

**National Accreditation  
Agency of Ukraine**

**Approved by**  
NAAU Decree  
on 08.04.2015 № 196-Я

## **MANAGEMENT SYSTEM**

**Instruction**  
*«Forming the accreditation scope  
of the certification bodies and inspection bodies»*

<b>Instruction «Forming the accreditation scope of the certification bodies and inspection bodies»</b>			<b>NAAU</b>
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**Instruction**  
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**of the certification bodies and inspection bodies»**

**1 General provisions**

The accreditation scope of the certification body is an annex to the accreditation certificate, which is an official document confirming the provision of accreditation for the conformity assessment body. Accreditation scope is an official NAAU document reflecting CAB competence in their respective fields for conformity assessment, confirmed by NAAU. Accreditation scope of the certification body is issued in Ukrainian. Upon the applicant request, NAAU can arrange accreditation scope in English or Russian.

**2 Rules of accreditation scope formation**

**2.1 Accreditation scope of the management system certification body**

*Accreditation scope of the management system certification body*, which is accredited according to ISO/IEC 17021:2011, is formed according to approved form F-08.10.17. Formation of the accreditation scope of the management system certification body occurs according to GD - 08.00.01 - «Determination of fields of economies sectors, which are determined in accreditation of management system certification bodies»

**2.2 Accreditation scope of persons certification bodies**

*Accreditation scope of persons certification bodies*, which is accredited according to ISO/IEC 17024:2012, is formed according to approved form F-08.14.17. The information provided, terminology and names must conform to relevant regulations, national and international standards, classifications, indexes, lists issued by the competent authorities and relevant profile organizations. If necessary, the specific certification scheme that body operates are indicated.

**2.3 Accreditation scope of products, processes and services certification body**

*Accreditation scope of products, processes and services certification body*, which is accredited according to DSTU EN 45011 – 2001 (EN 45011:1998) or ISO/IEC 17065:2012, is formed according to form F - 08.03.17, F – 08.12.17. The second column of the accreditation scope of certification bodies in accordance with the form F - 08.03.17, F – 08.12.17 necessarily includes the title of the

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products types, processes, services, certification of which carries out the certification body with indicating the categories and/or groups of products or other detailed definitions of products.

The titles of products types, processes, services shall be stated in accordance with their titles in officially published regulations and documents, national and international standards, classifications, indexes, lists issued by the competent authorities and relevant profile organizations. In addition, it is admissible to state products type's titles, processes and services in accordance with official international documents and standards in the original language or translated into Ukrainian.

The third column of the accreditation scope must include the titles of technical regulations on conformity assessment with indicating the conformity assessment modules and/or certification schemes, normative documents, where products designations are set against which the evaluation is conducted. In the case of need, which may be due to actual CAB capabilities in the field of conformity assessment, in the accreditation sphere there must be specified certain sections or parts of documents, according to which the assessment is conducted, including designation of conformity assessment modules and certification schemes.

## 2.4 Accreditation scope of the inspection body

*Accreditation scope of the inspection body*, which is accredited according to ISO/IEC 17020:2012, is formed according to approved form of NAAU management system F-08.11.17.

In the first column is indicated serial number of products, processes and services for which applies inspection body.

The second column of the accreditation scope of inspection body in accordance with the form of the F - 08.11.17 necessarily includes the products, processes and services types title that are inspected by the inspection body. Titles of inspection types of products, processes and services should be listed in accordance with their titles officially published regulations and documents, national and international standards, classifications, indexes, lists issued by the competent authorities and relevant profile organizations. In addition, it is admissible to state products types titles, processes and services in accordance with official international documents and standards in the original language or translated into Ukrainian.

The third column has to include inspection type (inspection of new product, during the exploitation).

The fourth column of the accreditation scope shall contain titles and designation of regulations, where products designations and/or inspection methods are set against which the inspection is conducted. As needed in the accreditation

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scope can be specified certain sections or parts of documents, according to which the assessment is conducted.

### 3 Accreditation scope execution

3.1 In the accreditation and monitoring activities performance, accreditation scope or project of accreditation scope of the certification body is adjusted and changed according to the comments of NAAU, TCA representatives, auditors and experts on accreditation. The final version of the accreditation scope is issued in two copies. Each page of one copy of the scope is vided by experts and auditors who carried out the assessment of the certification body. The purpose of such a vising – is approvement of scope content correctness and its compliance with the technical capabilities of the certification body. Leading auditor and the responsible executor of the case check accuracy of the sphere according to the requirements of this Instruction, the availability of experts and auditors visas who carried out the assessment.

3.2 Each page of both copies of the accreditation scope is signed by the head of department for accreditation or head of division for surveillance, depending on which NAAU structural unit carried out the work with the CAB accreditation scope. Signature of Head of Department is approved with NAAU stamp "for documents". Initialed copy of the scope is stored in the NAAU Registry. Not initialed - is given to the applicant along with other documents.

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