RESOLUTION OF THE STATE COMMITTEE FOR STANDARDIZATION OF THE REPUBLIC OF BELARUS
dated 31 May 2011 No.27

ON THE APPROVAL OF THE ACCREDITATION RULES

(as amended by Resolution of Gosstandart dated 19.06.2017 No. 49 and Resolution of Gosstandart dated 26.06.2019 No. 39)

Based on subclause 1.5, clause 1, Article 7 of the Law of the Republic of Belarus dated 24 October 2016, No. 437-Z, *On Assessment of Conformity to Technical Requirements and Accreditation of Conformity Assessment Bodies*, paragraph 13, Article 8 of the Law of the Republic of Belarus dated 5 September 1995, No. 3848-XII, *On Ensuring the Uniformity of Measurements*, the State Committee for Standardization of the Republic of Belarus RESOLVES:

1. To approve the Accreditation Rules (attached).
2. This Resolution shall come into effect after its official publication.

Chairman V.N.Koreshkov

APPROVED
Resolution
of the State Committee
for Standardization
of the Republic of Belarus
dated 31 May 2011 No.27

ACCREDITATION
RULES

(as amended by Resolution of Gosstandart dated 19.06.2017 No. 49)

CHAPTER 1
GENERAL PROVISIONS

1. These Rules establish procedures and other issues of accreditation of legal entities of the Republic of Belarus and foreign legal entities (cl. 1, as amended by Resolution of Gosstandart dated 19.06.2017 No. 49).

2. Within the National Accreditation System of the Republic of Belarus (hereinafter, unless otherwise established, the National Accreditation System) accreditation shall be carried out by the accreditation body named the Republican Unitary Enterprise “The Belarusian State Centre for Accreditation”, which is subordinate to the State Committee for Standardization.

3. The accreditation body shall carry out accreditation of legal entities of the Republic of Belarus or foreign legal entities, that express a desire to get confirmation of their competence in activities in the sphere of conformity confirmation, testing, interlaboratory comparison testing, inspections, as well as calibration, verification, state testing, metrological certification of measurement instruments (hereinafter, “applicant for accreditation”) according to their applications on the basis of civil law contracts.

4. Accreditation shall provide:

assessment of competence of the applicant for accreditation with the purpose of accreditation according to the order established in Chapter 3 of these Rules;

assessment of competence of the applicant for accreditation, which received a certificate of accreditation (hereinafter, “the accredited CAB”) with the purpose of reaccreditation according to the order established in Chapter 4 of these Rules;

assessment of competence of the accredited CAB with the purpose of amending the scope of accreditation, including extending or reduction of the scope of accreditation according to the order established in Chapter 5 of these Rules;

update of the scope of accreditation of the accredited CAB with the purpose of amending the accreditation certificate according to the order, established in Chapter 6 of these Rules;

issue, introduction of additions and (or) amendments, suspension, renewal, withdrawal of the accreditation certificate, issuance of a duplicate copy of the accreditation certificate according to the order, established in Chapter 7 of these Rules;

surveillance of accredited CAB (hereinafter, "surveillance") according to the order established in Chapter 8 of these Rules.

Costs of the activities connected with the accreditation procedures, including realization of observation and control methods aimed to obtain the objective proofs of maintenance by the accredited CAB of its competence on a proper level shall be covered by the applicant for accreditation and accredited CAB.

5. The requirements for accreditation, in accordance with which the accreditation body carries out its activities, are established in state standard GOST ISO/IEC 17011-2018 *Conformity assessment. Requirements for accreditation bodies accrediting conformity assessment bodies,* introduced as the state standard of the Republic of Belarus by the Resolution of the State Committee for Standardization of the Republic of Belarus dated 4 March 2019 No. 12.

6. The requirements for the applicants for accreditation and accredited CABs are established in the technical regulatory legal acts (hereinafter, "TRLA") of the National Accreditation System, TRLA of the National Conformity Confirmation System of the Republic of Belarus (hereinafter, "the National Conformity Confirmation System"), TRLA regarding the system for ensuring the uniformity of measurements of the Republic of Belarus (hereinafter, "the system for ensuring the uniformity of measurements") and TRLA that regulate the requirements for the assessment of competence of the accreditation applicants – fundamental standards identical to the international ones (hereinafter, "fundamental standards").

Upon the introduction of a new fundamental standard, the accreditation body shall perform accreditation for compliance with the declared fundamental standard.

Additionally, in accreditation the requirements of interstate rules in the sphere of accreditation shall be taken into account as well as the international documents of the European Cooperation for Accreditation, the International Organization for Accreditation of Certification Bodies, the International Laboratory Accreditation Cooperation.

7. All documents in the sphere of accreditation shall be issued in the Russian or Belarusian languages. Documents of the applicant for accreditation, made in foreign languages, shall be translated into Russian or Belarusian when they are submitted to the accreditation body. It is allowed to make the certificate of accreditation and scope of accreditation , attached to it, in foreign languages. In this case the applicant for accreditation shall submit the details to the accreditation body, which shall be included into the certificate of accreditation and the scope of accreditation, attached to it, in the requested foreign language.

CHAPTER 2
POWERS OF THE NATIONAL ACCREDITATION BODY, RIGHTS AND OBLIGATIONS OF APPLICANTS FOR ACCREDITATION AND ACCREDITED CABs

(as amended by Resolution of Gosstandart dated 19.06.2017 No. 49)

8. The accreditation body shall run the following activities:

8.1. carry out accreditation of legal entities of the Republic of Belarus and foreign legal entities upon their applications;

8.2. carry out surveillance and monitoring of the activities of accredited CABs following the postaccreditation agreement (hereinafter, "the agreement with the accredited CAB") and conclude contracts for surveillance;

8.3. carry out international cooperation in the field of accreditation within the scope of its competence;

8.4. establish procedures and develop work plans for accreditation activities including monitoring, surveillance with on-site assessment involving the use of witness assessments (for certification bodies), interlaboratory tests and comparisons of the results of measuring instruments verification and calibration, control testing (for laboratories), additional on-site assessment, and other activities on control and observation that shall

be performed within the validity period of the accreditation certificate;

8.5. appoint assessors and assign technical experts and other specialists to take part in the accreditation activity;

8.6. organize interlaboratory tests and comparisons of the results of measuring instruments verification and calibration and arrange control testing (for laboratories), witness assessments (for certification bodies);

8.7. perform issue of certificates, introduce additions and (or) amendments, arrange suspension, renewal, withdrawal of the accreditation certificate, issue a duplicate copy of the accreditation certificate with the scope of accreditation, attached to it;

8.7-1. within the competence check the facts with respect to accredited CABs stated in the received requests of citizens, individual entrepreneurs and legal entities, information received from state bodies and other state organizations, to make decisions on the need to conduct an unscheduled surveillance in order to determine the validity of such requests;

8.8. inform inspection of the state supervision of compliance with technical regulations and standards and the state metrological supervision of the State Committee for Standardization about the revealed violations of requirements of the legislation on conformity assessment and accreditation, ensuring the uniformity of measurements;

8.9. carry out accreditation activities as an independent third party in accordance with international principles and the requirements of the National Accreditation System, carry out competence assessment in a non-discriminative manner, insuring impartiality, objectivity and competence when making decisions on accreditation;

8.10. prevent disclosure of commercial or other secret information obtained during accreditation activities (confidential information) which is under legal protection within the legislation on commercial secret;

8.11. keep the Register of the National Accreditation System;

8.12. carry out attestation of assessors, evaluation of specific expertise in a certain field of accreditation of technical experts; define the order for maintenance of the register of assessors and the register of technical experts, arrange and keep these registers;

8.13. estimate compliance with the order for application of the accreditation symbol in certificates, minutes and reporting documents issued by CAB, including restrictions stipulated in the scope of accreditation and prevention of unauthorized use of accreditation symbol which provides false information on accreditation status;

8.14. create conditions for international recognition of the results of accreditation carried out by the accreditation body;

8.15. provide public access to updated information referring issued accreditation certificates, current status of accreditation of the accredited CAB, international agreements signed by the accreditation body, additions and (or) amendments to the requirements for accreditation by means of publications on the official website of the accreditation body in a global computer network named the Internet, or by other means;

8.16. carry out other functions related to the accreditation activities.

9. An applicant for accreditation and the accredited CAB:

9.1. apply to the accreditation body for preliminary competence assessment, accreditation, reaccreditation, changing of the scope of accreditation, update of the scope of accreditation;

9.2. accept and pay the works (services) referring the accreditation, re-accreditation, amending (except for reduction of the scope of accreditation) of the scope of accreditation, renewal of the certificate of accreditation, updating of the scope of accreditation;

9.3. accept and pay for work (services) carried out for them, including surveillance with on-site assessment involving the use of witness assessments (for certification bodies), interlaboratory tests and comparisons of the results of measuring instruments verification and calibration, control testing (for laboratories), monitoring, additional on-site assessment, examination of documents and other activities carried out (organized) by the accreditation body;

9.4. provide the representatives of the accreditation body, including external experts, with an unfettered access to the information, documents and records, accommodation, equipment necessary to perform assessment of applicant's competence when carrying out the works specified in Clause 4 of these Rules;

9.5. participate in interlaboratory tests and comparisons of the results of measuring instruments verification and calibration (for laboratories), witness assessments (for certification bodies) in all direction of the scope of accreditation during the period of validity of the certificate of accreditation;

9.6. eliminate the identified nonconformities regarding the criteria of accreditation and their reasons in due period;

9.7. submit an application to have the accreditation certificate issued, amended and (or) added, withdrawn, or to get a duplicate copy of the accreditation certificate and pay for the implementation of the relevant administrative procedure;

9.8. submit the certificate of accreditation for additions and (or) amendments, and affixing of the corresponding marks within 15 days after the written abstract from the minutes of the Technical Commission for Accreditation is received;

9.9. sign the agreement between the accreditation body and accredited CAB from the date of registration of the accreditation certificate by the accreditation body in the Register of the National Accreditation System;

9.10. sign a new agreement with the accreditation body in case the form of the agreement is changed within one month;

9.11.. use the accreditation symbol;

9.12. announce accreditation services only within the scope of accreditation;

9.13. refer to the certificate of accreditation within the scope of accreditation attached to it;

9.14. not refer to the scope of accreditation which is under suspension in case of suspension or reduction of the scope of accreditation in full or in part;

9.15. comply with the requirements of the fundamental standards to which it is accredited;

9.16. ensure confidentiality, competence, impartiality, objectivity and independence from commercial and other interests and relations while acting within the scope of accreditation attached to the certificate of accreditation;

9.17. appeal to the accreditation body referring the actions of its officers;

9.18. within ten days notify the accreditation body in writing of any changes that may influence the accredited CAB in meeting the established requirements for accreditation (including the changes referring location address, in case of the forthcoming reorganization, forthcoming liquidation, forthcoming bankruptcy, as well as the changes referring commercial, property status, top manager status, legal entity structure, stuff structure and qualification, general policies of the accredited CAB, resources and their location, technical equipment, accreditation documentation);

9.19. provide the information on their activities upon the request of the accreditation body in order to perform surveillance, monitoring;

9.20 notify the accreditation body in writing of accreditation gained with describe the scope of accreditation outside the territory of the Republic of Belarus within ten days after the accreditation is gained

9.21. exercise other rights and fulfil other obligations defined in Article 58 of the Law of the Republic of Belarus "On conformity assessment of technical requirements and accreditation of conformity assessment bodies".

10 Excluded.

CHAPTER 3
ASSESSMENT OF COMPETENCE OF THE ACCREDITATION APPLICANT WITH THE PURPOSE OF ACCREDITATION

(as amended by Resolution of Gosstandart dated 19.06.2017 No. 49)

11. Assessment of the competence of the applicant for accreditation or accredited CAB (hereinafter, “the applicant”) shall include the following stages:

11.1. application processing, analysis of the resources, decision-making on the application for the work on competence assessment with the purpose of accreditation;

11.2. preparation for the competence assessment;

11.3. conclusion of an agreement;

11.4. preliminary evaluation of competence (if necessary);

11.5. examination of a set of documents, submitted with the application;

11.6. on-site assessment (including interlaboratory tests and comparisons of the results of measuring instruments verification and calibration, witness assessments (for certification bodies) and control testing (for laboratories) in declared lines of activities);

11.7. summation of the received data and preparation of the reports on assessment;

11.8. decision-making on accreditation.

12. Processing of accreditation application and submitted documents shall be carried out in the following way:

12.1. for the organization of accreditation work the accreditation applicant shall submit to the accreditation body an application in accordance with the form provided in Annex 3, draft scope of accreditation in accordance with the form provided in Annex 4 (text of the scope of accreditation shall be Times New Roman 14 point, table of the scope of accreditation shall be Times New Roman 11 or 12 point), passport of technical competence in accordance with the form provided in Annex 5, copies of the articles of association of the entity, certificate of state registration in the Unified State Register of Legal Entities and Individual Entrepreneurs, branch charter (if any), department regulation (if any), approved structure of the legal entity.

A set of documents comprising application for accreditation, draft scope of accreditation, passport of technical competence shall be filed directly by the applicant, sent by mail with a list of enclosures or provided via the information resource of the accreditation body;

12.2. The accreditation body shall carry out examination of completeness, sufficiency and conformity of the information presented by the applicant with the established requirements and carry out the registration of the application for the work on competence assessment with the purpose of accreditation;

The accreditation body shall process the application within three working days from the date of registration;

12.3. application for the work on competence assessment with the purpose of accreditation shall be declined if there are nonconformities (incorrectness) in its formalization and (or) incompleteness of the documents, attached to it.

13. Preparation for the assessment shall include:

13.1. nomination by the accreditation body of an assessment group, consisting of a lead assessor, assessors, engaged technical experts;

13.2. mutual approval of the composition of the assessment group with the applicant before the work on competence assessment will start.

During the process of mutual approval of the composition of the assessment group the applicant shall have a right to submit a written rationale to the accreditation body in order to find a solution to a question about substitution of a candidate in the assessment group.

In case of sufficiently grounded rejection of a candidate in the composition of the assessment group the accreditation body shall make a decision on substitution of a candidate and carry out mutual approval of a new candidate with the accreditation applicant.

14. Upon mutual agreement with the applicant it is possible to carry out a preliminary assessment resulting in the identification of nonconformities in the management system, as well as technical competence of the accreditation applicant in conduct of work in the declared scope of accreditation.

15. Expert evaluation of the set of documents, submitted with the application, shall be carried out in the following way:

15.1. in the process of conducting expert evaluation the additional information, necessary for the conduct

of work on accreditation in the declared scope of accreditation, may be required from the applicant;

15.2. subsequent to the results of expert evaluation the evaluation report shall be drawn up and sent to the applicant.

The report shall contain a conclusion about conformity or nonconformity of the application and documents, submitted with it, with the established accreditation requirements, and the necessity of follow-up revision and possibility to conduct competence assessment before the nonconformities are eliminated, it also shall contain the requirement on the necessity of a follow-up expert evaluation of the whole set of documents, submitted by the applicant.

Work on accreditation shall be suspended for the period, until the applicant eliminates the nonconformities, specified in the report on the expert evaluation of the set of documents. On the basis of the identified nonconformities a decision may be made to reject the issue of the accreditation certificate in accordance with subclause 18.3, clause 18 of these Rules;

15.3. materials, confirming the elimination of nonconformities subsequent to the results of the expert evaluation of the set of documents, shall be submitted by the applicant to the accreditation body in mutually agreed time, specified in the report on the expert evaluation of the set of documents, but not later than three months from the date of the issue of the report on the expert evaluation of the set of documents.

Materials, confirming the elimination of nonconformities subsequent to the results of the expert evaluation of the set of documents, shall be subject to follow-up expert evaluation (additional expert evaluation) by the accreditation body;

15.4. work on accreditation shall be terminated providing any of the following:

materials on elimination of nonconformities subsequent to the results of the expert evaluation of the set of documents are not submitted within three months;

recurrent nonconformities in the submitted materials on elimination of nonconformities are identified within three months.

16. On-site assessment shall be carried out in the following way:

16.1. on-site assessment shall be carried out with the use of witness assessments (for certification bodies), control testing (for laboratories), interlaboratory comparison testing (for laboratories) and shall be carried out according to the assessment programme, developed by the lead assessor, and shall be mutually agreed upon with the applicant before the beginning of the assessment;

16.2. the assessment group shall evaluate:

the applicant's competence in the activities within the scope of accreditation declared for accreditation;

efficiency of the quality management system;

observation of the requirements of fundamental stanards;

16.2-1. the assessment group shall conduct assessment of the applicant for conformity with the accreditation requirements, in particular it shall assess as follows:

existence of a structural unit available for each declared fundamental standard within the applicant's structure, such structural unit shall do activities in the declared scope, and existence of a leader responsible for its activities;

a minimum of two specialists primarily employed in the structural unit of the applicant (except for certification bodies), including full-time leader who possess professional education, qualification and practical working experience in the declared scope of activities;

a minimum of two expert-auditors in the structure of the applicant as a certification body that shall certify products, services, work, or competence of personnel in doing certain work, delivering services (here it is possible to hire one full-time expert-auditor primarily employed and one external expert-auditor), the professional competence of these expert-auditors in the declared scope of activities shall be conformed with the certificate of competence issued by the certification body. Engagement of expert-auditors is made on the basis of the agreements (contracts) between certification bodies. Expert-auditors involved in certification of products, rendering of services, work, competence of personnel to perform certain work and rendering of certain services shall have the right to offer their services to a maximum of two organizations including a primary place of employment;

a minimum of two expert-auditors in the structure of the applicant, their professional competence shall be conformed with the certificate of competence issued by the certification body, it is required when the applicant is a certification body that shall certify management systems (both employees shall be full-time primarily employed specialists for each type of management system) and a sufficient number of external specialists (technical

certification experts) in accordance with the declared scope of activities;

documents on participation in the programmes regarding interlaboratory comparison testing, comparisons of the results of verification (calibration), implementation (assimilation) of methods of testing (verification, calibration), included in the declared scope of activities (for laboratories).

The assessment group shall evaluate each declared line of activity of the applicant. Objects for assessment shall be chosen in these lines in accordance with the procedure of the accreditation body. The amount of the selected objects shall be sufficient to draw an objective and credible conclusion on the applicant's competence. The accreditation body shall evaluate all lines of activities in the scope of accreditation within the validity period of the accreditation certificate and in direct cooperation with the accredited CAB;

16.3. during on-site assessment the applicant shall provide access to the necessary information, records and documentation, accommodation, and provide an opportunity to carry out witness assessments (for certification bodies), interlaboratory tests and comparisons of the results of measuring instruments verification and calibration, control testing (for laboratories) in the declared lines of activity and provide an opportunity to communicate with the stuff, participating in the activities, carried out by the applicant;

16.4. during on-site assessment the assessment group shall draw up the report forms, necessary to perform analysis and formalize a final report on competence assessment;

16.5. circumstances, that do not allow provision of the conditions for the conduct of the on-site assessment, shall be specified in the protocol. Under the decision of the head of the accreditation body the conduct of work on the on-site assessment may be suspended until the revealed circumstances are eliminated.

17. Consolidation of the obtained data and preparation of the final report on competence assessment shall be carried out in the following order:

17.1. the assessment group shall make lists of nonconformities on the basis of the objective evidence, gathered during on-site assessment, and deliver their contents to the authorized representative of the applicant. A list of nonconformities shall contain the deadline for provision of corrective measures (actions) which shall not exceed twenty working days from the date of signing of the list of nonconformities; a list of nonconformities shall also contain information on the necessity of the conduct of an additional on-site assessment in order to check elimination of nonconformities.

Additional on-site assessment shall be appointed in any of the following cases:

non-fulfillment of the assessment programme in full scope for the reasons within the control of the applicant;

failure to check elimination of nonconformities based on the documented proofs;

non-confirmation of competence following the results of witnessing (for laboratories) witness assessments (for certification bodies).

Additional on-site assessment shall be carried out based on the accreditation contract;

17.2. the on-site assessment report shall be provided to the applicant within ten working days after the completion of the on-site assessment, if all the necessary data is available to draw it up;

17.3. the on-site assessment report shall be signed by the assessors from the assessment group and the authorized representative of the applicant, which shall have a right to form his or her special opinion (if necessary) subsequent to the results of the work of the assessment group, which shall be reflected in the on-site assessment report;

17.4. the applicant shall consider the reasons and develop corrective actions to eliminate the nonconformities within the period, established by the on-site assessment report, and present them to the lead assessor for mutual approval.

The term of completion of the corrective actions shall not exceed ninety days from the date of their mutual approval;

17.5. the applicant shall present to the accreditation body a report on implementation of the planned corrective actions regarding elimination of the identified nonconformities;

17.6. the assessment group shall analyse the results of the implemented actions for sufficiency and effectiveness. If it is identified that the corrective actions of the applicant are insufficient, the assessment group shall request additional information. The assessment group can make a decision to carry out an additional on-site assessment with the aim to control elimination of the identified nonconformities;

17.7. if the necessary information on implementation of the planned corrective actions regarding elimination of the identified nonconformities is not presented in due time, the lead assessor shall put forward a proposal to the Technical Commission for Accreditation to terminate work on accreditation;

17.8. subsequent to the results of the presentation by the applicant of sound evidence regarding implementation of the corrective actions the lead assessor shall issue the final report on applicant's competence assessment;

17.9. in order to make a decision about accreditation of the applicant the lead assessor shall present the results of the applicant's competence assessment at the meeting of the Technical Commission for Accreditation.

18. Decision-making on accreditation shall be carried out in the following way:

18.1. a decision on confirmation of competence and issue of accreditation certificate, introduction of additions and (or) amendments in the accreditation certificate, on confirmation of competence and issue of accreditation certificate during reaccreditation, on rejection to issue the accreditation certificate, on suspension (for the scope of accreditation in full or in part), renewal (for the scope of accreditation in full or in part), withdrawal of the accreditation certificate (for the scope of accreditation in full or in part) shall be taken at the meeting of the Technical Commission for Accreditation, which shall consist of the appointed specialists from the accreditation body who have not taken part in the assessment;

18.2. the results of the meeting of the Technical Commission for Accreditation shall be documented in the minutes. The extract from the minutes, including the information on the decision taken, shall be placed in the Register of the National Accreditation System and sent to the accreditation applicant (accredited CAB);

18.3. cases of non-confirmation of the applicant's competence causing rejection of issue of the accreditation certificate shall be as follows:

provision of incomplete or inadequate information by the applicant to the accreditation body during the accreditation, reaccreditation;

one or more nonconformities with the requirements of a fundamental standard, technical requirements of acts (documents), methods specified in the scope of accreditation, that may have an impact on the objectivity and competence while conducting work in the declared scope of accreditation;

failure to provide corrective actions in due time;

failure to eliminate nonconformities in due time;

complete absence of activities of the applicant in the given scope of accreditation for over two years within the validity period of certificate of accreditation;

failure to observe the conditions of the agreement with the accredited CAB in part of obligations of the accredited CAB;

18.3-1. The following violations or circumstances (nonconformities), identified by the accreditation body and unrelated to the initiative of the accredited CAB, its liquidation or reorganization may serve as the grounds for suspension or withdrawal of the accreditation certificate by the accreditation body:

failure to comply with the scope of accreditation;

violation committed by the accredited CAB during the conduct of work in the declared scope of requirements of the Law of the Republic of Belarus *On Assessment of Conformity to Technical Requirements and Accreditation of Conformity Assessment Bodies*, these Rules, Rules for Conformity Confirmation, the Rules for Maintenance of the Register of the National System of Conformity Confirmation of the Republic of Belarus, other legal acts of the Republic of Belarus, the legislation of the Eurasian Economic Union or international treaties of the Republic of Belarus that are beyond the legislation of the Eurasian Economic Union;

provision of incomplete or inadequate information by the accredited CAB to the accreditation body while performing the accreditation in the framework of concluding and executing the accreditation contract or the surveillance contract, in case such information is of significant importance for the accreditation, conclusion or execution of the accreditation contract or the surveillance contract;

refusal or evasion of the accredited CAB to conclude or execute the surveillance contract;

non-confirmation of competence during surveillance (one or more nonconformities with the requirements of a fundamental standard, technical requirements of acts (documents), methods specified in the scope of accreditation, that may have an impact on the objectivity and competence while conducting work in the declared scope of accreditation; complete absence of activities of the accredited CAB in the given scope of accreditation for over two years within the validity period of accreditation certificate; failure to observe the conditions of the agreement with the accredited CAB in part of obligations of the accredited CAB).

18.3-2. The violations or circumstances (nonconformities), specified in subclause 18.3-1 this clause, may be identified by the accreditation body within the direct interaction with the accredited CAB in the framework of executing the accreditation contract, concluding or executing the surveillance contract or on the basis of verification of the facts stated in the complaints from citizens, individual entrepreneurs and legal entities,

information from public authorities and other governmental organizations.

The decision to suspend the accreditation certificate is made by the accreditation body subject to the existence of one of the grounds specified in subclause 18.3-1 this clause and provided that the identified violations or circumstances (nonconformities), their causes may be eliminated by the accredited CAB through the development and implementation of the corrective actions.

The accreditation certificate is suspended by the accreditation body until the elimination of violations or circumstances (nonconformities) giving grounds to suspension of the accreditation certificate, their causes, but for the period which does not exceed six months from the date of the decision to suspend the accreditation certificate.

The decision on withdrawal of the accreditation certificate shall be taken by the accreditation body subject to the existence of one of the grounds specified in subclause 18.3-1 this clause, and subject to the existence of one of the following conditions:

the identified violations or circumstances (nonconformities), their causes cannot be eliminated by the accredited CAB through the development and implementation of corrective actions;

the identified violations or circumstances (nonconformities), their causes can be eliminated by the accredited CAB through the development and implementation of corrective actions, but the accredited CAB has not expressed a written consent to their removal within twenty days from the date of the decision to suspend the accreditation certificate;

suspension period of the accreditation certificate has expired and the identified violations or circumstances, their causes have not been eliminated by the accredited CAB through the development and implementation of corrective actions agreed with the accreditation body.

18.4. The decision on inclusion of conformity assessment bodies in the national part of the Unified Register of conformity assessment bodies of the Eurasian Economic Union (exclusion from it) is taken at the meeting of the Technical Commission on accreditation in accordance with the criteria established by Clause 8-10 of the Procedure for inclusion of accredited conformity assessment bodies (including certification bodies, testing laboratories (centers)) in the Unified Register of conformity assessment bodies of the Eurasian Economic Union, as well as its formation and keeping, approved by the Decision of the Council of the Eurasian Economic Commission dated December 5, 2018 № 100.

CHAPTER 4
ASSESSMENT OF COMPETENCE OF THE ACCREDITATION CAB WITH THE PURPOSE OF REACCREDITATION

19. The work on competence assessment with the purpose of reaccreditation shall be carried out following the application of the accredited CAB. Such work and the procedure of decision-making subsequent to the results of the assessment shall be carried out in accordance with the order, established in Chapter 3 of these Rules.

20. The application for the conduct of work on competence assessment with the purpose of reaccreditation shall be submitted by the accredited CAB not later than 130 days before the expiration of the validity of the accreditation certificate.

21. In case of a positive decision of the Technical Commission for Accreditation on reaccreditation, the accreditation body shall issue the accreditation certificate with the scope of accreditation, attached to it, under the same registration number for a new period of validity of the accreditation certificate.

22. The accreditation body shall conclude an agreement with the accredited CAB for a new period of validity of the accreditation certificate.

23. Information on the new period of validity of the accreditation certificate and the scope of accreditation, attached to it, shall be added to the Register of the National Accreditation System within fifteen days after the decision was taken by the Technical Commission for Accreditation.

CHAPTER 5
ASSESSMENT OF COMPETENCE OF THE ACCREDITATION CAB WITH THE PURPOSE OF AMENDING THE SCOPE ACCREDITATION

24. The work on competence assessment with the purpose of amending the scope of accreditation shall be carried out subsequent to the application of the accredited CAB in conformity with the order, established in Chapter 3 of these Rules.

24-1. If the scope of accreditation amends, amendments and (or) additions in the certificate of accreditation are incorporated in the order established in Chapter 7 of these Rules;

25. The information on amending the scope of accreditation shall be added to the Register of the National Accreditation System within fifteen days after the decision is taken by the Technical Commission for Accreditation.

CHAPTER 6
UPDATE OF THE SCOPE OF ACCREDITATION OF THE ACCREDITED CAB WITH THE PURPOSE OF AMENDING THE ACCREDITATION CERTIFICATE

26. In case of amending data in the scope of accreditation of the accredited CAB in the part which is not affecting its competence, the work on update of the scope of accreditation shall be carried out subsequent to the application of the accredited CAB in accordance with the form provided in Annex 3 with the provision of comparative document analysis in accordance with the form provided in Annex 6.

27. Amendments and (or) additions in the certificate of accreditation based on results of works on updating of the scope of accreditation are brought in the order established in Chapter 7 of these Rules.

CHAPTER 7
ORDER FOR ISSUE, INTRODUCTION OF ADDITIONS AND (OR) AMENDMENTS, SUSPENSION, RENEWAL, WITHDRAWAL OF THE ACCREDITATION CERTIFICATE, ISSUE OF A DUPLICATE COPY OF THE ACCREDITATION CERTIFICATE WITH THE SCOPE OF ACCREDITATION, ATTACHED TO IT

28. Issue of the certificate of accreditation (the duplicate copy of the certificate of accreditation), introduction of additions and (or) amendments to the certificate of accreditation, issue of withdrawal of the certificate of accreditation on the initiative of the accredited shall be carried out on the application of the accredited CAB in accordance with the form provided in Annex 1 in the order established in clause 23.7 of the Unified List of the Administrative Procedures Carried out by Public Authorities and Other Organizations in Relation to Legal Entities and Individual Entrepreneurs, approved by Resolution of the Council of Ministers of the Republic of Belarus dated 17 February 2012, No. 156.

29. The accreditation body shall carry out acceptance, registration, and processing of the application for the conduct of the activities regarding the accreditation certificate, stipulated in clause 28 of these Rules.

30. The accreditation body refuses to accept the application from the applicant in the cases established by Clause 5 of Article 54 of the Law of the Republic of Belarus «On conformity assessment to technical requirements and accreditation of conformity assessment bodies».

31. The term of conduct of work on the application shall not exceed the terms stipulated in clause 23.7 of the Unified List of the Administrative Procedures Carried out by Public Authorities and Other Organizations in Relation to Legal Entities and Individual Entrepreneurs.

32. The accreditation certificate shall be finalized for issue in accordance with the form provided in Annex 2.

33. The period, for which the accreditation certificate is granted, shall be defined in the decision of the Technical Commission for Accreditation with due account of the requirements in clause 23.7 of the Unified List of the Administrative Procedures Carried out by Public Authorities and Other Organizations in Relation to Legal Entities and Individual Entrepreneurs.

33-1. In case the accreditation certificate is withdrawn, it shall not be renewed. In this case a request with the new application for accreditation shall be permissible not earlier than after six months from the date when the accreditation certificate is withdrawn.

34. The additions and (or) amendments shall be introduced into the accreditation certificate and the scope of accreditation, attached to it, in one of the following ways:

34.1. the accreditation certificate and (or) the scope of accreditation, attached to it, shall be finalized in a new version (in case of changes in particulars, which require presentment in a new version: name of the accredited CAB and (or) its structural subdivision, their location, legal status);

34.2. the mark about the amendments and (or) additions, suspension, renewal, withdrawal of the accreditation certificate, issue of a duplicate copy of the accreditation certificate shall be made on the back and (or) e front page of the certificate of accreditation;

35. In case when one legal entity has several separate structural subdivisions, accredited for the identical

scope of accreditation, the accreditation certificate shall be issued under one number, and the list of the accredited CABs shall be presented on the back page of the accreditation certificate form.

36. Repealed.

37. The accreditation certificate (its duplicate copy) and the scope of accreditation, attached to it, as well as marks about suspension, renewal, withdrawal, introduction of addition and (or) amendments shall be signed by the head of the accreditation body (or by the authorized person acting as his or her deputy) and shall be certified with stamp of the accreditation body.

38. The accreditation certificate (its duplicate copy) and the scope of accreditation, attached to it, shall be given to the head of the accredited CAB or his or her authorized representative, which shall confirm the receipt by leaving his or her signature in the register of the issued accreditation certificates.

40. The accreditation body shall keep a copy of each issued accreditation certificate, verified in accordance with the established order.

41. The information on the issue of the accreditation certificate with the scope of accreditation, attached to it, as well as expiration of its validity, suspension, renewal, withdrawal, reaccreditation, additions and (or) amendments introduced into the accreditation certificate and (or) the scope of accreditation, attached to it, shall be added to the Register of the National Accreditation System.

42. The accreditation certificate forms shall be the forms of strict accounting, their registration and storage shall be carried out in accordance with the order, established by legislation.

43. The accredited CAB shall introduce additions and (or) amendments to the accreditation certificate within the term established in clause 23.7 of the Unified List of the Administrative Procedures Carried out by Public Authorities and Other Organizations in Relation to Legal Entities and Individual Entrepreneurs.

CHAPTER 8
SURVEILLANCE AND MONITORING

44. From the date of issue of the accreditation certificate the accreditation body shall carry out continual supervision over the activities of the accredited CAB according to the plans of surveillance.

45. Surveillance over the activities of the accredited CAB can be scheduled and unscheduled and shall be carried out with the on-site assessment with the use of witness assessments (for the certification bodies), control testing (for laboratories), interlaboratory comparison testing (for laboratories) according to the order, established in Chapter 3 of these Rules.

46. Intervals of scheduled surveillance shall be set by the accreditation body after the decision on accreditation has been taken and with due account of the following:

46.1. the first surveillance shall be carried out not later than twelve months after the decision on accreditation has been taken;

46.2. subsequent surveillance shall be carried out within the validity period of the accreditation certificate with an interval, which shall not exceed eighteen months;

46.3. Repealed on 30 July 2017 - Resolution of Gosstandart dated 19.06.2017 No. 49.

47. The interval of eighteen months shall be set if the following conditions are observed:

there are no nonconformities identified during the previous surveillance;

the monitoring results are positive;

there are no complaints about the activities of the accredited CAB.

47-1. The accredited CAB shall provide the updated passport of technical competence comprising up-to-date information on its activities to the accreditation body for examination prior to forty working days before the specified date of the surveillance in accordance with the form provided in Annex 5.

47-2. Unscheduled surveillance of accredited CABs shall be appointed by the accreditation body to consider the facts set forth in the received requests of citizens, individual entrepreneurs and legal entities, as well as information received from state bodies and other state organizations.

48. The results of surveillance shall be documented in the assessment report, where the assessment of the state of activities of the accredited CAB shall be given, the corresponding conclusions regarding its competence or incompetence and observation of fundamental standards shall be made.

49. One copy of the report on surveillance, signed by the lead assessor (the assessment group), shall be given to the accredited CAB.

50. Nonconformities, indicated within the report on surveillance, shall be eliminated by the accredited CAB

within the period, agreed with the lead assessor (the assessment group).

51. The accredited CAB shall present a report to the accreditation body about the implementation of the planned corrective actions.

52. Monitoring of activities of the accredited CAB shall be carried out on the basis of the plans and no less than once a year by means of questionnaire survey, interviews, witness assessments (for certification bodies), control testing (for laboratories), interlaboratory tests and comparisons of the results of measuring instruments verification and calibration, analysis of the information that is periodically requested from the accredited CAB, assessment of consumers' satisfaction with the quality of services provided by the accredited CAB, analysis of the information from controlling organizations.

CHAPTER 9
REFERENCE TO ACCREDITATION AND USE OF ACCREDITATION SYMBOL

(as amended by Resolution of Gosstandart dated 19.06.2017 No. 49)

53. The accredited CAB shall put the information about the status of accreditation in the certificates of conformity, certificates of competence, test certificates, calibration certificates, verification certificates, certificates of metrological confirmation of measurement (testing) procedures, interlaboratory comparison certificates and the reporting materials that are issued by the accredited CAB in accordance with the scope of accreditation. The information about the status of accreditation shall be put by applying the accreditation symbol or in the form of text reference to accreditation.

54. The accreditation body shall give the accreditation symbol to the accredited CAB in the electronic form.

55. The accreditation symbol or text reference to accreditation shall contain the information that identifies as follows:

letter designation of the accreditation body that has issued the accreditation certificate;

registration number of the accreditation certificate in accordance with the Register of the National Accreditation System;

designation of the fundamental standard covered by the accreditation certificate.

The accreditation symbol shall be applied in black colour against the white background. There shall be no irrelevant texts or graphic images in the area of protective field of the accreditation symbol.

Contents and linear dimensions of the accreditation symbol are specified in Annex 7.

56. The accredited CAB may apply the accreditation symbol and (or) text reference to accreditation on the following:

documents that are directly related to the field of activity of the accredited CAB covered by the scope of accreditation;

letter-headed papers of the accredited CAB in case the information in the letter is associated with the issues relating to the scope of accreditation of the accredited CAB;

promo materials containing the information that relates to the scope of accreditation of the accredited CAB.

57. The accreditation symbol or text reference to accreditation shall be used by the accredited CAB in such a way as not to misguide the interested parties both in terms of identification of the accredited CAB itself and its scope of accreditation.

58. The accredited CAB shall stop using the accreditation symbol and (or) text reference to accreditation in any of the following cases:

the scope of accreditation is suspended in full or in the part which is covered by the suspension;

withdrawal of the accreditation certificate;

amending the scope of accreditation in the part of reduction of the scope of accreditation;

termination of the accreditation certificate.

59. The accreditation body shall have the responsibility to evaluate whether the accredited CAB complies with these Rules in terms of the use of the accreditation symbol and text reference to accreditation.

60. Violation of the order for using the accreditation symbol and text reference to accreditation shall result in violation of the requirements stated in these Rules, if such violation is identified, the accreditation body shall have the right to oblige the accredited CAB to inform the interested parties about the identified fact, and undertake other actions that are not prohibited by other regulatory legal acts.

61. If the accredited CAB has delegated conduct of the part of work to the party that does not have accreditation, the accredited CAB shall not include results of such work into its documents under the single reference to accreditation (by applying the accreditation symbol or reference to accreditation).

62. The accredited CAB shall not include results of accredited and non-accredited activities in the documents under the single reference to accreditation (by applying the accreditation symbol or reference to accreditation).

Annex 1
to the Accreditation Rules

Form

APPLICATION

With this we request to carry out the activities on _____
(issue, introduction of additions and (or)
_____
amendments, suspension, renewal, withdrawal of the accreditation certificate,
issue of a duplicate copy of)
the accreditation certificate.

1. _____
(full and short name of the legal entity, its location)
2. _____
(full and short name of structural subdivision,
its location)
3. _____
(number and date of issue of the accreditation certificate (if any)

_____	_____	_____
(job position of the authorized person)	(signature of the authorized person)	(surname, initials of the authorized person)

Annex 2
to the Accreditation Rules
Form

Logo
of the accreditation
body

ОРГАН ПО АККРЕДИТАЦИИ РЕСПУБЛИКИ БЕЛАРУСЬ
Республиканское унитарное предприятие
«Белорусский государственный центр аккредитации»
(государственное предприятие «БГЦА»)
THE ACCREDITATION BODY OF THE REPUBLIC OF BELARUS
Republican Unitary Enterprise «Belarusian State Centre for Accreditation»
(state enterprise «BSCA»)

АТТЕСТАТ АККРЕДИТАЦИИ
CERTIFICATE OF ACCREDITATION

Registration number _____
(number in the Register of the National Accreditation System of the Republic of Belarus)

of _____
(date of registration in the Register of the National Accreditation System of the Republic of Belarus)

confirms that _____
(name of structural subdivision)

_____
(location of structural subdivision)

_____
(name of the accredited legal entity)

_____
(location of the accredited legal entity)

is in conformity with the requirements _____
(indicate standard(s), identical

_____
version of the international standard, including year of publication (revision), that have been covered by the accreditation)

and is accredited in the scope of accreditation, attached to this accreditation certificate and
constituting its integral part.

Period of validity
of the accreditation certificate: from _____ to _____

_____ _____
(location, where the accreditation certificate is issued, reissued) (date of issue, reissue of the accreditation certificate)

Head of the accreditation
body
of the Republic
of Belarus - Director
of the State
Enterprise "BSCA" _____ _____
(signature of the authorized person) (initials, surname of the authorized person)

Seal here (when used in accordance with legislative acts)

The validity of the accreditation certificate may be suspended or withdrawn. Data about valid (current) status of accreditation and valid (current) scope of accreditation is kept in the Register of the National Accreditation System of the Republic of Belarus (www.bsca.by).

Annex 3
to the Accreditation Rules

Form

APPLICATION
for accreditation

FUNDAMENTAL STANDARD

ADDITIONAL STANDARDS (if any)

TYPE OF WORK ON ACCREDITATION

☐	accreditation
☐	reaccreditation
☐	amending the scope of accreditation ☐ extending the scope of accreditation ☐ reducing the scope of accreditation
☐	update of the scope of accreditation
☐	transfer to the new version of the fundamental standard

DETAILS ABOUT THE APPLICANT FOR ACCREDITATION (ACCREDITED CAB)

Full name of the legal entity	
Full name of the branch of the legal entity (if any)	
Full name of the subdivision, applying certification body	

DETAILS ABOUT THE ACCREDITATION CERTIFICATE (if any)

Number of the accreditation certificate	
Date of registration of the accreditation certificate	
Period of validity of the accreditation certificate (from _____ to _____)	

DETAILS ABOUT THE DOCUMENTS ENCLOSED TO THE APPLICATION FOR ACCREDITATION, REACCREDITATION, AMENDING THE SCOPE OF ACCREDITATION

Name of document	Number of pages	Type of medium	
		paper	electronic
Draft declared scope of accreditation		☐	☐
Details about the applicant and its scope of accreditation in the electronic form (to be included in the national part of the Unified Register of the Eurasian Economic Union)		☐	☐
Passport of technical competence		☐	☐

DETAILS ABOUT THE DOCUMENTS ENCLOSED TO THE UPDATE OF THE SCOPE OF ACCREDITATION

Name of document	Number of pages	Type of medium	
		paper	electronic
Draft scope of accreditation with amendments (if any)		☐	☐
Details about the applicant and its scope of accreditation in the electronic form (to be included in the national part of the Unified Register of the Eurasian Economic Union)		☐	☐
Comparative document analysis		☐	☐

Head of the legal
entity of the applicant
for accreditation
(accredited CAB) _____ _____ _____
(signature) (initials, surname) (date)

Chief accountant
of the legal
entity, other authorized
person of the applicant
for accreditation
(accredited CAB) _____ _____ _____
(signature) (initials, surname) (date)

OBLIGATIONS OF THE APPLICANT FOR ACCREDITATION
(ACCREDITED CAB)

_____,
(full name of the legal entity - applicant for accreditation,
accredited CAB)
represented by _____
(job position, surname, name, patronymic (if
_____,
any) of head of the legal entity)
shall be obliged to

1. Comply with the requirements in the regulatory legal acts of the National Accreditation System of the Republic of Belarus, comprising as follows:

the Law of the Republic of Belarus *On Assessment of Conformity to Technical Requirements and Accreditation of Conformity Assessment Bodies*;

the Accreditation Rules;

technical regulatory legal acts that stipulate the requirements for the competence of the accreditation applicant, accredited CAB (fundamental standards identical to the international standards);

technical regulatory legal acts that regulate the process of the accreditation procedures.

2. 10.11. Provide the representatives of the accreditation body, including external experts, with an unfettered access to the information, documents and records, accommodation, equipment necessary to perform assessment of applicant's competence when accrediting, reaccrediting, monitoring, performing surveillance on-site assessment involving the use of witness assessment (for certification bodies), interlaboratory tests and comparisons of the results of measuring instruments verification and calibration, control testing (for laboratories), additional on-site assessment, reexamination of documentation and other means of monitoring and control, as well as create necessary conditions to perform the above-mentioned activities, and assist if necessary.

3. Carry out activities within the scope of accreditation, attached to the certificate of accreditation, in a competent manner, refer to the accreditation only within the scope covered by the accreditation.

4. Ensure confidentiality, competence, impartiality and independence from commercial and other interests and relations while carrying out the work on competence assessment; follow the procedures for registration and analysis of all conflict situations and implement measures on their minimization or full elimination. Provide access to the records that allow to evaluate the level of independence and impartiality of the applicant.

5. Not to use its accreditation to discredit the accreditation body.

6. Conclude the agreement with the accreditation body prior to the date when the certificate of accreditation is received, the agreement shall determine rights and obligations of the accredited CAB.

7. Within ten working days notify the accreditation body in writing of any changes that may influence the accredited CAB in meeting the established requirements for accreditation (including the changes referring location, in case of the forthcoming reorganization, forthcoming liquidation, forthcoming bankruptcy, as well as the changes referring commercial, property, structure or organizational status, top manager status, stuff structure and qualification, general policies of the accredited CAB, resources and their location, technical equipment, accreditation documentation).

Head of the legal
entity of the applicant
for accreditation
(accredited CAB) _____ _____ _____
(signature) (initials, surname) (date)
Seal here

Chief accountant
of the legal
entity, other authorized
person of the applicant
for accreditation
(accredited CAB) _____ _____ _____
(signature) (initials, surname) (date)

Annex 4
to the Accreditation Rules

Form

FIRST PAGE OF THE SCOPE OF ACCREDITATION

Header

Logo of the accreditation body

NATIONAL ACCREDITATION SYSTEM
OF THE REPUBLIC OF BELARUS
REPUBLICAN UNITARY ENTERPRISE
"BELARUSSIAN STATE CENTRE FOR ACCREDITATION"

Contents of the page

Annex No. __
to the certificate of accreditation
No. _____
dated _____
On form No._____
In ____ pages
Revision XX

SCOPE OF ACCREDITATION
of the year ____ _____

_____
(name of the structural subdivision of the legal entity and the legal entity)

Form for a testing laboratory

No. of item	Name of test object	Code/ FEACN <1>	Specification of test object	Index of regulatory legal acts (RLA), including technical regulatory legal acts (TRLA), that stipulate the requirements for	
				test objects	test methods
1	2	3	4	5	6

Form for a calibration laboratory

No. of item	Code of sphere of measurements	Name of measurement values	Items under calibration	Calibration and measurement capabilities		Index of documents that establish calibration methods (techniques)
				range	expanded uncertainty U (k, P)	
1	2	3	4	5	6	7

Form for a verification laboratory

No. of item	Code (name) of type of work: 1 - initial verification; 2 - subsequent verification	Measurement instruments			
		code of sphere of measurements	name (type of a measurement instrument)	metrological characteristics	
				measurement range	class, grade, division value, deviation
1	2	3	4	5	6

Form for a medical laboratory

No. of item	Name of the object of research	Code	Specification of the object of research	Index and/or name of documents, that stipulate the requirements for research methods
1	2	3	4	5

Form for the organizations that carry out inspections (inspection bodies)

No. of item	Name of the object of inspection	Code	EAEU CN of FEA <1>	Type of inspection	Index of RLA, including TRLA, that stipulate the requirements for	
					objects of inspection,	inspection methods and procedures
1	2	3	4	5	6	7

Form for proficiency testing provider

No. of	Code	Type of	Name of sample for	Definable	Statistical

item		programme for proficiency testing	the programme (commodity, material)	parameters (values), specifications	treatment
1	2	3	4	5	6

Form for manufacturer of reference standards

No. of item	Solution/material	Code	Measurement value/attribute, value/range of specifications/uncertainty	Document that stipulates requirements for method (procedure) for determination of specifications
1	2	3	4	5

Form for certification body certifying products, services, work

No. of item	Name of object of conformity assessment	Code of object of conformity assessment	Index of RLA, including TRLA, that stipulate the requirements for	
			object of conformity assessment	order for conformity assessment
1	2	3	4	5

Form for body for management system certification (except for management systems under STB 1470-2012 <2>, STB ISO 22000-2006 <3>)

No. of item	Name of sphere of object of conformity assessment	Code of sphere of object of conformity assessment		Index of RLA, including TRLA, that stipulate the requirements for	
		Code of the European Cooperation for Accreditation	Code	object of conformity assessment	order for certification
1	2	3	4	5	6

Form for body for management system certification (management systems under STB 1470-2012 <2>, STB ISO 22000-2006 <3>)

No. of item	Name of cluster	Category		Index of RLA, including TRLA, that stipulate the requirements for	
		Code	Name	object of conformity assessment	order for certification
1	2	3	4	5	6

Form for body for forest certification

No. of item	Name of object of conformity assessment	Code of object of conformity assessment	Index of RLA, including TRLA, that stipulate the requirements for	
			object of conformity assessment	order for certification
1	2	3	4	5

Form for body for certification of personnel competence (expert-auditors); professional competence of personnel (experts) in the sphere of expert evaluation of architectural planning documentation in construction industry

No. of item	Name of sphere of object of conformity assessment	Code of sphere of object of conformity assessment	Index of RLA, including TRLA, that stipulate the requirements for	
			object of conformity assessment	order for certification
1	2	3	4	5

Form for body for certification of professional competence of personnel in the sphere of non-destructive control

No. of item	Sphere of object of conformity assessment (non-destructive method)		Code of sphere of object of conformity assessment	Qualification level	Production sector and industrial sector	Index of RLA, including TRLA, that stipulate the requirements for	
	Name	Index				object of conformity assessment	order for certification
1	2	3	4	5	6	7	8

Form for body for certification of professional competence of personnel in the welding sphere

No. of item	Name of sphere of object of conformity assessment (competence level under STB 1063-2003 <4>)	Code of sphere of object of conformity assessment	Index of RLA, including TRLA, that stipulate the requirements for	
			object of conformity assessment	order for certification
1	2	3	4	5

Form for body for certification of professional competence of personnel in the sphere of energy inspection of organizations

No. of item	Name of sphere of object of conformity assessment (scope of activities of personnel in the sphere of energy inspection of organizations)	Code of sphere of object of conformity assessment	Index of RLA, including TRLA, that stipulate the requirements for	
			object of conformity assessment	order for certification
1	2	3	4	5

Form for body for certification of professional competence of personnel in the sphere of verification of measurement instruments

No. of item	Sphere of object of conformity assessment (under Technical Code of Common Practice 8.003-2011 <5>)		Code of sphere of object of conformity assessment	Qualification level	Index of RLA, including TRLA, that stipulate the requirements for	
	name	index			object of conformity assessment	order for certification
1	2	3	4	5	6	7

SUBSEQUENT PAGES OF THE SCOPE OF ACCREDITATION

Header

Logo of the accreditation body

Annex No. ___ to certificate of accreditation No. _____

Contents of the page

1	2	3	4	5	...

Head of the accreditation body of the Republic of Belarus - director of the State Enterprise "BSCA" _____ _____
(signature of the authorized person) (initials, surname of the authorized person)
Seal here

Footer

_____|_____ Sheet ___ Sheets _____
(signature of lead assessor)|(date of decision)
| (day, month, year)
Seal here (when used in accordance with legislative acts)

<1> The Eurasian Economic Union's Commodity Nomenclature of Foreign Economic Activity.

<2> State standard of the Republic of Belarus STB 1470-2012 *Food Safety Management Systems. Food Safety Management Based on HACCP. General requirements*, approved by Resolution of the State Committee for Standardization of the Republic of Belarus dated 18 January 2012 No. 4.

<3> State standard of the Republic of Belarus STB ISO 22000-2006 *Food safety management systems. Requirements for any organization in the food chain*, approved by Resolution of the State Committee for Standardization of the Republic of Belarus dated 16 October 2006 No. 46.

<4> State standard of the Republic of Belarus STB 1063-2003 *Qualification and Certification of Personnel in the Welding Sphere. Requirements and Arrangements*, approved by Resolution of the Committee for Standardization, Metrology and Certification under the Council of Ministers of the Republic of Belarus dated 31 October 2003 No. 44.

<5> Technical Code of Common Practice 8.003-2011 (03220) *System for Ensuring the Uniformity of Measurements of the Republic of Belarus. Verification of Measurement Instruments. Rules for Conduct of Work*, approved by Resolution of the State Committee for Standardization of the Republic of Belarus dated 31 August 2011 No. 64.

Annex 5
to the Accreditation Rules

Form

PASSPORT
OF TECHNICAL COMPETENCE

_____
(full name of the legal entity)

_____
(full name of the subdivision, certification body
of the applicant for accreditation)
as of

_____
(day, month, year)

FUNDAMENTAL STANDARDS

ADDITIONAL STANDARDS (if any)

TYPE OF WORK ON ACCREDITATION

☐	accreditation
☐	reaccreditation
☐	amending the scope of accreditation ☐ extending the scope of accreditation ☐ reducing the scope of accreditation
☐	surveillance
☐	transfer to the new version of the fundamental standard

DETAILS ABOUT THE ACCREDITATION CERTIFICATE (if any)

Number of the accreditation certificate	
Date of registration of the accreditation certificate	
Period of validity of the accreditation certificate (from _____ to _____)	

Passport of technical competence is made on ____ sheets.

Passport of technical competence is made by:

_____ _____ _____
(surname, initials) (signature) (date)

General information about the applicant for accreditation, accredited cab

Particulars			Any amendments since the last assessment	
			yes	no
Details about legal entity				
Name of the legal entity			☐	☐
Short name of the legal entity			☐	☐
Location of the legal entity (street, house number, postcode, city, district, region, country)			☐	☐
Department affiliation			☐	☐
Registration number in the Unified State Register of Legal Entities and Individual Entrepreneurs			☐	☐
Payer's Identification Number			☐	☐
Banking details of the legal entity			☐	☐
Source of funding	Budget	☐	☐	☐
	Proprietory funds	☐		
Phone number of the legal entity (code indicated)			☐	☐
Fax of the legal entity (code indicated)			☐	☐
Internet address of the legal entity (website)			☐	☐
E-mail of the legal entity			☐	☐
Post office box number (if available)			☐	☐
Head of the legal entity (job position, surname, name, patronymic (if any))			☐	☐
Details about the branch of the legal entity (if any)				
Name of the branch			☐	☐
Address of the branch (street, house number, postcode, city, district, region, country)			☐	☐
Banking details of the branch (to be filled in in case of payment made by the branch)			☐	☐

Source of funding	Budget	☐	☐	☐
	Proprietory funds	☐		
Phone number of the branch (code indicated)			☐	☐
Fax of the branch (code indicated)			☐	☐
Internet address of the branch (website)			☐	☐
E-mail of the branch			☐	☐
Head of the branch (job position, surname, name, patronymic (if any))			☐	☐
Details about the structural subdivision, certification body of the applicant, accredited CAB				
Full name			☐	☐
Address (street, house number, postcode, city, district, region, country)			☐	☐
Phone number (code indicated)			☐	☐
Fax (code indicated)			☐	☐
Internet address (website)			☐	☐
E-mail			☐	☐
Head (job position, surname, name, patronymic (if any))			☐	☐
Contact person (job position, surname, name, patronymic (if any))			☐	☐
Phone number of the contact person (code indicated)			☐	☐
E-mail of quality leader			☐	☐
Details about accreditation in other systems (name of the accreditation body, No. of accreditation certificate, its period of validity, short description of the scope of accreditation)			☐	☐
Details about certification of management system of the legal entity comprising structural subdivision, certification body of the applicant (to indicate name of the certification body, certificate No., its period of			☐	☐

validity)			

Forms for applicant for accreditation, accredited CAB (except for certification bodies)

Places for accreditation activities

including:	locations (addresses)
one's own accommodation	
rented accommodation	
office space (not involved in the accreditation activities)	
to perform activities within the scope of accreditation	
mobile places to perform activities within the scope of accreditation	

Quantity of workplaces for verification officers (for verification laboratories) _____

Personnel, headcount

number of employees - total	
including: administrative and managerial staff	
those engaged in accreditation activities	
other employees	

Equipment, units

total	
including: standards (for verification and calibration laboratories)	
equipment used in tests, measurements, research, and providing a significant impact on accuracy and credibility of outcomes	

Techniques for activities in the field of accreditation, items

total in the field of accreditation	
including: standardized (can be found in standards)	
carrying certificate of metrological certification or conclusion about metrological suitability	
other	

Information about changes (for accredited CAB) that have occurred since the last assessment

Any changes regarding	Yes	No	Reference to items in tables in the passport of technical competence where

			changes are reflected	
			Number of tables in the passport of technical competence	Number of items in tables in the passport of technical competence
management system	☐	☐	table _____	
technical infrastructure	☐	☐	table _____	
personnel	☐	☐	table _____	
location (accommodation)	☐	☐	table _____	
scope of accreditation	☐	☐	table _____	

Details about capabilities of the laboratory to carry out testing, measurements, research in accordance with the scope of accreditation (if annex 1 and annex 2 to the certificate of accreditation are available, graph 1 is filled in with the indication of items in both annexes) (for testing, medical laboratories and non-destructive control laboratories)

No. of item of the scope of accreditation	Information about measurement instruments, testing equipment and ancillary equipment used	Information about state standard samples used in testing and reference samples for non-destructive control laboratories, standard samples, reference materials used in research	Information about personnel allowed to conduct testing, research
1	2	3	4

Information about accommodation, where testing or research is performed	Information about amount of testing, research made under this method as of the date when the passport of technical competence is prepared	Intralaboratory control, amount under this method as of the date when the passport of technical competence is prepared
5	6	7

Details about capabilities of the laboratory to run calibrations within the scope of accreditation (for calibration laboratories)

No. of item of the scope of accreditation	Code of sphere of calibration	Information about standards and ancillary measurement instruments used	Information about calibration techniques used
1	2	3	4

Information about personnel allowed to conduct calibration	Information about accommodation, where calibration is performed	Information about amount of calibration performed under this method as of the date when the passport of technical competence is prepared
5	6	7

Scope of activities, information about activities (for verification laboratories)

No. of item of the scope of accreditation	No. of the certificate of the work place of the verification officer	Information about amount of verification performed under this method as of the date when the passport of technical competence is prepared	Intralaboratory control, amount under this method as of the date when the passport of technical competence is prepared
1	2	3	4

Details about capabilities of the provider to conduct activities within the scope of accreditation (for proficiency testing providers)

No. of item of the scope of accreditation	Information about item/sample for proficiency testing	Information about personnel responsible for preparation of the programme and processing of results	Information about amount of proficiency testing (interlaboratory comparison testing) made under this programme as of the date when the passport of technical competence is prepared
1	2	3	4

Details about capabilities to run inspections within the scope of accreditation (for inspection bodies)

No. of item of the scope of accreditation	Information about personnel allowed to conduct inspection	Information about locations of the inspection body while running inspections	Information about subcontractors engaged to conduct inspection
1	2	3	4

Information about measurement instruments, testing equipment and ancillary equipment used	Information about standard samples used in inspections	Information about amount of inspections performed under this method, procedure as of the date when the passport of technical competence is prepared
5	6	7

Details about measurement instruments used (for testing, calibration laboratories and non-destructive control laboratories)

No.	Name of measurement instrument, type of measurement instrument	No. in the State Register of Measurement Instruments of the Republic of Belarus (the State Register)/ information about conduct of metrological certification of measurement instruments (for measurement instruments, not included in the State Register)	Manufacturing (inventory) number, year of issue
1	2	3	4

Date of the last calibration,	Metrological characteristics	Name of organization that	Best measurement	The right of ownership or

number, period of validity of the calibration certificate, calibration interval	(range, uncertainty value with the indication of coverage factor and confidence factor)	conducted calibration (No. of accreditation certificate)	capability, measurement range, U (k, P) of the organization that conducted calibration	other legal basis providing for the right of possession and (or) use
5	6	7	8	9

Details about measurement instruments used (for medical laboratories)

No.	Name of measurement instrument, type of measurement instrument	No. in the State Register / information about conduct of metrological certification of measurement instruments (for measurement instruments, not included in the State Register)	Manufacturing (inventory) number, year of issue	Date of the last calibration, number, period of validity of the calibration certificate, calibration interval
1	2	3	4	5

Metrological characteristics (range, uncertainty value with the indication of coverage factor and confidence factor)	Property right or other legal ground for right of ownership and (or) usage	Name of organization that conducted calibration (No. of accreditation certificate)	Best measurement capability, measurement range, U (k, P) of the organization that conducted calibration
6	7	8	9

Details about samples for proficiency testing (for proficiency testing providers)

Name of item/sample for proficiency testing	Measurement value(s)/ parameters/ indicators	List of characteristics of a sample	Applied testing methods for sample stability	Name of laboratory that has prepared samples	Number of the accreditation certificate (if any)
1	2	3	4	5	6

Details about staff composition (for inspection body)

No.	Surname, name, patronymic (if any)	Job position	Type of inspection (or its separate part)	Duration of employment in the given position	Employment history in the inspection body	Education, specialty, name of educational institution
1	2	3	4	5	6	7

Additional requirements: special training, training for fixed inspection methods, etc. (to indicate numbers of certificates, licences, records of technical trainings, entries in workbooks, topics, dates of training)					Signature authority
external			internal		
name of organization	supporting documents, dates	topic of training	quantity of trainings for methods performed	topic of training	
8	9	10	11	12	13

Details about participation of laboratory in proficiency testing and interlaboratory comparisons (for verification, calibration, testing laboratories and non-destructive control laboratories)

Plan of participation in proficiency testing and interlaboratory comparisons for accreditation cycle (since the effective date until the expiration date of the accreditation certificate)				
No. of subdiscipline	Identification of subdiscipline			Periodicity of participation during the accreditation cycle
	code of sphere of measurements	name of a measurement instrument	metrological characteristics with the indication of range (class, grade, deviation)	
1	2	3	4	5

Report on participation in proficiency testing and interlaboratory comparisons (provided for the reporting period starting from the moment of last assessment)							
Implementation of plan for participation in proficiency testing and interlaboratory comparisons				Results of participation			Corrective actions (in case of disputable or unsatisfactory results)
number and name of programme	date of participation	name of provider	total quantity of participants	satisfactory	disputable	unsatisfactory	
6	7	8	9	10	11	12	13

Reasons for non-participation in planned proficiency testing and interlaboratory comparisons:
_____
_____

Details about ancillary equipment (for testing, calibration, medical laboratories and non-destructive control laboratories)

No.	Name of ancillary equipment, type	Manufacturing (inventory) number	Purpose
1	2	3	4

Details about flaw detection materials (for non-destructive control laboratories)

No.	Name of flaw detection materials, scope of application	Type, manufacturer	No. of batch, shelf life	No. and date of document indicating about incoming control
1	2	3	4	5

Details about standard samples available (for proficiency testing providers, testing laboratories and non-destructive control laboratories)

No.	Name of standard samples used	Number of standard sample in the State Register in case standard samples are used which are produced abroad and not included in the State Register - information about approval for use	Information about manufacturer	Date of issue	Shelf life	Storage conditions
1	2	3	4	5	6	7

Metrological characteristics		
name of parameter(s)	certified value, expanded uncertainty, coverage factor, confidence factor (borders of tolerance zone)	Additional data (non-certified values, if any)
8	9	10

Data about locations (for inspection bodies)

No.	Designation (name) of accommodation	Location address	Type of inspection (or its separate part)	Documents confirming the right of ownership, possession and (or) use of the premises (number and date of the document)
1	2	3	4	5

Data about management system (for verification, calibration, testing, non-destructive control laboratories, medical laboratories, proficiency testing providers, inspection bodies)

Elements of management system in accordance with the fundamental standard	Persons responsible for operation of elements of management system	
	surname, name, patronymic (if any)	job position
1	2	3

Quantity of nonconformities identified	Resulting from external	Resulting from internal audits	Quantity of planned corrective actions to

in the operation of laboratory for the reporting period	assessments (audits)		eliminate identified nonconformities
1	2	3	4
regarding personnel			
regarding methods			
regarding equipment			
regarding accommodation			
regarding management system			

Quantity of implemented corrective actions to eliminate identified nonconformities	Reasons for non-implementation of planned corrective actions to eliminate nonconformities in case these actions have not been conducted	Subsequent actions
5	6	7

Details about testing equipment used (for testing laboratories and non-destructive control laboratories)

No.	Name of testing equipment, type (brand) (as in the passport)	Manufacturing (inventory) number, year of issue, manufacturer	Date of the last calibration, number, period of validity of calibration document	Metrological characteristics indicated in calibration documents	Name of organization that conducted calibration, No. of accreditation certificate
1	2	3	4	5	6

Details about testing equipment used (for medical laboratories)

No.	Name, type (brand) of testing equipment (as in the certificate)	Manufacturing /inventory number, year of issue, manufacturer	Date of the last calibration, number, period of validity of calibration document	Metrological characteristics indicated in calibration documents
1	2	3	4	5

Property right or other legal ground for right of ownership and (or) usage	Name of organization that conducted calibration, No. of accreditation certificate
6	7

Details about staff composition of the laboratory (for calibration laboratories)

No.	Surname, name, patronymic (if any)	Job position	Duration of employment in the given position (from _____ to _____)	Employment history in the laboratory	Education, specialty, name of educational institution
1	2	3	4	5	6

Additional requirements: special training, certification as calibrator (numbers of certificates, licences, dates of their issue)				
qualification upgrade			certification as calibrator	
name of organization	supporting documents, dates	topic of training	number of document, date	sphere of measurements
7	8	9	10	11

Details about personnel of proficiency testing provider (for proficiency testing providers)

No.	Surname, name, patronymic (if any)	Job position	Education, specialty, name of educational institution	Employment history in the subdivision of proficiency testing provider	Powers (in accordance with the fundamental standard)
1	2	3	4	5	6

Additional requirements: special training, training for fundamental standard and methods of selection, measurements, statistical processing and calculation of uncertainty (to indicate numbers of certificates, licences, conforming training)				
external				internal
name of organization	date of training	topic of training	supporting documents	topic of training (to provide information about quantity of technical trainings on study of methods of statistical processing, calculation of uncertainty)
7	8	9	10	11

Details about engaged subcontractors (for inspection body)

No.	Subcontractor (name of legal entity, contacts)	Confirmation (assessment) of competence	Type of inspection (or its separate part)	Index of RLA, including TRLA, that stipulate the requirements for subcontractor's activity
1	2	3	4	5

Data about industrial premises (for calibration laboratories, testing laboratories and non-destructive control laboratories)

No.	Purpose of accommodation	Conditions for calibration envisaged by calibration technique	Special or adapted	Area, m^2	List of controlled parameters in the room (temperature, °C, humidity, % , etc. according to the data given in the calibration method)	Special equipment available (ventilation, interference suppression, etc.)	Documents confirming the right of ownership, possession and (or) use of the premises (number and date of the document)
1	2	3	4	5	6	7	8

Details about standard samples available (for medical laboratories)

No.	Name of standard samples used/state standard samples, reference control materials	Number of standard sample in the State Register in case standard samples are used which are produced abroad and not included in the State Register - information about approval for use, batch code or lot number, date of issue	Level of standard samples (equipment manufacturer, manufacturer of panel of reagents, independent manufacturer, national reference laboratory, international reference laboratory)	Information about manufacturer	Shelf life
1	2	3	4	5	6

Storage conditions	Functional characteristics confirming their suitability for use	Metrological characteristics		
		name of parameter(s)	certified value, expanded uncertainty, coverage factor, confidence factor (borders of tolerance zone)	additional data (non-certified values, if any)
7	8	9	10	11

Data about industrial premises (for proficiency testing providers)

No.	Purpose of accommodation	Special or adapted	Area, m^2	List of controlled parameters in the room (temperature, °C, humidity, % , etc.) that influence safety of samples	Special equipment available (ventilation, refrigerating unit, interference suppression, etc.)
1	2	3	4	5	6

Details about measurement instruments used (for inspection bodies)

No.	Name of measurement instrument, type of measurement instrument (as in the State Register)	No. in the State Register in case measurement instruments are used which are not included in the State Register - information about conduct of metrological certification of measurement instruments (No. and date of certificate of metrological certification)	Manufacturing (inventory) number, year of issue
1	2	3	4

Date of the last calibration, number, period of validity of the calibration certificate, recommended calibration interval	Metrological characteristics (range, uncertainty value with the indication of coverage factor and confidence factor)	Name of organization that conducted calibration, No. of accreditation certificate	Best measurement capability, measurement range, U (k, P) of the organization that conducted calibration	The right of ownership or other legal basis providing for the right of possession and (or) use
5	6	7	8	9

Data about available reference samples for non-destructive control (for non-destructive control laboratories)

No.	Name of testing method and object, range of scope of accreditation	Index of RLA, including TRLA, that stipulate the requirements for testing procedure and object	Required RLA, including TRLA, technical characteristics of reference samples in the declared range	Name of reference sample, type
1	2	3	4	5

Manufacturing (inventory) number, year of issue, manufacturer	Main technical characteristics	Date, number and period of validity of the calibration certificate (if necessary)	Name of organization that conducted calibration (if necessary)
6	7	8	9

Details about staff composition of the laboratory (for testing, medical laboratories and non-destructive control laboratories)

No.	Surname, name, patronymic (if any)	Job position	Duration of employment in the given position (from ___ to ___)	Employment history in the laboratory	Education, specialty, name of educational institution
1	2	3	4	5	6

Additional requirements: special training, training for fixed testing methods, etc. (to indicate numbers of certificates, licences, records of technical trainings, entries in workbooks, topics, dates of training)				
external				internal
name of organization	supporting documents, timing, quantity of hours	topic of training	quantity of trainings provided, dates, quantity of hours	topic of training (to provide information about quantity of technical trainings on study of testing methods)
7	8	9	10	11

Details about testing equipment used (for inspection bodies)

No.	Name of testing equipment, type	Manufacturing (inventory)	Date of the last calibration	Metrological characteristics indicated	Name of organization that

	(brand) (as in the passport)	number, year of issue, manufacturer	(check), number, period of validity of calibration document (check)	in calibration (check) documents (must correspond to the requirements of test procedure)	conducted calibration (check)
1	2	3	4	5	6

Data about means of protection (for calibration laboratories, testing laboratories, if their scope of accreditation comprises electric plant tests)

No.	Name of means of protection	Name and index of procedure regulating use of means of protection	Inventory numbers	Number of testing records, period of validity	Organization that conducted tests of means of protection (No. of accreditation certificate)	Note
1	2	3	4	5	6	7

Data about industrial premises (for medical laboratories)

No.	Purpose of accommodation (special or adapted)	Conditions for research, envisaged by research procedures, documents for the equipment in use	Documents confirming property right, right of ownership and (or) usage of accommodation (number and date of document)	Date of the last check of production factors
1	2	3	4	5

Area, m^2	List of controlled parameters in the room (temperature, °C, humidity, % , etc.) that influence research procedure	Special equipment available (ventilation, interference suppression, etc.)
6	7	8

Details about ancillary equipment (for inspection bodies)

No.	Name of ancillary equipment, type	Manufacturing (inventory) number	Purpose
1	2	3	4

Data about participation of laboratory in proficiency testing and external quality evaluations (for medical laboratories)

Plan of participation in proficiency testing, external quality evaluations (is prepared for the whole accreditation cycle since the effective date until the expiration date of the accreditation certificate)					
No. of subdiscipline	Identification of subdiscipline				Frequency of participation
	code of object, code of type of research	name of the object of research	characteristic (definable indicator)	name of method of research	
1	2	3	4	5	6

Report on participation in proficiency testing, external quality evaluations (for the reporting period starting from the moment of last assessment)							
Implementation of plan for participation in proficiency testing programmes and external quality evaluations				Results of participation			Corrective actions (in case of disputable or unsatisfactory results)
number and name of programme	date of participation	name of provider, facilitator of external quality evaluation	total quantity of participants	satisfactory	disputable	unsatisfactory	
7	8	9	10	11	12	13	14

Reasons for non-participation in planned proficiency testing programmes or external quality evaluations

_____

_____

Data about calibration techniques used (for calibration laboratories)

No.	Designation and name of calibration technique	Name of organization that developed calibration technique

1	2	3

Details about standard samples available (for inspection bodies)

No.	Name of standard samples used	Number of standard sample in the State Register in case standard samples are used which are produced abroad and not included in the State Register - information about approval for use	Information about manufacturer	Date of issue	Shelf life	Storage conditions
1	2	3	4	5	6	7

Metrological characteristics		
name of parameter(s)	certified value, expanded uncertainty, coverage factor, confidence factor (borders of tolerance zone)	additional data (non-certified values, if any)
8	9	10

Data about monitoring of personnel participating in inspections (for inspection bodies)

No.	RLA, including TRLA, that stipulate the requirements for inspection methods and procedures	Name of the object of inspection	Surname, name, patronymic (if any), job position	Quantity of monitorings of personnel under this method for the reporting period	Negative results available		Actions taken in case of negative results
					yes	no	
1	2	3	4	5	6	7	8

Information about self-assessment of the applicant on compliance with the requirements of the fundamental standard (for all accreditation applicants and accredited CABs)

Fundamental standard _____		
Clause, subclause of the fundamental standard	Description of requirements (in accordance with sections and clauses of the fundamental standard)	List of documents of the applicant for accreditation, accredited CAB with the indication of index, name, number of section, number of clause describing conduct of the requirements in clause of the fundamental standard, list of records confirming conduct of requirements in the standard (documents describing management system of the applicant

		for accreditation, accredited CAB and others)
1	2	3

Forms for applicant for accreditation, accredited CAB for certification bodies

Changes in the certification body since the last assessment (period under review from _____ to _____)

Any changes regarding			Reference to number and (or) entries of tables, section of passport of technical competence, applications; to document attached to passport of technical competence, application (in case of changes)
1			2
corporate structure	☐ no	☐ yes	
top management	☐ no	☐ yes	
personnel	☐ no	☐ yes	
founding documents	☐ no	☐ yes	
documents of management system	☐ no	☐ yes	
scope of activity	☐ no	☐ yes	
other issues (to be indicated)	☐ no	☐ yes	

Information about the work done within the National Conformity Confirmation System of the Republic of Belarus since the last assessment (for certification bodies certifying products)
(period under review from _____ to _____)

Name of products (in accordance with the scope of accreditation)	Quantity of registered declarations of conformity	Quantity of issued certificates of conformity	Quantity of surveillances
1	2	3	4
Total			

Quantity of certificates of conformity		
suspended (reasons to be indicated)	renewed	withdrawn (reasons to be indicated)
1	2	3

Index of technical regulation of the Customs Union (the Eurasian Economic Union)	Name of products (in accordance with the scope of accreditation)	Quantity of registered declarations of conformity	Quantity of issued certificates of conformity	Quantity of surveillances
1	2	3	4	5
Total				

Quantity of certificates of conformity		
suspended, reasons to be indicated	renewed	withdrawn, reasons to be indicated
1	2	3

Information about work performed since the last assessment (for certification bodies certifying products, services, work)
(period under review from _____ to _____)

Name of services (work) (in accordance with the scope of accreditation)	Quantity of certificates of conformity				Quantity of surveillances
	issued	withdrawn (reasons to be indicated)	suspended (reasons to be indicated)	renewed	

1	2	3	4	5	6

Information about the work done since the last assessment (for certification bodies certifying personnel)
(period under review from _____ to _____)

Document stipulating requirements for personnel	Name of sphere of object of conformity assessment (in accordance with the scope of accreditation)	Quantity of certificates of competence				Quantity of periodical assessments provided
		issued	withdrawn (reasons to be indicated)	suspended (reasons to be indicated)	renewed	
1	2	3	4	5	6	7

Information about the work done since the last assessment (for certification bodies certifying management systems)
(period under review from _____ to _____)

Designation for the standard for management system	Designation for the standard for management system	Quantity of certificates of conformity		
		withdrawn (reasons to be indicated)	suspended (reasons to be indicated)	renewed
1	2	3	4	5

Information about the work done since the last assessment (for bodies for forest certification)
(period under review from_____ to _____)

Name of object of conformity assessment (in accordance with the scope of accreditation)	Quantity of certificates of conformity				Quantity of periodical assessments/audits done
	issued	withdrawn (reasons to be indicated)	suspended (reasons to be indicated)	renewed	
1	2	3	4	5	6

Information about expert-auditors

No.	Surname, name, patronymic (if any), job position (for external personnel - name of	Education (name of educational institution, specialization, qualification under the diploma), employment history	Certificate of competence (number, period of validity, scope)	Data about qualification upgrade for the last three years (date, organization, line of activity)	Participation in conformity confirmation for the last three years (amount of work within each line of activity)	Conclusion (is finalized by the assessment group)

	organization)	as expert-auditor				
1	2	3	4	5	6	7
Regular staff						
External staff						

Information about technical certification experts

No.	Surname, name, patronymic (if any), job position (for external personnel - name of organization)	Education (name of educational institution, specialization, qualification under the diploma), employment history in accordance with the line of activity	Certificate of competence if any (number, period of validity, scope)	Data about trainings for the last three years (date, organization, line of activity)	Participation in conformity confirmation for the last three years (amount of work within each line of activity)	Conclusion (is finalized by the assessment group)
1	2	3	4	5	6	7
Regular staff						
External staff						

Information about responsibility of personnel of the certification body

Fundamental standard(s):					
No.	Elements of management system in accordance with the fundamental standard	Person(s) responsible for operation of elements of management system		Document stipulating responsibility	Conclusion (is finalized by the assessment group)
		surname, name, patronymic (if any)	job position		
1	2	3	4	5	6

Information about nonconformities indicated in activities of the certification body (period under review from _____ to _____ to be indicated)

Fundamental standard(s):					
No.	Elements of management system in accordance with the fundamental standard	Количество несоответствий, выявленных в результате		Quantity of planned corrective actions to eliminate nonconformities identified as a result of	
		external assessments	internal audits	external assessments	internal audits
1	2	3	4	5	6

Quantity of implemented corrective actions to eliminate nonconformities identified as a result of		Reasons for non-implementation of planned corrective actions to eliminate nonconformities identified as a result of		Conclusion (is finalized by the assessment group)
external assessments	internal audits	external assessments	internal audits	
7	8	9	10	11

Information about documents of management system of the certification body

Name and index of document	Date of approval	Any changes since the last assessment (if available - number and date of approval)		Conclusion (is finalized by the assessment group)
		no	yes	
1	2	3	4	5

Information about self-assessment of the applicant for accreditation, accredited CAB on compliance with the requirements of the fundamental standard(s)

Fundamental standard _____		
Clause/subclause of the fundamental standard	Description of requirements (according to sections and clauses of the fundamental standard)	List of documents of the applicant for accreditation, accredited CAB (with the indication of index, name, number of section, number of clause) describing conduct of the requirements in clause of the fundamental standard, list of records confirming conduct of requirements in the standard (documents describing management system of the applicant for accreditation, accredited CAB and others)
1	2	3

Information about participation of the certification body in consulting

☐ NO	☐ YES

If this line of activity is available, it is necessary to indicate information about participation of the body certifying products, services, work in consulting; information about participation of the body certifying competence of personnel in training and conducting examination; information about participation of the body certifying management systems in consulting about certification of management systems of organizations

Participation of certification body certifying products, services, work in consulting

No.	Name of the advised organization	Date of consulting	Name of the object of consulting	Surname, name, patronymic (if any) of expert-auditor(s) participating in consulting	Conclusion (is finalized by the assessment group)
1	2	3	4	5	6

Participation of the body certifying competence of personnel in training and conducting examination (not to be filled in by the body for forest certification)

No.	Details about candidate (surname,	Date of training, date	Scope of training	Surname, name, patronymic (if any) of expert-auditor(s)	Conclusion (is finalized by the

	name, patronymic (if any), organization,)	of examination		participating in training and/or conducting examination	assessment group)
1	2	3	4	5	6

Participation of the body certifying management systems in consulting about certification of management systems of organizations

No.	Name of the advised organization	Date of consulting	Designation for the standard for management system which was the subject of consulting	Surname, name, patronymic (if any) of expert-auditor(s) participating in consulting	Conclusion (is finalized by the assessment group)
1	2	3	4	5	6

Information about complaints and appeals for activity of the certification body

Complaints	☐ NO	☐ YES
Appeals	☐ NO	☐ YES

If complaints and appeals are available, it is necessary to indicate information about complaints and appeals for activity of the certification body since the last assessment

Information about complaints and appeals for activity of the certification body since the last assessment (period under review from _____ to _____)

No.	Date of receipt	Organization, individual	Core of claim (complaint, appeal)	Information about processing (results, who and where made a decision following the results of processing)	Conclusion (is finalized by the assessment group)
1	2	3	4	5	6

Information about testing laboratories (centres) where testing is conducted/planned (for certification bodies certifying products, work)

No.	Name of testing laboratory (centre)	Information about available accreditation (number and date of the accreditation certificate)	Information about available agreement/contract between testing laboratory (centre) and certification body (number, date)
1	2	3	4

Information about financial solvency of the certification body
(to provide in an unspecified view)

Information about equipment of the certification body with technical resources
(to provide in an unspecified view)

Information about possibility to conduct work in accordance with the scope of activity within the National Conformity Confirmation System of the Republic of Belarus (for certification bodies certifying products, services, work, competence of personnel in conduct of certain types of work, rendering certain services, forest certification)

No.	Name of object (scope of object) of conformity assessment (in accordance with the scope of accreditation)	Code of object (scope of object) of conformity assessment (in accordance with the scope of accreditation)	Personnel of certification body (surname, name, patronymic (if any))	
			expert-auditors	technical experts
1	2	3	4	5

Information about possibility to conduct work in accordance with the scope of activity within the Eurasian Economic Union (for certification bodies certifying products, services, work, competence of personnel in conduct of certain types of work, rendering certain services, forest certification)

No.	Name of object (scope of object) of conformity assessment (in accordance with the scope of accreditation)	Code of object of conformity assessment (in accordance with the Eurasian Economic Union's Commodity Nomenclature of Foreign Economic Activity) (in accordance with the scope of accreditation)	Personnel of certification body (surname, name, patronymic (if any))	
			expert-auditors	technical experts
1	2	3	4	5

Information about possibility to conduct work by the certification body certifying management systems (for body for management system certification (except for management systems under STB 1470-2012 <1>, STB ISO 22000-2006 <2>

No.	Designation for the standard for management system	Name of scope of object of conformity assessment (in accordance with the scope of accreditation)	Code of scope of object of conformity assessment (in accordance with the scope of accreditation)		Personnel of certification body (surname, name, patronymic (if any))	
			Code of the European Cooperation for Accreditation	код	expert-auditors	technical experts
1	2	3	4	5	6	7

Information about possibility to conduct work by the certification body certifying management systems under STB 1470-2012 <1>, STB ISO 22000-2006 <2>

No.	Designation for the standard for management system	Category (in accordance with the scope of accreditation)		Personnel of certification body (surname, name, patronymic (if any))	
		code	name	expert-auditors	technical experts
1	2	3	4	5	6

<1> State standard of the Republic of Belarus STB 1470-2012 *Food Safety Management Systems. Food Safety Management Based on HACCP. General requirements*, approved by Resolution of the State Committee for Standardization of the Republic of Belarus dated 18 January 2012 No. 4.

<2> State standard of the Republic of Belarus STB ISO 22000-2006 *Food safety management systems. Requirements for any organization in the food chain*, approved by Resolution of the State Committee for Standardization of the Republic of Belarus dated 16 October 2006 No. 46.

Annex 6
to the Accreditation Rules

Form

COMPARATIVE DOCUMENT ANALYSIS

Current scope of accreditation (annex N ___)			
Numbers of items of the scope of accreditation	Name of object or type of testing	Index of technical regulatory legal acts (TRLA), that stipulate the requirements for	
		indicators of test object	test methods
1	2	3	4

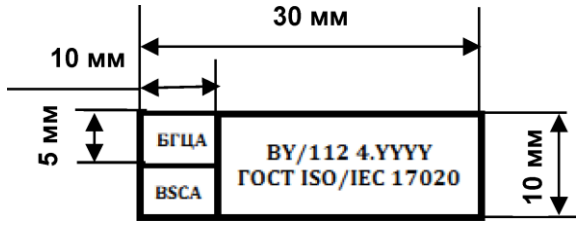
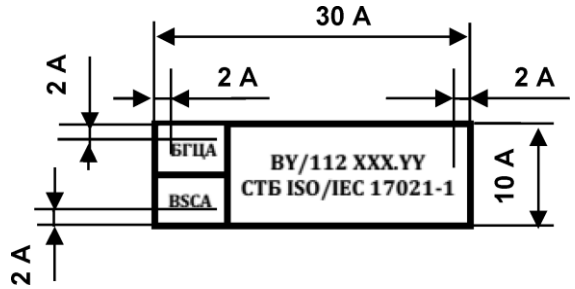
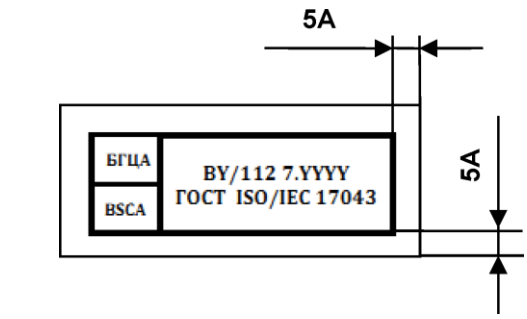
Scope of accreditation declared for update (annex N ___)			Conclusion about conformity/nonconformity	Note
Name of object or type of testing	Index of technical regulatory legal acts (TRLA), that stipulate the requirements for			
	indicators of test object	test methods		
5	6	7	8	9

_____	_____	_____	_____
(analysis prepared by)	(signature)	(initials, surname)	(date)
_____	_____	_____	_____
(Job position of the employee of the accreditation body that prepared the analysis	(signature)	(initials, surname)	(date)

Annex 7
to the Accreditation Rules

CONTENTS, LINEAR DIMENSIONS OF THE ACCREDITATION SYMBOL

(is introduced in accordance with Resolution of Gosstandart dated 19.06.2017 No. 49)

	Basic (minimum) linear dimensions of the accreditation symbol
	Correlation between minimum breaks from overall linear dimensions A - any natural number
	Protective field of the accreditation symbol A - any natural number