Rights and obligations of accredited conformity assessment bodies

Implemented by: Accredited bodies, bodies that have applied for accreditation, General Directorate of Accreditation.

Responsible for implementation: Quality Manager

Checked by: Quality Manager — Ardita MELE

Approved by: General Director — Pranvera FAGU

1 PURPOSE

This procedure describes the rights and obligations of the conformity assessment bodies after having obtained the accreditation status or that have applied for accreditation.

2. FIELD OF IMPLEMENTATION

This procedure is applied by accredited CABs as long as they enjoy accreditation status and by CABs that have applied for accreditation. The procedure is applied by both mandatory and voluntary conformity assessment bodies.

3. RESPONSIBILITIES

This procedure is implemented by the General Directorate of Accreditation. The quality manager is responsible for the application of this procedure.

4. REFERENCES

Standard ISO/IEC 17011:2017 "Requirements for accreditation bodies accrediting conformity assessment bodies", paragraph 8.2
Law no.116/2014 " On accreditation of conformity assessment bodies in Republic of Albania ", amended
Quality Manual DA-MC-001

5. VOCABOLARY AND ABBREVIATIONS

For the purpose of this procedure have been used terms and definitions provided in the standard ISO/IEC 17011:2017 and the Annex of the Quality Manual DA-MC-001.

6. DESCRIPTION OF THE PROCEDURE

6.1 Obligations of the conformity assessment body.

6.1.1 To know and implement the accreditation policies and procedures of the DPA.
6.1.2. To continuously follow the recommendations and/or additions/changes to the accreditation procedures carried out by the DPA.
6.1.3. To commit to continuously fulfilling the accreditation requirements for the purpose for which accreditation is requested or granted and to commit to providing evidence of fulfillment.

6.1.4. To adapt to changes in the accreditation requirements.
6.1.5. To cooperate as necessary to enable the DPA to verify the fulfillment of the accreditation requirements.
6.1.6. To provide access to the personnel, premises, equipment, information, documents and records of the CAB, as necessary, to verify the fulfillment of the accreditation requirements in the initial assessment, surveillance visits, reassessment, additional and unscheduled visits.
6.1.7. To ensure, upon request of the DPA, the development of witness assessment.
6.1.8 To provide appropriate working conditions for the assessment team designated by the DPA to carry out the assessment/surveillance/reassessment plans.
6.1.9 To accept a periodic surveillance visit organized by the DPA at least once a year.
6.1.10 To provide to DPA the information about its activities, for the purposes of surveillance visits within a specified time.
6.1.11 To accept additional (extraordinary) visits organized by the DPA, in case of complaints or changes affecting accreditation.
6.1.12 To accept unscheduled visits organized by the DPA, where necessary.
6.1.13 To participate in proficiency testing and/or interlaboratory comparisons, in the case where the CAB is a testing/calibration/medical laboratory, or where appropriate, an inspection body or product certification body.
6.1.14 To have, where possible, a legally binding agreement with its clients, which commits clients to provide, upon request, access to the DPA assessment team to assess the CAB's performance when carrying out conformity assessment activities at the client's site.
6.1.15 To refer to the accreditation only in relation to the field for which it has been granted accreditation.
6.1.16 To implement the DPA policy on the use of the accreditation symbol.
6.1.17 Not to use its accreditation in such a way as to bring the DPA into disrepute.
6.1.18 Not to use the accreditation symbol for any activity, including activities involving advertising, if the period of validity of the accreditation certificate has expired or if the accreditation has been suspended or withdrawn.
6.1.19 To inform the DPA, within one month, of changes related to its accreditation, such as: legal, commercial, ownership or organizational status; organization, senior management and key personnel, resources and location, scope of accreditation; or other matters that may affect the CAB's ability to fulfil the accreditation requirements.
6.1.20 To pay the fees for assessment, accreditation, surveillance visits, extraordinary visits, unscheduled visits and reassessment in a timely manner according to the fees set out in the Council of Ministers No. 737, dated 09.09.2015 "On the Determination of Accreditation Fees and for Trainings Organized by the General Directorate of Accreditation", as amended.
6.1.21 To assist and contribute in the investigation and resolution of any complaints regarding accreditation regarding the CAB addressed by the DPA.
6.1.22 At the request of the DPA, to provide information on complaints received by the CAB regarding the scope of accreditation, including their resolution which may include corrections or corrective actions.
6.1.23 Not to provide information on the accreditation process before the accreditation decision is made.

6.1.24 To return to DPA the accreditation certificate in the event of withdrawal of accreditation.
6.1.25 To inform its affected clients of the suspension, reduction or withdrawal of its accreditation and the consequences related thereto, within 2 weeks.
6.1.26 Not to use the granted accreditation in violation of DPA requirements and criteria for the standards for which the CAB is accredited, such as:
a) Not to issue test/inspection/certification reports or calibration certificates that are inappropriate or contain incorrect results.
b) Not to provide incorrect or misleading information regarding the accreditation status through communication means (documents, advertising/publicity, etc.).
c) Not to use the accreditation symbol in violation of the rules set out in DPA's policy on the use of the accreditation symbol.

6.2 Rights of the conformity assessment body

The conformity assessment body has the right to:

6.2.1 Request from the DPA all information necessary for accreditation, the relevant conditions and procedures
6.2.2 Appeal in writing if it disagrees with the conclusions of the examination of the documents submitted together with the application form according to the terms and conditions set out in the accreditation procedure.
6.2.3 Object to the composition of the assessment group according to the conditions set out in the accreditation procedure.
6.2.4 Be notified of the assessment results and the recommendations of the assessment group. In cases where there are comments on the assessment group report, the CAB may send them in writing to the DPA within 15 working days from the date of receipt of the assessment report.
6.2.5 Appeal, in writing, against decisions on accreditation according to the procedures set out by the DPA.
6.2.6 Be informed by the DPA about changes in procedures, documents and standards no later than one month from their entry into force.
6.2.7 Be informed by the DPA about DPA training provided to CABs, if any.

7. HISTORY

Date of revision	Number of revision	Author	Description of changes
30.10.2006	0	A. Cuni	Original version
28.04.2009	1	A. Fuga	Reflection of the point 8.2.2 and 8.2.3 of ISO 17011.Changes in responsibilities of the CAB, which have applied for accreditation,

			regarding participation in PT, implementation of the contract during the accreditation procedures, payment of fees, performing tests with witness, etc.
22.12.2014	2	E. Fyshku	Changes in the header, in point 4 – references and point 6.2 associated with the new law accreditation
20.05.2019	3	A. Mele	Changes in the point 4. 5 6.1 and 6.2
01.08.2025	4	A. Mele	Changes in the point 6.1 and 6.2 based on DA-FO-038