

LATAK-D.042

Surveillance procedure for Environmental Verifiers of the Eco-Management and Audit Scheme (EMAS) accredited/licensed in another Member State of the European Union

Content

Introduction.....	2
1. Definitions.....	2
2. Surveillance criteria.....	2
3. Surveillance process	2
4. Contracting and surveillance fee	3
5. Surveillance.....	3
6. Provision of information.....	3
Change log	4

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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 surveillance of the verifiers of the Eco-Management and Audit Scheme (EMAS) (natural persons and organisations) (hereinafter – EMAS environmental verifier).

1. Definitions

All terms and definitions are applied in accordance with 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).

2. Surveillance criteria

In the assessment process of EMAS environmental verifiers within the Latvian National Accreditation System, LATAK applies the standards LVS EN ISO/IEC 17011 and LVS EN ISO/IEC 17021-1, the EMAS Regulation, 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 EU and national legal acts. A list of all applicable accreditation requirement documents is provided in the LATAK D.EMAS document published on the LATAK website. Where necessary, additional information may be obtained from the LATAK office in Riga, Brīvības iela 55, on working days from 9.00 to 17.00 and/or on the LATAK website <http://www.latak.gov.lv> or by e-mail: pasts@latak.gov.lv.

3. Surveillance process

3.1. Information on EMAS verification in Latvia

Before commencing verification in Latvia, an EMAS environmental verifier accredited or licensed in another EU Member State shall submit the following documents to LATAK at least four weeks before each verification activity takes place:

- a notification on the planned activities of the environmental verifier;
- a copy of the accreditation certificate or licence;
- where a Latvian legal expert is engaged to ensure legal knowledge within the verification process – information on the expert’s qualifications.

LATAK reviews the documents submitted by the EMAS verifier, assessing their compliance with the EMAS Regulation. The LATAK lead assessor reviews the application and the submitted documents, evaluates the evidence of the verifier’s team competence, the arrangements for translation and the assurance of knowledge of Latvian environmental legislation, and makes a decision on the scope of the planned surveillance.

3.2. Scope of activity

An environmental verifier accredited/licensed in another EU Member State may carry out EMAS verification in the Republic of Latvia only within the scope of its approved competence (NACE rev.2.1 code).

3.3. Surveillance

For the surveillance of the activities of an EMAS environmental verifier accredited/licensed abroad, the relevant procedures described in the LATAK-D.008 document are applied.

Surveillance may include an administrative review of documentation or on-site witnessing of the audit carried out by the EMAS environmental verifier.

Surveillance with reduced scope (without witnessing the verification audit) may be performed if the environmental verifier meets the following criteria:

- the environmental verifier has already carried out verification in the Republic of Latvia;
- all evidence of competence has been submitted;
- no significant nonconformities were identified during the previous assessment that were reported to the accreditation body of the relevant EU Member State.

The decision on surveillance with reduced scope or on requesting written responses is taken by the LATAK lead assessor after evaluation of the submitted information.

The scope of surveillance shall be proportionate to the activities performed by the EMAS environmental verifier.

The EMAS environmental verifier and the organisation being verified are obliged to allow LATAK to perform surveillance of the environmental verifier during the verification and validation process.

3.4. Documents to be submitted before verification

No later than two weeks before the start of verification, LATAK shall be provided with the documents listed in LATAK D.019, Clause 9, and additionally:

- a draft EMAS environmental statement of the organisation to be verified;
- the verification plan.

LATAK assesses the compliance of the documents submitted by the environmental verifier with the requirements of the EMAS Regulation.

4. Contracting and surveillance fee

A contract on surveillance of verification is concluded with the environmental verifier in accordance with the scope of surveillance. Accreditation assessment costs are determined in accordance with the approved price list of accreditation services (<https://likumi.lv/ta/id/336720>).

5. Surveillance

Surveillance of the EMAS environmental verifier is carried out in accordance with the activities described in the LATAK D.008 document with regard to the institution assessment process and decision-making.

If only an assessment of the submitted documentation is carried out, the assessment report is prepared solely for the documentation review..

6. Provision of information

LATAK informs the EMAS competent body – the State Environmental Service of the Republic of Latvia – once a month about accredited environmental verifiers.

The surveillance report and the decision are sent to the relevant authority in the country where the verifier is licensed or accredited.

Change log

Revision	Changes	Date
3	Reference to updated ISO/IEC 17021-1	2.11.2017.
4	Document updated	05.04.2018.
5	Reference to the LATAK D.008 document and the EMAS accreditation scheme updated	29.05.2026.