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**Procedure cross frontier
accreditation**

Code: DA - PT - 012

Review no. 2
Date: 7.06.2019

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Procedure
``cross frontier accreditation``

Implemented by: Director General, Director of Accreditation Department, DPA
Secretariat, lead assessors, technical assessors and experts

Responsible for implementation: Director of Accreditation Department.

Controlled by: Ardita MELE
Director of Accreditation Department

Approved by: Armond HALEBI
General Director

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1. PURPOSE

The requirements of organisations such as IAF, ILAC and EA define accreditation as a non competitive activity between countries with a national system of accreditation at their disposal. However, an accreditation body (AB) may, under certain conditions, be called upon to accredit a conformity assessment body (CAB) in a foreign country.

This procedure provides the requirements relating to the operation of cross-frontier accreditation according to the recommendations of the IAF guidelines GD 3:2003 and ILAC-G21:2002.

2. SCOPE OF APPLICATIONS


This procedure is implemented in all the cases when DPA accredit a conformity assessment body (CAB) in a foreign country.

3. RESPONSIBILITIES

This procedure is implemented by the General Director, Director of Accreditation Department, DPA Secretariat, General Director, lead assessors, technical assessors and experts. The Director of Accreditation Department is responsible for checking the implementation of this procedure.

4. REFERENCES

- ILAC-G21:2002 – Cross Frontier Accreditation – Principles for Avoiding Duplication -
- EA-2/13 “EA Cross Frontier Policy and procedure for Cooperation between EA members”
- Law Nr. 116, date 11. 09.2014, “On the accreditation of conformity assessment bodies in the Republic of Albania ”,
- Quality Manual of DPA DA-MC-001
- Policy of assessment DA-PO-002
- Policy of Cross Frontier Accreditation DA-PO-012
- Procedure of accreditation, surveillance and reaccreditation DA-PT-001
- Procedure of assessment visit DA-PT-002

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5. VOCABULARY AND ABBREVIATIONS

For the purpose of this document have been used terms and definitions provided in the standards S SH ISO 17011:2017, S SH ISO 9000:2015 and the DPA Quality Manual.

CAB – Conformity Assessment Body

6. DESCRIPTION OF PROCEDURE.

6.1. Stages prior to setting up a cross-frontier accreditation

6.1.1 The main mission of DPA is the accreditation of conformity assessment bodies within the territory of the Republic of Albania. Despite the recommendations of the EA, the IAF and the ILAC, it could be happen that foreign CABs appeals apply for an Albanian accreditation.

Reasons for which a CAB might call upon the services of DPA, which the latter find acceptable are:

- The local accreditation body does not offer the overall accreditation service required.
- The local accreditation body is not a signatory of the multilateral recognition agreements between the EA, the IAF and the ILAC.
- There is no local accreditation body in the country or the economy.
- The CAB puts forward commercial reasons or other matters admissible to DPA.
- The organisation concerned is a subsidiary of a CAB already accredited in Albania and which wishes to keep the same accreditation body for all its subsidiaries.
- Regulatory requirements laid down in the country of the CAB concerned make it compulsory to have recourse to the services of DPA.
- Legally, DPA may not refuse a request for accreditation by a foreign CAB.

6.1.2 However, before accepting a cross-frontier accreditation, DPA will take the following steps:

- Inform the CAB of the existence of a local accreditation body in its own country where applicable.
- Inform the CAB if the local accreditation body is a signatory of the multilateral recognition agreements between the EA, the IAF and the ILAC.
- Inform the CAB that the granting of accreditation is often less expensive when carried out by its local accreditation body.
- Inform the CAB that an accreditation issued by a local accreditation body signatory of the multilateral recognition agreements is equivalent to one issued by DPA.

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If despite this information, the CAB still wishes to make use of the services of DPA, DA will follow these steps:

- Inform the local accreditation body, with the prior permission of the CAB concerned, that it will proceed with the accreditation of a local CAB, explaining the circumstances to them.
- Appeal if necessary to the local accreditation body to supply them with a team of assessors.
- Propose to the local accreditation body that they jointly carry out the accreditation assessment, but only where the CAB is in agreement.

6.1.3 If the CAB chooses to call on the services of DA and the local accreditation body simultaneously, DPA commits itself to comply with the following steps:

- Obtain written authorisation from the CAB allowing information collected during the accreditation assessment to be shared with the local accreditation body.
- Take into account the results of the assessment of the local accreditation body when planning the assessment programme of the local CAB.

(1) The DPA holds up-to-date the lists the countries in which the CAB or its sister companies deliver accredited certificates. For it, the DPA collects by the CAB the addresses of all critical locations", (offices, sub-contractors, franchisees.) on which of the activities under accreditation are achieved controlled either. This information is necessary to plan the cross-frontier assessment.


(2) The CAB sends all necessary documentation to show that each "key activities location" is organised according with DPA accreditation requirements.

(3) DA prepares an assessment programme covering all the CAB "key activities location" regardless of their geographical location. This programme may call upon assessors from the local accreditation body to carry out the assessment. With regard to an initial accreditation, the programme provides for the assessment of all "key activities location" according with ISO/IEC 17011 § 7.5.7.

6.2 Organization and implementation of cross-frontier accreditation

6.2.1 Assessment are organised and carried out according to procedures:

- Procedure of accreditation, surveillance and reaccreditation DA-PT-001
- Procedure of assessment visit DA-PT-002
- Procedure of assessment techniques DA-PT-003


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DPA ensures the necessary competence, to conduct the accreditation taking into account factors such as language, local laws and regulations, culture, etj.

6.2.3 When DPA calls upon assessors from the local AB, it will make the necessary information available to them to carry out their work under optimal conditions. Throughout the assessment these assessors will be considered in the same way as DPA assessors, duly qualified by DPA and are expected to comply with DPA operational regulations.

7. REGISTRATIONS FROM THIS PROCEDURE

Title of the document	Who fills it in	When	Who maintains
Check list	Assessment team	When checking the documentation	Secretariat
Form for assessment of quality manual DA – FO-006	Lead assessor	When checking the documentation	Secretariat
Form for assessment of technical procedures DA – FO – 007	Technical assessor	When checking the documentation	Secretariat
Form for assessment of management procedures DA-FO-008	Lead assessor	When checking the documentation	Secretariat
Form of presenting corrective actions DA-FO-011	Assessment team	After assessment	Secretariat
Form for notification of assessment date and its approval DA-FO-005	Specialist of sector	After checking the documentation	Secretariat
Plan of assessment visit	Specialist of sector	Before assessment visit	Secretariat
Form for notification of team members and its approval DA-FO-012	Specialist of sector	Before assessment visit	Secretariat
Form of reporting the laboratory assessment according to ISO 17025 DA-FO-001	Assessment team	After assessment visit	Secretariat

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Form of reporting of assessment according to ISO 17024 DA-FO-013	Assessment team	After assessment visit	Secretariat	
Form of reporting of assessment according to EN 45011 DA-FO-049	Assessment team	After assessment visit	Secretariat	
Form of reporting the assessment according to ISO 17021 DA-FO-004	Assessment team	After assessment visit	Secretariat	
Form of reporting to general Director DA-FO-016.	Head of sector	After assessment	Secretariat	
Form of presenting the non conformities DA-FO-003	Assessment team	After assessment visit	Secretariat	
Preparation of certificate	Secretariat	When the document issued or change	Secretariat	
Pre-assessment report DA-FO-043	Assessment team	After the pre-assessment visit	Secretariat	

8. HISTORY

Date of review	Number of review	Prepared by	Description of changes
20.11.2009	0	Ermira Fyshku	First version
22.12.2014	1	B.XHAFA	There have been changes to the document head of page about phone numbers and email address of DPA. In paragraph 4 is amended to add the reference to the law.
7.06.2019	2	A. Mele	