

**National Accreditation
Agency of Ukraine**

APPROVED BY
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dated 31.07.2020

NAAU MANAGEMENT SYSTEM

General document *“Regulations on the Attestation Commission for Accreditation Personnel”*

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1. General provisions

1.1 The Attestation Commission (hereinafter - the Commission) of the National Accreditation Agency of Ukraine (hereinafter - NAAU) is a permanent collegiate body and works on a voluntary basis.

1.2 Regulations on the Attestation Commission for Accreditation Personnel (hereinafter – Regulations) establishes main rules and organizational work of activity of the Attestation Commission.

1.3 The Commission is guided by the legislation of Ukraine, NAAU General Document "Qualification requirements, procedure and attestation rules for accreditation personnel" (GD-09.00.01) (hereinafter - "Qualification requirements"), documents of international and regional accreditation organizations (EA, ILAC and IAF) and these Regulations.

2. Composition of the Attestation Commission

2.1 Composition of the Commission is proposed by NAAU, agreed by the Accreditation Council and approved by the NAAU Order.

2.2 The Commission is headed by its Chairman. In the absence of Chairman of the Commission, his duties are incumbent on the Deputy Chairman of the Commission.

2.3 Documenting of the Attestation Commission work is conducted by the secretary - NAAU employee, who is responsible for working with the accreditation personnel and is not a member of the Commission.

2.4 The Commission's composition is reviewed every 2 years.

3. Obligations and competencies of the Attestation Commission

3.1 The Commission shall determine the compliance of accreditation personnel with the document "Qualification requirements".

3.2 Competencies of the Commission include:

- review of applications for obtaining the status of assessor/lead assessor or re-attestation (F-09.00.20, F-09.00.21, F-09.00.22) and other documents related to the candidate;

- interviewing candidates;

- making the decision regarding attestation or denial in the attestation/re-attestation or postponement of attestation/re-attestation of candidates;

- decision to withdraw certificates of assessors/lead assessors (F-09.00.18, F-09.00.19) in case of non-compliance by the assessor/lead assessor with the requirements of paragraph 10 of "Qualification Requirements";

- making a decision on the recognition of certificates of accreditation assessors issued by accreditation bodies of other countries.

4. Preparation to the meeting of the Attestation Commission

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4.1 The Secretary of the Commission, on the instructions of Chairman of the Commission, shall, not later than two weeks before the meeting, send invitations to members of the Commission, draft agenda, list of personnel for accreditation for attestation/re-attestation (F-09.08.28) and application forms. Not later than one week before the meeting, members of the Commission, by electronic vote, decide which candidate shall necessarily be present at the meeting/on-line meeting.

4.2 Candidates who are attested first shall be present at the meeting/on-line meeting.

4.3 Secretary of the Commission shall prepare:

- draft agenda of the meeting;
- application forms;
- lists of candidates;
- plan of the meeting, taking into account consideration sequence of invited candidates;
- current information regarding the candidates.

5. Procedure of the Attestation Commission and registration of attestation/re-attestation results

5.1 The Commission works in the form of meetings/on-line meetings, which are considered eligible only if at least half of its members are present.

5.2 NAAU officials who are not members of the Commission may be present at a meeting without the right to vote with the permission of the Chairman of the Commission.

5.3 Before the meeting, Secretary of the Commission warns the audience that a photo and sound recording of the meeting/on-line meeting will be conducted.

5.4 Questionnaires of members of the Commission that are to be attested/re-attested are considered at the end of the meeting. Members of the Commission who are assessed do not participate in the voting procedure related to their candidacies.

5.5 Following the consideration of questionnaires of accreditation personnel, which are read by the Chairman of the Commission, other documents (if necessary) and/or interviews (if necessary), the Commission takes decisions on attestation/re-attestation, refusal of attestation/re-attestation or postponement of attestation/re-attestation of candidates.

5.6 The decision shall be taken by a majority of votes of members of the Commission present at the meeting. In the case of even distribution of votes, the voice of Chairman of the Commission is decisive.

5.7 Discussion and decisions on attestation/re-attestation of candidates are taken without their personal presence.

5.8 Decision of the Commission is formalized by the Protocol, signed by the Chairman of the Commission and the Secretary.

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5.9 Following the results of attestation/re-attestation, the Secretary of the Commission prepares certificates of assessors/lead assessors, signed by the Chairman of NAAU and the Chairman of the Commission.

6. Conducting remote meeting of the Attestation Commission

If necessary (for security reasons, travel restrictions, force majeure, etc.) the Commission is conducted remotely.

6.1. Preparation for the remote meeting of the Attestation Commission is carried out in accordance with paragraph 4 of these Regulations.

6.2. The procedure for the work of the Attestation Commission and the registration of the results of attestation/re-attestation are specified paragraph 5 of these Regulations.

6.3. The meeting is held using videoconferencing tools (Zoom, Skype, etc.).

6.4. Members of the Commission, candidates who are attested for the first time and candidates who shall be present at the meeting, are sent an invitation to the online meeting by e-mail.

6.5. 30 minutes before the start of the Commission meeting, a preliminary (test) communication shall be conducted between all participants of the online meeting.

6.6. During the online meeting, the members of the commission shall be in touch.

6.7. Each candidate is allocated time for online communication.

6.8. Discussion and decision-making on attestation/re-attestation of a candidate takes place without his/her personal presence, after the candidate has left the online meeting.

7. Responsibility of the Attestation Commission

Members of the Commission sign a declaration of confidentiality and bear responsibility in the event of disclosure and misuse of information on accreditation personnel in accordance with current legislation of Ukraine.

8. References

1. GD-09.00.01 - «Qualification requirements, procedure and attestation rules for accreditation personnel».
2. F-09.00.18 - "Certificate of lead assessor".
3. F-09.00.19 - "Certificate of assessor".
4. F-09.00.20 - "Expert questionnaire for obtaining the status of assessor".
5. F-09.00.21 - "Questionnaire of assessor for re-attestation".
6. F-09.00.22 - " Questionnaire of assessor for obtaining the status of lead assessor/lead assessor for re- attestation".
7. F-09.08.28 - "List of accreditation personnel for attestation/re- attestation".

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