

**National Accreditation
Agency of Ukraine**

Approved
NAAU Decree
on 12.05.2015 № 197-Я

MANAGEMENT SYSTEM

Procedure ***“Suspending or withdrawing of accreditation certificate”***

“Suspending or withdrawing of accreditation certificate”			NAAU	
Revision 16 dated 12.05.2015	Developed by: O. Hromenko	Checked by: V.Krasiuk	Page	1
			Total number of pages	5

1. Scope

1.1 This Procedure applies to the NAAU management, Department for accreditation of conformity assessment bodies, Department for surveillance for conformity assessment bodies, Sector for Register, Sector for organizational & economic issues and information & technical support, Sector for office work and archival affairs.

2. Normative references

This Procedure is elaborated taking into account the Law of Ukraine “On Accreditation of Conformity Assessment Bodies” and the requirements of the European and international documents [3-7].

3. General provisions

3.1 The basis for the decision on temporary suspension of the accreditation certificate is:

- revealing nonconformities of CAB with accreditation criteria (for example, untimely or ineffective elimination of nonconformities revealed during assessment of CAB, violation of requirements of normative and legal acts in the sphere of accreditation, normative documents, procedures for assessments etc.);
- breach from the side of conformity assessment body (hereinafter – CAB) the Agreement with NAAU (for example, noncompliance with NAAU policies, incorrect using of accreditation symbol, unjustified delay of monitoring activities through surveillance or extraordinary assessment, unjustified delay of approving an assessment plan or composition of the team, refusal to sign the agreement and paying for surveillance works or extraordinary assessment, using of accreditation in such way that discredits NAAU etc.);
- confirmation of facts of committed by a CAB systematic violations stated in the authorization of central executive authorities, letters of state regulatory and law enforcement agencies.
- not provision to NAAU the information from a CAB about the results of the group of assessors examination, plan of extraordinary assessment or unreasonable delay by a CAB the signing on the third working day after receipt of CAB documents.
- preventing to accreditation personnel by the CAB to monitoring through conducting surveillance or extraordinary on-site assessment, including not providing them with all necessary documentation, information, records and denial to provide free access to business and production facilities of a CAB during conducting extraordinary assessment;
- negative result of examination by NAAU of complaint (appeals) against a CAB.

The responsibility in the decision making process regarding temporary suspension of the accreditation certificate of a CAB (F-08.00.31) is determined in the clause 8.2.8 of the Management Manual.

In the abovementioned cases a decision on temporary suspension of accreditation (F-08.00.31) is made on the basis of results of assessment on conformity assessment body and conclusions of corresponding NAAU commission for the period of not more than 1 year.

The accredited CAB can itself apply for temporary suspension of the certificate. рішення приймається на термін не більше ніж один рік за поданням управлінь/відділів акредитації. In this case a decision by the proposal of departments/divisions on accreditation is made for no more than a year.

Renewal of the accreditation certificate after its temporary suspension is done according to the results of evaluation of provided by a CAB materials regarding elimination of nonconformities and after conducting the on-site assessment of a CAB (if necessary). Decision on renewal of accreditation of a CAB is made on the basis of the results of CAB’s evaluation and conclusions of the respective NAAU commission. Responsibility in the decision making process on renewal of the CAB accreditation certificate (P-08.00.52) is defined in p.8.2.8 Management Guidelines.

“Suspending or withdrawing of accreditation certificate”			NAAU	
Revision 16 dated 12.05.2015	Developed by: O. Hromenko	Checked by: V.Krasiuk	Page	2
			Total number of pages	5

The renewed accreditation certificate is valid from the date of its renewal till the date of the end of its validity period fixed during accreditation. The respective records concerning the renewal are made in the NAAU Register. The accreditation certificate is returned to the CAB.

If the validity of accreditation certificate is not renewed during the term of decision validity, hence it shall be withdrawn.

3.2 Withdrawal (declaring invalid) of accreditation is carried out if:

- the revealed violations can't be eliminated within the certain period
- the CAB failed to take timely measures aimed at preventing violation of the agreement with NAAU, including the fact that within a specified period it unreasonably delayed conducting the monitoring activities through surveillance or extraordinary assessment, and did not create conditions for such activities.

- the CAB entirely ceases its activity (is liquidated) or ceases accreditation in the scope of activity;

- the CAB didn't fulfill conditions of the Agreement on conducting monitoring activities;

- validity of the decision on temporary withdrawal of accreditation certificate has come to the end.

Decision on withdrawal of accreditation certificate (F-08.00.31) is made on the basis of results of CAB assessment and conclusions of corresponding NAAU commission.

Responsibility in the decision-making process regarding withdrawal of accreditation certificate (Ф-08.00.31) is determined in the cl. 8.2.8 of Management Manual.

In case of withdrawal the renewal of accreditation certificate is not possible.

3.3 After the decision on temporary suspension or withdrawal of accreditation certificate of a CAB:

- Sector for Register within one working day makes the notice to register regarding the temporary suspension or withdrawal of a CAB, which is marked with red;

- Department for surveillance for accredited conformity assessment bodies prepares a list of stakeholders within the aim to inform about the decision regarding temporary suspension or withdrawal of accreditation certificate of a CAB;

- Sector for Register prepares a cover letter to the CAB and a letter on informing the stakeholders about the decision on temporary suspension or withdrawal of accreditation certificate of a CAB within one working day;

- Responsible for the technical maintenance of the official NAAU web page during one working day places the information about temporary suspension on the NAAU website ;

- Sector for office work and archive keeping sends the Decision together with a cover letter to the CAB's post (letter with a message) and email addresses of a CAB within one working day;

- Sector for office work and archive keeping sends letters to stakeholders according to the list within two working days.

In the case of temporary suspension for a period more than 90 days or withdrawal the responsible executor from the Sector for Register shall take all appropriate measures with the aim that a CAB returns the original certificate to NAAU Register within the period of 10 days from the date of sending the notification letter to the CAB.

4. Process description

Flowchart of the process is given in the Annex 1.

5 Responsible for the process functioning

Head of the Department for accreditation of conformity assessment bodies, Head of the Department for surveillance for conformity assessment bodies, Head of the Department for Quality and International Cooperation are responsible for the process functioning.

"Suspending or withdrawing of accreditation certificate"			NAAU
Revision 16 dated 12.05.2015	Developed by: O. Hromenko	Checked by: V.Krasiuk	Page 3
			Total number of pages 5

6 References

The Procedure comprises the references to the following documents:

1. F-08.00.31 "Decision on the suspension or withdrawal of CAB accreditation"
2. F-08.00.52 "Decision on renewal of CAB accreditation certificate"
3. IAF GD 5:2006 Guidance on the Application of Guide 65;
4. IAF GD 24:2009 IAF Guidance on the Application of ISO/IEC 17024:2003;
5. IAF MD 7:2010 IAF Mandatory Document for Harmonization of Sanctions to be applied to Conformity Assessment Bodies;
6. IAF/ILAC A5:11/2013 Multi-Lateral Mutual Recognition Arrangements (Arrangements): Application of ISO/IEC 17011:2004.
7. ISO/IEC 17011:2004 "General requirements for accreditation bodies accrediting conformity assessment bodies".

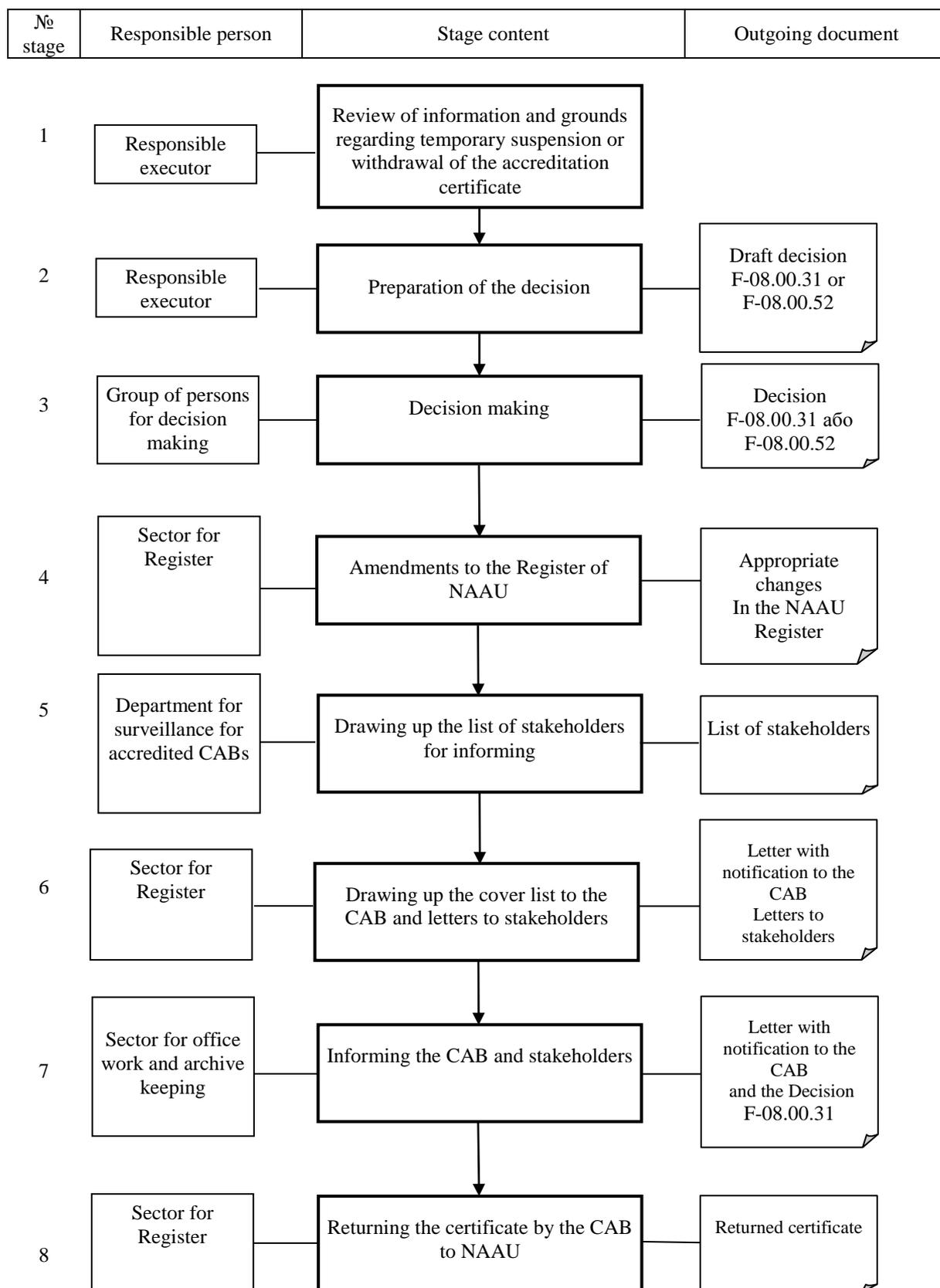
7 Developer

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"Suspending or withdrawing of accreditation certificate"			NAAU	
Revision 16 dated 12.05.2015	Developed by: O. Hromenko	Checked by: V.Krasiuk	Page	4
			Total number of pages	5

Flow chart of the process of temporary suspension or withdrawal accreditation certificate



“Suspending or withdrawing of accreditation certificate”			NAAU	
Revision 16 dated 12.05.2015	Developed by: O. Hromenko	Checked by: V.Krasiuk	Page	5
			Total number of pages	5