

LATAK-D.EMAS

Accreditation scheme for Environmental Verifiers of the Eco-Management and Audit Scheme (EMAS)

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The text of the document may be translated into other languages. The Latvian language text shall be considered the master text.

Additional information

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Introduction

In accordance with the Environmental Protection Law, the State agency “Latvian National Accreditation Bureau” (hereinafter – LATAK) performs accreditation and supervision of environmental management and audit scheme verifiers (organisations) (hereinafter – EMAS environmental verifier). LATAK provides accreditation only for legal entities. Taking into account that in other EU Member States EMAS verifiers may also be natural persons acting individually, LATAK performs supervision of such persons if these EMAS environmental verifiers carry out verification activities within the territory of Latvia.

1. Accreditation criteria

- Regulation (EC) No 765/2008 of the European Parliament and of the Council of 9 July 2008 setting out the requirements for accreditation and market surveillance relating to the marketing of products and repealing Regulation (EEC) No 339/93;
- Regulation (EC) No 1221/2009 of the European Parliament and of the Council of 25 November 2009 on the voluntary participation by organisations in a Community eco-management and audit scheme (EMAS), repealing Regulation (EC) No 761/2001 and Commission Decisions 2001/681/EC and 2006/193/EC (hereinafter – the EMAS Regulation);
- Commission Regulation (EU) 2018/2026 of 19 December 2018 amending Annex IV to Regulation (EC) No 1221/2009 on the voluntary participation by organisations in a Community eco-management and audit scheme (EMAS);
- Commission Regulation (EU) 2017/1505 of 28 August 2017 amending Annexes I, II and III to Regulation (EC) No 1221/2009 on the voluntary participation by organisations in a Community eco-management and audit scheme (EMAS);
- Law “On Conformity Assessment”;
- Cabinet of Ministers Regulation No. 754 of 19 December 2023 “Regulations on the assessment, accreditation and supervision of conformity assessment bodies” (hereinafter – Regulation No. 754);
- Cabinet of Ministers Regulation No. 666 of 25 October 2022 “Price list of paid services of the State agency “Latvian National Accreditation Bureau”” (hereinafter – Regulation No. 666);
- LVS EN ISO/IEC 17021-1:2015 “Conformity assessment — Requirements for bodies providing audit and certification of management systems — Part 1: Requirements (ISO/IEC 17021-1:2015)” (hereinafter – the Standard LVS EN ISO/IEC 17021-1);
- LVS EN ISO/IEC 17021-2:2019 “Conformity assessment — Requirements for bodies providing audit and certification of management systems — Part 2: Competence requirements for auditing and certification of environmental management systems (ISO/IEC 17021-2:2016)”;
- IAF MD2:2023 “IAF Mandatory Document for the Transfer of Accredited Certification of Management Systems”;
- IAF MD4:2023 “IAF mandatory document for the use of information and communication technology (ICT) for auditing/assessment purpose”;
- IAF MD5:2023 “Determination of audit time of quality, environmental, and occupational health & safety management systems”;
- IAF MD17:2023 “Witnessing Activities for the Accreditation of Management Systems Certification Bodies”;
- LATAK-D.008 “Accreditation Procedures”;

- LATAK-D.011 “Rules for the use of the national accreditation mark, references to accreditation and EA MLA”;
- LATAK-D.019 “LATAK rules for the selection of technical areas for witnessing activities for management system certification bodies and EMAS environmental verifiers (witness)”.

1.1. In the assessment process of EMAS environmental verifiers within the Latvian National Accreditation System, LATAK applies the EMAS Regulation, the Standard LVS EN ISO/IEC 17021-1, the guidelines of the Forum of Accreditation and Licensing Bodies (FALB) set out in Article 30 of the EMAS Regulation, the applicable EA and IAF documents, as well as other applicable national and EU legal acts..

1.2. **Special EMAS accreditation conditions for environmental verifiers**

Articles 20 and 21 of the EMAS Regulation set out the competence requirements, obligations and conditions for environmental verifiers that must be complied with in addition to the criteria laid down in the Standard LVS EN ISO/IEC 17021-1.

1.3. If an EMAS verifier wishes to operate in third countries, the verifier shall additionally inform the accreditation body accordingly and comply with the additional requirements laid down in Article 22 of the EMAS Regulation.

2. **Presentation of the scope of accreditation**

The application form (F.003) is available on the LATAK website www.latak.gov.lv and includes information on the applied scope of accreditation (Annex 10 of the form). The presentation of the scope of accreditation contains information on:

1. in Column 1: Object of verification;
2. in Column 2: Technical area in accordance with document IAF ID1;
3. in Column 3: Notes; technical areas in accordance with NACE Rev. 2.1.

Accreditation certificates of accredited EMAS environmental verification bodies, including their scopes of accreditation, are published on the LATAK website www.latak.gov.lv.

3. **Documents to be submitted**

The EMAS verifier shall submit to LATAK the documents necessary to initiate the accreditation process (specified in form F.002.EMAS), as indicated on the LATAK website www.latak.gov.lv for EMAS verification bodies, as well as the completed forms:

- F.003 Application (including Annex 10);
- F.003.EMAS Information about the EMAS environmental verification body.

After accreditation has been granted, for the purposes of supervision, the EMAS environmental verifier shall, before supervision is carried out, submit the following duly completed forms and the necessary documents:

- F.003 Application and Annex 10 to the form (scope of accreditation), if changes have been made to the scope of accreditation, together with an application for reduction or extension of the scope;
- F.020.S2 Information about the management system certification body;
- Management report for the reporting period;
- Document of the relevant verification scheme;

- Changes made to the management system documentation (current management system manual or the updated parts thereof);
- List of the environmental verification body's management system documents.

If the EMAS environmental verifier plans to carry out verification in countries outside the European Union, the following shall additionally be submitted:

- evidence of competence in the legal, regulatory and administrative requirements in the environmental field of the selected country;
- information on arrangements ensuring knowledge of the language of the selected country;
- evidence of contractual arrangements to ensure the above-mentioned requirements.

At the end of the accreditation cycle (five years), for the implementation of the reassessment process, the EMAS environmental verification body shall submit to LATAK a completed form F.003 Application, including Annex 10 (scope of accreditation), four (4) months before the end of the accreditation cycle in order to initiate the reassessment process.

Before the reassessment process is carried out, the body shall submit the documents that are requested before a supervision visit (see above).

More detailed procedures for submission and review of documents are laid down in the document LATAK-D.008 "Accreditation Procedures", available on the LATAK website www.latak.gov.lv.

4. Accreditation procedure for environmental verifiers

In accordance with Clause 10 of Regulation No. 754, LATAK concludes a contract and initiates the assessment process of the EMAS environmental verification body after receipt of all required documents.

After receipt of all required documents and payment for the relevant assessment procedure in accordance with the contract, LATAK initiates the body assessment process.

During the initial assessment, the compliance of the EMAS environmental verification body with the requirements of the EMAS Regulation, the Standard LVS EN ISO/IEC 17021-1 and the applicable documents of international and European accreditation organisations is assessed at the body's premises (on-site visit). The initial assessment of the body also includes an assessment of practical activities (demonstration of EMAS verification carried out by the body).

After the assessment of the body, the accreditation decision is taken in accordance with Clause 19 of Regulation No. 754 and the procedure laid down in the document LATAK-D.008 "Accreditation Procedures".

5. Supervision of the EMAS verification body

For the supervision process of accredited EMAS environmental verification bodies, in accordance with Clause 12 of Regulation No. 754, an assessment programme for the body is developed for the entire accreditation cycle (Form F.057 – assessment of practical activities; Form F.047 – assessment of the management system). Within the accreditation cycle, LATAK assesses the body's compliance with the requirements of the EMAS Regulation and the Standard LVS EN ISO/IEC 17021-1 across the entire scope of accreditation.

Within the accreditation cycle, the compliance of the body's practical activities with the requirements of the EMAS Regulation and the Standard LVS EN ISO/IEC 17021-1 is also assessed. Supervision assessments are carried out once every 12 (twelve)

months. The periodicity of supervision of accredited bodies may be extended up to 18 (eighteen) months on the basis of the risk assessment performed.

The procedure for taking a decision on the results of the body's supervision is laid down in the document LATAK-D.008 "Accreditation Procedures", available at www.latak.gov.lv.

6. Witnessing policy

Within the initial accreditation assessment process, the EMAS environmental verification body shall be able to demonstrate to the LATAK assessment team the verification activities it has performed that are applied for accreditation. LATAK's policy for demonstrating practical activities is laid down in the document LATAK D.019. For each EMAS environmental verification body, LATAK develops a practical activity demonstration assessment plan (Form F.057), the implementation of which is carried out in accordance with IAF MD17 (applying the environmental management system).

After the demonstration of practical verification activities, LATAK reviews the draft environmental statement, the verification plan and the verification report, including nonconformities identified at the organisation being verified.

All nonconformities indicated in the accreditation assessment report and its annexes are referenced to specific clauses of the EMAS Regulation and the Standard LVS EN ISO/IEC 17021-1.

If a Latvian environmental verifier that is already accredited for activities in a specific third country plans to carry out verification activities in an organisation in that third country that wishes to register in the EMAS register in another EU Member State (not Latvia), the environmental verifier shall, at least six weeks before the verification activities, notify both the accreditation or licensing body of the planned registration country and the LATAK about its accreditation as well as the time and place of verification.

In such a case, supervision of verification activities in the third country is carried out by LATAK.

If a foreign accredited/licensed EMAS verifier carries out verification activities within the territory of Latvia, the EMAS verifier shall provide information to LATAK four weeks before carrying out such activities.

The supervision procedure for an EMAS environmental verifier accredited/licensed in another EU Member State is described in the document LATAK-D.042.

7. Changes log

Revision	Changes	Date
6	Reference to ISO/IEC 17021-1 updated	2.11.2017.
7	Document updated	05.04.2018
8	Full document updated, taking into account changes in the management system accreditation scheme; supplemented with Commission Regulation (EU) 2018/2026	29.05.2026.