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Rights and obligations of accredited conformity assessment bodies

Code DA-PM-011

Review no. 3
Dt 20.05.2019

Faqe 1 nga 4

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

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Approved by: General Director

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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 implemented after the issuance of the accreditation from the Directorate of Accreditation. The implementation of this procedure from the accredited CABs will continue for as long they'll have the status of accreditation and CABs that have applied for accreditation. The procedure is applied from the conformity assessment bodies from both the mandatory and the voluntary field.

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
- Quality Manual DA-MC-001
- Law no.116/2014 “ On accreditation of conformity assessment bodies in Republic of Albania “

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.



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6. DESCRIPTION OF THE PROCEDURE

6.1 The obligations of the conformity assessment bodies

The body has to:

1. Fulfill the requirements of the standard series S SH ISO 17000 for the whole accreditation field and adopt all the changes in the standards' requirements.
2. Declare its status of accreditation in respect of accreditation field;
3. Not misuse the accreditation in such a way to damage the reputation and the image of General Directorate of Accreditation and must not issues any declaration which may cause problems or misunderstanding for the General Directorate of Accreditation.
4. Fulfill the requirements defined in the procedure DA-PM-004 "Rules for the use of accreditation symbol" when referring to accreditation.
5. Stop using the accreditation symbol or return the accreditation certificate in cases when accreditation is suspended or withdrawn.
6. Pay tariffs as defined by the General Directorate of Accreditation.
7. Immediately inform DPA when important changes occur which may influence in the fulfillment of accreditation requirements. Such changes might be:
 - On its legal status, ownership or organizational status;
 - Organization, technical and management personnel.
 - Policies and main procedures;
 - Resources (equipment, methods) and location;
 - Field of accreditation and other issues which may affect their capacity of field of accreditation;
8. Participate in the proficiency testing as requested by the General Directorate of Accreditation and inform DPA on the results of such tests.
9. Cooperate with DPA representatives in order to ensure the assessment of the fulfillment of the accreditation requirements. The body must:
 - Provide access to DPA representatives about personnel, equipment, locations, information, documentation and registrations (including registration of internal audits, results of proficiency testing, etc);
 - Take all the measures to organize witness audit according to assessment plan;
 - If necessary provide access to documentation to evaluate its impartiality and independence from other organizations;
 - If it is requested by DPA, to assess the conformity assessment body's performance when carrying out conformity assessment capacities at the client's site
10. Comply with conditions foreseen in the contract signed with DPA.



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6.2 The rights of the conformity assessment bodies

The conformity assessment body has the right to ask DPA the fulfillment of the following obligations:

1. The Directorate functions according to the Law no.116/2014“ On accreditation of conformity assessment bodies in Republic of Albania, requirements of standard series S SH ISO17000, recommendations of DPA, recommendations and guidelines of EA and ILAC and also DPA procedures.
2. The General Directorate of Accreditation accredits the body based on its application and conditions set forth in the contract signed between the body and DPA.
3. The General Directorate of Accreditation informs the body on every change of standards’ requirements, at least one month in advance.
4. The General Directorate of Accreditation publishes the list of the accredited bodies, their address and the field of accreditation.
5. The General Directorate of Accreditation complies with the conditions foreseen in the contract signed between the two parties.
6. The General Directorate of Accreditation informs the CABs, based on its policies, for appropriate means for ensuring traceability in measurement results.
7. The General Directorate of Accreditation informs the CABs, based on their request, about the membership status of the DPA in international organizations of accreditation or agreements with foreign accreditation bodies.
8. To assist in the investigation and resolution of any accreditation related complaints about the conformity assessment body by accreditation body.

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



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20.05.2019	3	A. Mele	Changes in the point 4. 5 6.1 and 6.2
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