

**National Accreditation
Agency of Ukraine**

Approved by
NAAU Decree
dated on 27.01.2014, №177-Я

MANAGEMENT SYSTEM

GENERAL DOCUMENT
ON PROVIDING OF PROPER WORK CONDITIONS
FOR ACCREDITATION PERSONNEL
DURING ACCREDITATION WORKS

General document on providing of proper work conditions for accreditation personnel during accreditation works			NAAU
Revision 05 dated on 27.01.2014	Developed by: O. Romanovych	Checked by: V. Kراسиuk	Page 1 Total number of pages 2

1. General provisions

This document was developed to provide proper work conditions for accreditation personnel carrying out accreditation works.

2. Requirements concerning providing of proper work conditions for accreditation personnel during accreditation works

Agreement shall envisage compensation for travel expenses as well as staying in a hotel and daily allowances (when accreditation auditor or an expert is to travel to another city, which is not a place of his/her residence).

Any CAB or NAAU located within the territory of Ukraine may be reached by car or railway. In case of using car by the members of assessment team on accreditation the value of the relevant services is compensated. In case of using railway by the team members the value of the services that not exceeding coupes or second class is compensated.

Accommodation must be in a single room class "three stars" if there is no such a class - "two stars".

Accreditations personnel performing analysis of documentation on the territory of NAAU shall be provided with all necessary accommodation.

An assessment team during conducting assessment on site may have an opportunity to lunch (at their own cost) and to use individual means of protection (in case of aggressive work environment) as well as means of communication in order to solve industrial problems, dealing with accreditation (at the cost of an applicant).

An applicant on request must provide such conditions and cooperation that are necessary for accreditation body to verify the execution of accreditation requirements. This applies to all premises in which services on conformity assessment are provided.

An applicant must secure the transportation of assessment team from the hotel to places of work (if public transport is not available), and provide separate accommodation and necessary equipment (computer, duplicators, office supplies) needed for work of the accreditation personnel.

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