

**National Accreditation  
Agency of Ukraine**

**Approved by  
NAAU Decree  
№ 195-Я dated 24.03.2015**

# **MANAGEMENT SYSTEM**

## **GENERAL DOCUMENT**

### **“Extension of NAAU scope of activity”**

|                                     |                            |                           |              |
|-------------------------------------|----------------------------|---------------------------|--------------|
| Extension of NAAU scope of activity |                            |                           | NAAU         |
| GD-01.08.06                         |                            |                           |              |
| Version 07<br>Dated 24.03.2015      | Developed:<br>Krasiuk V.V. | Verified:<br>Gavrishko V. | Page 1       |
|                                     |                            |                           | Total page 5 |

## 1 General policy

The main objective of NAAU activity is accreditation of conformity assessment bodies in accordance with the Law of Ukraine “On accreditation of conformity assessment bodies” No 2407-III dated 17.05.2001.

NAAU extends the scope of activity only in cases when it is required by new legislation or stakeholders. If stakeholders have the necessity of extension of scope, this issue shall be considered during the meeting of Accreditation Council and appropriate recommendations should be given, and also, when it is necessary, during the meeting of Technical Committee on Accreditation where issues for implementation should be defined.

NAAU will not extend its activity in the scopes, if there are no international/regional standards or recommendations for them.

The example of extension of NAAU activity is accreditation (evaluation of competence) of new CAB type and/or conformity assessment activity for new certification scheme.

On the result of extension of NAAU scope of activity the requirement on independence and impartiality of NAAU shall be ensured.

## 2 Sphere of action

The procedure concerns NAAU, Accreditation Council, Technical Committee on Accreditation, personnel on accreditation.

## 3 Main stages

The process of extension of NAAU activity includes the main stages:

- defining the necessity;
- receiving the recommendation from Accreditation Council;
- involvement to the discussion the TCA and other stakeholders;
- defining the measures for realization of recommendations;
- implementation of defined measures;
- review of the results of performed actions.

## 4 Description of the process

### 4.1 Defining the necessity

4.1. The resources of defining the necessity of extension of NAAU activity can be:

- changes in the current legislation of Ukraine (the responsible person is the Lawyer);
- requirements of potential conformity assessment bodies (responsible persons are Heads of Divisions on Accreditation and Surveillance);
- requirements of existent conformity assessment bodies (responsible persons are Heads of Divisions on Accreditation and Surveillance);
- requirements of stakeholders (responsible persons are - Heads of Divisions);

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|                                     |                            |                           | Total page 5 |

- changes in standards on accreditation issues (responsible persons are Heads of Divisions on Accreditation and Surveillance);
- requirements of international and regional organizations on accreditation in which NAAU has membership and/or Contracts on cooperation (responsible persons are - Quality Manager, Heads of Divisions on Accreditation and Surveillance);
- other factors.

4.1.2 Responsible persons provide proposals on extension of the scope of NAAU activity during the meetings and/or management review. The document that confirms determination of the need to extend NAAU activity is the appropriate protocol which is signed by NAAU Chairman or Deputy Chairman (for example, minutes of the meeting).

#### 4.2 Recommendations of the Accreditation Council

4.2.1 The issue on extension of the scope of NAAU activity can be considered during the meeting of Accreditation Council involving all stakeholders.

#### 4.3 Involvement TCA and other stakeholders to the discussion

4.3.1 With the aim to process the issue on extension of the scope of activity, stakeholders such as organizations or persons which conduct conformity assessment in the defined sphere, users of such CABs' services, sector associations, executive power bodies etc. are involved to the discussion.

4.3.2 In case of involvement it is necessary to highlight the following issues:

- whether conformity assessment is conducted in the defined sphere?
- what is the number of potential interested conformity assessment bodies and the number of users of their services?
- does the defined sphere relate to the sphere of activity which is regulated/not regulated by law?
- what is the level of activity in the sphere of conformity assessment (national, regional, international)?

4.3.3 If it is necessary, the appropriate technical issues (including the need to establish additional Technical subcommittee or section) shall be considered on the Presidium of TCA.

#### 4.4 Defining measures to implement recommendations

4.4.1 Quality Manager and Heads of appropriate Department for accreditation or surveillance performs the analysis of current state, defines needs and drafts the action plan to implement recommendations. During analysis it is necessary to take into consideration the following issues:

- do other accreditation bodies have experience in the defined sphere?
- how many CABs accredited by them?
- are there any documents which contain the requirements of accreditation?
- is there the need for specific accreditation programs?

|                                     |                            |                           |              |
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|                                     |                            |                           | Total page 5 |

- are there any recommendations on using accreditation in the defined sphere of international and/or regional organizations on accreditation?
- is there competent personnel on accreditation?
- are there any criteria of accreditation?

In order to obtain information to the issues it could be reasonable to hold round-table discussions and correspondence with stakeholders.

4.4.2 The plan can include:

- the ways of implementation of appropriate EA recommendations and international organizations on accreditation;
- taking into account the experience in other countries to share experiences and possible participation as observers in accreditation in countries that have such experience;
- determination and allocation of responsibility for achieving objectives and tasks at each level of NAAU and means and the periods of time which is necessary to achieve these objectives and tasks;
- establishing requirements to accreditation personnel in the defined field;
- determination of the need to train personnel. The personnel shall be competent by passing the appropriate education, training and/or practical lessons (knowledge in the defined field, knowledge and understanding of relevant standards);
- development of appropriate accreditation programs (criteria, specific rules, principles of determination of accreditation scope etc.);
- the need for translation of relevant recommendations into Ukrainian;
- creation, approval and implementation of the required documentation – herewith, it is necessary to adhere to existing NAAU methods, rules, procedures and norms, which provide for applying the criteria of independence, objectivity of assessment results, transparency, impartiality, competence and responsibility;
- informing stakeholders regarding extension of the scope of activity and conducting the appropriate procedure of accreditation;
- the rules of determination of the cost of accreditation works in the defined sphere.

The plan shall be approved by NAAU Chairman.

#### **4.5 Analysis of the results of performed actions**

4.5.1 After performing actions NAAU analyses the effectiveness and sufficiency of performed actions. The effectiveness of implementation of the actions is represented in the minutes of the meeting.

#### **5 Responsible for functioning of the process**

The responsibility for functioning of the process lies on the Quality Manager, the Heads of departments for accreditation of conformity assessment bodies and surveillance for accredited conformity assessment bodies.

#### **6 References**

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|                                     |                            |                           | Total page 5 |

The general document contains references to the following documents:  
1. The Law of Ukraine “On accreditation of conformity assessment bodies” No 2407-III dated 17.05.2001.

The document is developed by:

Head of the division for quality  
and work with personnel on accreditation

Krasiuk V.V.

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|                                     |                            |                           | Total page 5 |