS application documentation;
- to cooperate in the establishment of technical committees operating in the new field of accreditation of conformity assessment bodies, if requested by the SNAS Director;
- to propose new areas of accreditation and the fulfillment of requirements in accordance with national and international legislation within the framework of accreditation in the authorization and notification of conformity assessment bodies;
- monitor compliance with the principles of impartiality, independence, confidentiality and reliability of SNAS in providing accreditation services;
- monitor compliance of SNAS activities with internationally recognized principles in the field of accreditation, with accreditation requirements pursuant to Section 21 of the Act and with recommendations of international organizations operating in the field of accreditation;

6 RULES OF PROCEDURE OF THE ACCREDITATION COUNCIL

6.1 FUNDAMENTAL RIGHTS AND RESPONSIBILITIES OF AR MEMBERS

6.1.1 An AR member is entitled to express his/her opinion, in particular, on the following activities of SNAS:

- SNAS policies for individual areas of accreditation;
- methodological guidelines for accreditation;
- new areas of accreditation within the unregulated (voluntary) sphere
- new areas of accreditation required by national regulators;
- requirements of national regulators and notification bodies from the perspective of legislative and accreditation requirements;
- provision of SNAS accreditation and attestation services;

If necessary, an ad hoc working group can be formed from AR members to resolve and develop recommendations for AR meetings.

6.1.2 AR members are obliged to:

- participate in AR meetings in person or remotely, via information and communication technologies;
- propose and comment on AR materials;
- assess and submit problems and proposals for their resolution;
- express their opinions and positions on the activities of SNAS in accordance with point 6.1.1 of this document;
- formulate proposals and positions of the AR;
- draw attention to a possible conflict of interest in the issue under discussion and abstain from voting in such cases;
- commit to confidentiality regarding confidential matters that they learn in connection with the AR meeting by making a declaration;
- notify the AR secretary of their non-participation in the AR meeting no later than one day before its holding.

6.1.3 Membership in the AR is an honorary position.

6.1.4 Membership in the AR terminates:

- by dismissal by the SNAS director;
- by voluntary resignation from membership;
- by non-participation in two consecutive meetings;
- by death of an AR member;
- by exclusion if his/her activity is in conflict with the AR statute or indirectly circumvents the ethics of the SNAS mission.

6.1.5 Membership in the AR is irreplaceable.

6.2 AR FUNCTIONARIES

6.2.1 Functionaries AR are the chairman, vice-chairman and secretary.

6.2.2 The chairman of the AR, when performing his/her function, proceeds in accordance with this statute and the rules of procedure.

6.2.3 The chairman of the AR:
- sets the date of the AR meeting;
- manages the course of the AR meeting;
- is responsible for the activities of the AR;
- acts on behalf of the AR externally;
- signs the minutes of the AR.

6.2.4 The vice-chairman represents the chairman of the AR during his/her absence to the full extent of his/her authority. The vice-chairman may participate in the AR meeting even when he/she is not representing the chairman of the AR.

6.2.5 The Secretary of the AR:
- is not a member of the AR, is an employee of SNAS, does not have the right to vote, is appointed by the Director of SNAS;
- performs administrative and organizational work related to the activities of the AR;
- manages the relevant agenda of the AR;
- prepares documents for the meeting according to the instructions of the Chairman of the AR and ensures their timely distribution (in written and/or electronic form) to the members of the AR;
- ensures the participation of the members of the AR in the meeting by means of invitations;
- prepares the minutes of the AR meeting;
- evaluates the recommendations of the AR in close cooperation with the Chairman of the AR.

6.3 METHOD OF AR MEETINGS

6.3.1 The AR meeting is prepared and convened by the Secretary of the Chairman of the AR at the instruction of the Chairman of the AR. The AR meeting is usually held once a year or if requested by the Chairman of the AR, or if proposed by one third of the members of the AR.

6.3.2 The invitation to the AR meeting shall be sent so that the AR member receives it no later than 10 days before the meeting. The invitation shall include:
- place, date and time of the meeting;
- subject of the meeting;
- necessary documents for the meeting.

6.3.3 The AR meeting shall be chaired by its chairman. In the absence of the chairman and vice-chairman of the AR, the meeting shall be chaired by another AR member designated by the chairman.

6.3.4 The AR secretary shall also participate in the AR meetings. If necessary, an expert in the area under discussion may be invited.

6.3.5 A regular item on the agenda of the AR meeting shall be the discussion of recommendations adopted at previous meetings.

6.3.6 In order to ensure an objective, impartial and unbiased implementation of the accreditation process, the AR shall discuss fundamental conceptual issues with the participation of representatives of interest groups interested in accreditatio.

6.3.7 The AR shall adopt decisions in the form of recommendations by voting, which may be secret at the request of at least five members. The AR shall be able to make decisions if a majority of all AR members are present. The approval of a majority of all AR members is required for the adoption of a decision (recommendation).

6.3.8 The AR may also adopt decisions outside of an AR meeting. In the case of a correspondence vote, the following requirements must be met: the written form of the proposal, submission of the proposal to the members for comment, setting a deadline for the member's comment, and the member's written comment within the specified deadline (approval, disagreement). The vote shall be valid if a majority of all AR members vote. The approval of a majority of all AR members is required for the adoption of a decision (recommendation). The draft decision (recommendation) and the announcement of the results of the members' voting and all actions related to the vote shall be ensured by the AR secretary.

6.3.9 The secretary shall draw up minutes of each AR meeting. The minutes shall contain in particular:

- date and place of the meeting;
- names of members present, invited experts and guests;
- brief proceedings of the meeting;
- resolution with conclusions resulting from the meeting;
- information on the exclusion of a member of the AR from the meeting due to a conflict of interest or possible bias.

6.3.10 The draft minutes are sent to all AR members for comments within two weeks of the AR meeting. Comments can be submitted in writing no later than two weeks after delivery of the draft minutes.

6.3.11 After evaluating the relevant comments, the AR chairman approves the minutes and within ten days the secretary sends the approved minutes to all AR members electronically.

7 ANNEXES

Annex 1: Instrument of establishment of AR
Annex 2: List of AR members
Annex 3: TL 02 Statutory declaration

7.1 ANNEX 1: INSTRUMENT OF ESTABLISHMENT OF AR

SNAS SLOVENSKÁ NÁRODNÁ AKREDITAČNÁ SLUŽBA

Karloveská 63, P. O. Box 74, 840 00 Bratislava 4

ZRIAĎOVACIA LISTINA

V súlade s § 11 zákona č. 53/2023 Z. z. o akreditácii orgánov posudzovania zhody, dňom 27. 10. 2023 zriaďujem

AKREDITAČNÚ RADU

ako poradný orgán riaditeľa SNAS v oblasti akreditácie orgánov posudzovania zhody.

Poslanie a pôsobnosť akreditačnej rady určuje jej štatút a rokovací poriadok (ST–11), ktorý vydal SNAS.

Zoznam členov akreditačnej rady je uvedený v platnom znení ST–11.

Pôsobiskom akreditačnej rady je sídlo SNAS v Bratislave.

V Bratislave 27. 10. 2023

Ing. Štefan Král, PhD.
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7.2 ANNEX 2: LIST OF AR MEMBERS

Name (Organization)	Specification	Interested party
Ing. Štefan Král, PhD. (SNAS Bratislava)	**Chairman AR**	SNAS
Ing. Juraj Randus (SNAS Bratislava)	**Deputy chairman AR**	SNAS
Ing. Monika Laurovičová (ÚNMS SR Bratislava)	**Office for Standardization, Metrology and Testing of the Slovak Republic, Bratislava**	Representatives of state administration bodies
Ing. Alena Ohradzanská (MD SR Bratislava)	**Ministry of Transport of the Slovak Republic, Bratislava**	
Ing. Jana Chudá (MŽP SR Bratislava)	**Ministry of Environment of the Slovak Republic, Bratislava**	
RNDr. Jarmila Hrabinová (fyzická osoba)	**Waste Management** Lead assessor SNAS (TL, PT)	Independent experts in the field of accreditation
prof. Ing. Stanislav Ďuriš, CSc. (STU Strojnícka fakulta)	**Accreditation and Certification, Metrology**	
doc. Ing. Ľuba Füzyová, CSc. (fyzická osoba)	**Quality Management Systems, Environment, OHS, Environmental Verifiers, Certification Bodies for Persons** Lead assessor SNAS	
Ing. Jana Rychtáriková (Prvá zváračská, a. s., Bratislava)	**Republican Union of Employers Bratislava** Accredited body I-059, O-006, P-041, Q-033, Q-035, S-308	Representatives of accredited bodies
Ing. Roman Karlubík, MBA (Chemox Holding, s.r.o., Bratislava)	**Association of Employers' Unions and Associations of the Slovak Republic, Bratislava**	
Marek Kirsch (Scale Tech, s.r.o., Svätý Jur)	**Association of Industrial Unions and Transport** Accredited body K-130	
Radoslav Tilandy (BUREAU VERITAS SLOVAKIA, spol. s r. o., Bratislava)	**Association of Employers' Unions and Associations of the Slovak Republic, Bratislava**	Representatives of customers of accredited bodies
Ing. Peter Homola (ELKOND HHK, a.s., Trstená)	**Association of Industrial Unions and Transport**	
Mgr. Zuzana Marcinová, MBA, LL.M (GEMOR Fashion, s. r. o., Prešov)	**Republican Union of Employers Bratislava**	

7.3 ANNEX 3: TL 02 STATUTORY DECLARATION

SNAS

STATUTORY DECLARATION

The undersigned: .....

Address.....

.....

Position in SNAS[1]:
internal employee / external employee / member AR / TV / TV WG / HK / GLP TV / other:

.....

I DECLARE ON MY WORD OF HONOUR THAT:

1) I SHALL RESPONSIBLY, HONESTLY, EFFICIENTLY, WITH GOOD INTENTION, IMPARTIALLY, INDEPENDENTLY AND IN THE BEST INTERESTS OF SNAS CARRY OUT TASKS CONNECTED WITH THE PROVISION OF THE SNAS ACTIVITIES WITH WHICH I AM ENTRUSTED, IN ACCORDANCE WITH THE PROVISIONS OF LAW NO. 53/2023 ON THE ACCREDITATION OF CONFORMITY ASSESSMENT BODIES IN VALID VERSION AND PL-02: THE CODE OF CONDUCT FOR SNAS EMPLOYEE;
2) I SHALL KEEP SECRET ALL CONFIDENTIAL INFORMATION OF A BUSINESS, COPYRIGHT AND PERSONAL CHARACTER WITH WHICH I COME INTO CONTACT DURING THE PERFORMANCE OF ACTIVITIES FOR SNAS. THE OBLIGATION TO PRESERVE CONFIDENTIALITY IS FOR AN UNLIMITED TIME, EVEN AFTER THE TERMINATION OF COOPERATION WITH SNAS.
3) I SHALL PROTECT THE GOOD NAME OF SNAS AND I WILL NOT ACT IN ANY WAY TO HARM THE GOOD NAME OF SNAS.
4) I SHALL COMMUNICATE TO THE SNAS TOP MANAGEMENT EVERY CONFLICT OF INTEREST OR POTENTIAL CONFLICT WITH THE INTERESTS OF THE CLIENT OR OF SNAS ARISING DURING THE FULFILMENT OF MY DUTIES.
5) I SHALL NOT ACCEPT ANY ROYALTIES, GIFTS OR OTHER REWARDS FROM THE APPLICANT, OTHER INTERESTED PERSONS OR A THIRD PARTY IN CONNECTION WITH MY WORK FOR SNAS.
6) I SHALL COMMUNICATE TO THE SNAS TOP MANAGEMENT ANY INTEREST IN INFORMATION OF A CONFIDENTIAL CHARACTER GAINED DURING MY WORK FOR SNAS.
7) I SHALL NOT MISUSE MY POSITION IN CONNECTION WITH MY WORK FOR SNAS FOR THE PERFORMANCE OF COMMERCIAL ACTIVITIES OR OTHER PRIVATE INTERESTS OF MY OWN OR OF A THIRD PARTY IN RELATION TO THE ACCREDITATION.
8) I AM FULLY AWARE OF THE LEGAL ACTION THAT WILL BE TAKEN AGAINST ME IF I BREACH THE RELEVANT GENERALLY BINDING REGULATIONS OF THE SLOVAK REPUBLIC, INCLUDING PROTECTION OF PERSONAL DATA AND THE INTERNAL REGULATIONS OF SNAS THAT APPLY TO ME.
9) IF I AM ACCUSED OF BREACHING THE ABOVE PRINCIPLES, I SHALL COOPERATE IN THE INVESTIGATION OF THE RESPECTIVE CHARGES EXECUTED BY SNAS BODIES OR RELEVANT STATE AUTHORITIES IN THE INTERESTS OF AN OBJECTIVE CLARIFICATION OF THE FACTS.

THIS DECLARATION RELATES TO EVERY WORK PERFORMED FOR SNAS FROM DAY OF ITS SIGNING.

On ....
Signature

[1] Delete what is not applicable

TL 02 [A]
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