

LATAK - D.17024-S3/02/04.2022

Accreditation scheme for conformity assessment of person certification bodies

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The document text may be translated into other languages. The text in Latvian shall be considered the main text.

Additional information

Information on LATAK documents can be obtained at the office of LATAK. Reproduction of this document for resale is forbidden.

I 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;
- Law “On Conformity Assessment”;
- Cabinet of Ministers Regulations No. 673 “Regulations Regarding the Assessment, Accreditation, and Supervision of Conformity Assessment Bodies” of 17 December 2019;
- Cabinet of Ministers Regulations No. 114 “Pricelist of Paid Services of the State Agency “Latvian National Accreditation Bureau”” of 27 February 2018;
- Cabinet of Ministers Regulations No. 1376 “Procedures for Establishing the Notification Commission, as well as Procedures by which the Commission Takes a Decision and Notifies the European Commission on the Conformity Assessment Bodies, which Carry Out the Conformity Assessment in the Regulated Sphere” of 3 December 2013.
- LVS EN ISO/IEC 17024:2012 “Conformity assessment. General requirements for person certification bodies” (hereinafter – the Standard);
- EA-2/17 M:2020 EA Document on Accreditation for Notification Purposes;
- LATAK-D.008 “Accreditation procedures”;
- LATAK-D.011 “Regulations for use of the national accreditation mark, reference to accreditation and EA MLA”.

II Specific requirements

Person certification bodies (hereinafter – the Bodies) ensure constant conformity to the requirements of the Standard and certify their competence and capabilities to perform person certification activities.

In the regulated areas, the Bodies ensure constant conformity to requirements of the specific legal framework of the Standard and the area concerning the person certification process (Paragraph 8 and 9 of the Standard) and the personnel involved in this process (Paragraph 6.2 of the Standard).

III Documents to be submitted and the procedure of their examination

When applying for obtaining accreditation, the Body shall submit to the State Agency “Latvian National Accreditation Bureau” (hereinafter – LATAK) the Form F.001 Application (incl., Annex 5) for commencement of the accreditation process, as well as other necessary documents that are indicated on the website of LATAK www.latak.gov.lv for Person Certification Bodies. The information concerning the Bodies is indicated in the Form **F.002.S3**.

After obtaining accreditation, the Body shall submit the following documents prior to implementation of the monitoring process:

- Completed Form F.003 Application and Annex 5 (accreditation scope) attached to the Form, if changes have been made to the accreditation scope, together with an application for narrowing or extension of the scope;
- summary of internal audits performed by the Body;
- management report of the Body for the reporting period;
- Changes made to certification schemes and assessment criteria in the reporting period;
- Documentation of the management system (quality handbook).

Upon expiration of the accreditation cycle (five years), the Body shall submit a completed Form F.001 Application, incl. Annex 5 (accreditation scope) to this Form, 4 (four) months before the end of the accreditation cycle for commencement of the process of repeated assessment.

Before implementation of repeated assessment of the Body, the Body shall in addition to the previously mentioned Application (F.003) submit completed forms and documents as required before the monitoring visit (see above).

More detailed procedure of submission and examination of documents is specified in the document LATAK-D.008 “Accreditation procedures”, which is available on the website of LATAK www.latak.gov.lv.

IV Body assessment and accreditation procedure

While assessing the competence and capability of the Bodies to perform certification of persons in accordance with requirements of accreditation criteria, LATAK observes the general principles of assessment and monitoring, which are specified in the document LATAK-D.008 “Accreditation procedures”.

According to Paragraph 9 and 12 of the Cabinet of Ministers Regulations No. 673 “Regulations Regarding the Assessment, Accreditation, and Supervision of Conformity Assessment Bodies” of 17 December 2019, LATAK concludes an agreement and commences the assessment process of the Body after receipt of all necessary documents.

After submission of the specified documents to LATAK, the Body assessment process is implemented, during which conformity of the Body to the Standard requirements or in the regulated sphere – conformity to requirements of the specific regulatory framework of the Standard and the respective area at the site/s of the Body (onsite visit) is assessed.

During the assessment process, the practical performance of the certification process of the Body is assessed, i.e., the ability to perform person certification activities (*witness*) according to the procedures defined by the Body in all applied scopes. After the practical activity demonstrated by the Body, LATAK assessment group assesses the documented results (protocol, certificate) of the certification process. The respective documents shall be submitted for assessment to LATAK assessment group after the assessment visit, mutually agreeing on the submission deadlines.

After assessment of the Body, an accreditation decision according to the procedure specified in Section 3 of the Cabinet of Ministers Regulations No. 673 “Regulations Regarding the Assessment, Accreditation, and Supervision of Conformity Assessment Bodies” and the document LATAK-D008 “Accreditation procedures”.

V Body monitoring procedure and decision-making

For the monitoring process of the Bodies, according to Paragraph 18 of the Cabinet of Ministers Regulations No. 673 “Regulations Regarding the Assessment, Accreditation, and Supervision of Conformity Assessment Bodies”, the Body assessment programme for the entire accreditation cycle is elaborated (Form **F.057** – assessment of the practical activity; Form **F.047** – assessment of the management system). Within the framework of the accreditation cycle, LATAK assesses the conformity of the Body to requirements of the Standard or the regulated sphere – conformity to requirements of the specific regulatory framework of the Standard and the respective area in all accreditation scopes.

Within the framework of the monitoring process, the competence and capabilities to perform certification of persons of the Body according to the requirements of the Standard is assessed, or in the regulated sphere – conformity to the specific regulatory framework of the standard and the area. To gain confidence about the competence and capabilities of the Body to perform certification of persons, LATAK assesses conformity of the management system of the Body, personnel competence, as well as performance of practical activity of the Body (*witness*), to the defined criteria.

LATAK assessment group at its own discretion and using a risk-based approach selects, which respective process of the practical activity (*witness*) of the certification object will be assessed. During the Body accreditation cycle, LATAK shall assess all practical activities (*witness*) of the certification scheme of the Body.

The procedure of decision-making on the Body monitoring results is defined in the document LATAK-D008 “Accreditation procedures”, which is available on the website of LATAK www.latak.gov.lv.

VI Status of notified body

If the Body has applied for the status of notified body or already operates as a notified body, LATAK assessment group shall assess its conformity to requirements of regulatory documents of the particular area and the document EA-2/17 M:2020.

List of documents

- LVS EN ISO/IEC 17024:2012 “Conformity assessment. General requirements for person certification bodies”;
- EA-2/17 M:2020 EA Document on Accreditation for Notification Purposes;
- LATAK-D.008 “Accreditation procedures”;

- LATAK-D.011 “Regulations for use of the national accreditation mark, reference to accreditation and EA MLA”.

Register of changes

| Version | Content of changes | Date |
|---------|---|-------------|
| 01 | New document | 03.08.2021 |
| 02 | Clause VI: The only reference to EA-2/17:2020 EA “Document on Accreditation for Notification purposes” is remained. | 04.04.2022. |
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