

**National Accreditation
Agency of Ukraine**

Approved by
NAAU Decree
on 22.08.2013 № 172-Я

MANAGEMENT SYSTEM

General Document

*“Rights and responsibilities
of accredited conformity assessment bodies”*

General document “Rights and responsibilities of accredited conformity assessment bodies”			NAAU
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1 Responsibilities of accredited conformity assessment body

- 1.1 Shall constantly meet the requirements of normative and legal documents on the accreditation and standards issues to which conformity it was accredited.
- 1.2 Shall refer to those accreditation activities to which it was granted accreditation.
- 1.3 Shall participate in inter-laboratory comparisons or proficiency testing (for laboratories) and inform NAAU about the results of participation in such measures.
- 1.4 Shall not use the granted accreditation so that to discredit National Accreditation Agency of Ukraine (hereinafter – NAAU), and not to make any statement concerning its accreditation, which NAAU can consider to be erroneous or incompetent.
- 1.5 Shall cancel reference to accreditation in their documents and advertising in the case of suspending or withdrawn accreditation.
- 1.6 Shall not use given accreditation so that it could be supposed that the results of CAB activity sanctioned by NAAU.
- 1.7 Shall not use the given accreditation so that it could be perceived as estimation of production by NAAU.
- 1.8 Shall provide that any report, statement, certificate, test report or their any part will not be used in such a way to mislead.
- 1.9 Shall meet the requirements of NAAU referring to status of accredited CAB in mass media, advertising materials, brochures or other documents.
- 1.10 Shall fulfill the requirements of Rules of use of national accreditation mark.
- 1.11 Shall conclude the Agreement with NAAU for the validity period of accreditation certificate. It is to cover:
- submission of documents necessary for confirmation to the accreditation requirements;
 - facilitate the work of the audit team during the CAB assessment;
 - provision the audit team free access to the service and production facilities;
 - provision of access to its documents and personnel for the purpose of assessment and surveillance or reassessment;
 - provision of timely contracts conducting for activities related to accreditation and monitoring (surveillance, conducting of reassessments and extraordinary assessments) and NAAU payment of all costs associated with carrying out such activities;
 - provision of timely approval and return of documents submitted for NAAU accreditation;
 - provision of frequency of conducting of monitoring (surveillance) under the provisions of NAAU Policy "On surveillance after accredited conformity assessment bodies" (GD- 08.00.16) and timely conducting of extraordinary assessments;
 - promoting and creating conditions for the accreditation personnel, provide them with all necessary documentation, information, records, and provide free access to office and industrial premises during extraordinary assessment according to the Law of Ukraine " On accreditation of conformity assessment bodies ";

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- provision of the application for reaccreditation six months prior to the date of expiry of the accreditation certificate;
 - provision of timely NAAU informing about changes related to the CAB activity.
- 1.12 Get acquainted with the composition of the assessment team within 3 days of receipt of composition of the assessment team to the CAB email address, in case of extraordinary assessment within 1 day.
- 1.13 For inquiries on accreditation issues that are sent to NAAU use only standard forms available on the official NAAU website (www.naaau.org.ua).

2. Rights of the accredited conformity assessment body

- 2.1 To require from NAAU to act according to the standard ISO/IEC 17011 taking into account the recommendations of European and international organizations and the documents of NAAU management system.
- 2.2 To use National accreditation mark on protocols or certificates, etc issued by it in range of its scope of accreditation.
- 2.3 To use National accreditation mark together with its own logo or mark, but at that the dimensions of National accreditation mark can not be smaller than logo or mark of accredited CAB.
- 2.4 To use National accreditation mark with the purpose of advertisement of activities (product services) within the scope of its accreditation.
- 2.5 To give complaints or proposals to NAAU.
- 2.6 To appeal decisions, actions or inactions actions of NAAU by the means of appeal to the NAAU Commission on Appeals or judicially.

Head of the department for surveillance after
accredited conformity assessment bodies

T. Zhmurko

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