

# LATAK - D.17065-S1/02/04.2022

## Accreditation scheme for conformity assessment of product certification bodies

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#### Copyright and basic principles

The current version of LATAK document is available on the official website [www.latak.gov.lv](http://www.latak.gov.lv). Application of documents published by LATAK is obligatory for LATAK employees, involved assessors and experts, and conformity assessment bodies accredited by LATAK.

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 17065:2013 “Conformity assessment. Requirements for bodies certifying products, processes and services (ISO/IEC 17065:2012) (hereinafter – the standard);
- LVS EN ISO/IEC 17067:2013 “Conformity assessment. Basic principles of product certification and guidelines for product certification schemes (ISO/IEC 17067:2013)”;
- EA-2/17 M:2020 EA Document on Accreditation for Notification Purposes;
- EA-6/02 M: 2013 EA Guidelines on the Use of EN 45 011 and ISO/IEC 17021 for Certification According to EN ISO 3834;
- EA-6/04 M: 2011 EA Guidelines on the Accreditation of Certification of Primary Sector Products by Means of Sampling of Sites;
- EA-3/12 M: 2020 EA Policy for the Accreditation of Organic Production Certification;
- EA-1/22 A-AB: 2020 EA Procedure and Criteria for the Evaluation of Conformity Assessment Schemes by EA Accreditation Body Members;
- LATAK-D.008 “Accreditation procedures”;
- LATAK-D.011 “Regulations for use of the national accreditation mark, reference to accreditation and EA MLA”.

## II Design of the accreditation scope

On the website of the State Agency “Latvian National Accreditation Bureau” (hereinafter - LATAK) [www.latak.gov.lv](http://www.latak.gov.lv), an Application Form (F.001) is available, which contains information on the notified accreditation scope (Annex 6 to the Form).

The design of the accreditation scope contains information on:

- Column 1: Certified object;

- Column 2: Certification scheme, for example, system 1; 1+; 2+ according to requirements set in EU Regulation No. 305/2011; EU type examination, etc.;
- Column 3: Regulatory documents, standards, methods – regulatory enactments approved by the Cabinet of Ministers of the Republic of Latvia, regulatory documents of the European Union or other regulatory documents, standards, standardised technical specifications, name of the method or procedure of the product certification body, and the date of approval of such a method or procedure.

Accreditation scopes of the accredited Product Certification Bodies are published on the website of LATAK [www.latak.gov.lv](http://www.latak.gov.lv).

### III Documents to be submitted

The product certification body submits to LATAK the documents necessary **for commencement of the accreditation process** (Form F.002.S1), which are indicated on the website of LATAK [www.latak.gov.lv](http://www.latak.gov.lv) for Product Certification Bodies, as well as a completed Forms -

- F.001 Application (incl. Annex 6);
- F.003.S1 Information on the product certification body.

After obtaining accreditation **for the purpose of monitoring process** the Product Certification Body shall before implementation of the monitoring process submit the following respectively completed forms and necessary documents:

- F.001 Application and Annex 6 (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;
- F.020.S1 Information on the product certification body;
- summary of performed internal audits;
- documented management overview for the previous period;
- relevant certification schemes;
- management system handbook;
- list of documents of the product certification body management system.

Upon expiration of the accreditation cycle (five years), the Product Certification Body shall submit to LATAK a completed Form F.001 Application, incl. Annex 6 (accreditation scope) to this Form, 4 (four) months before the end of the accreditation cycle **for commencement of the process of repeated assessment**.

Prior to implementation of the process of repeated assessment, the Product Certification Body shall, in addition to the documents mentioned above, submit documents necessary for implementation of the assessment process, which are the same as asked before a monitoring visit.

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

### IV LATAK assessment procedure

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 shall conclude an agreement and commence the assessment process of the Product Certification Body after receipt of all necessary documents.

During the initial assessment, the conformity of the Product Certification Body to the Standard requirements is assessed, and in the regulated sphere – conformity to the specific requirements of the regulatory framework of the Standard and the respective area.

Within the framework of the accreditation cycle, conformity of the management system and practical activity of the Product Certification Body to requirements of the Standard is assessed, and in the regulated sphere – conformity to the specific regulatory framework of the Standard and the area.

## **V Practical activity assessment policy**

During the initial assessment process, the Product Certification Body shall be capable to demonstrate to LATAK assessment group the certification activities performed by the Body, which are applied for accreditation. In separate cases these activities may be demonstrated after obtaining accreditation at the site of the first client of the Product Certification Body. LATAK shall elaborate the Product Certification Body practical activity demonstration plan (Form F.057), providing that during the accreditation cycle all accreditation areas of the Product Certification Body are assessed (Paragraph 18 of the Regulations No. 673). The elaborated plan may be respectively modified, based on the results of the performed monitoring and assessment of practical activity, and considering the identified risks and received information, for example, personnel turnover, legislative changes, complaints, development of the technical area.

After the practical activity demonstrated by the Product Certification Body, LATAK assessment group shall assess the documented results (protocol, certificate, overview, report) of the product certification process. The respective documents shall be submitted for assessment to LATAK assessment group after the assessment visit, mutually agreeing on the submission deadlines.

## **VI Status of notified body**

If the Product Certification 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 and the document EA-2/17 M:2020.

### **List of documents**

- LVS EN ISO/IEC 17065:2013 “Conformity assessment. Requirements for bodies certifying products, processes and services (ISO/IEC 17065:2012) (hereinafter – the standard);
- LVS EN ISO/IEC 17067:2013 “Conformity assessment. Basic principles of product certification and guidelines for product certification schemes (ISO/IEC 17067:2013)”;
- EA-2/17 M:2020 EA Document on Accreditation for Notification Purposes;
- EA-6/02 M: 2013 EA Guidelines on the Use of EN 45 011 and ISO/IEC 17021 for Certification According to EN ISO 3834;
- EA-6/04 M: 2011 EA Guidelines on the Accreditation of Certification of Primary Sector Products by Means of Sampling of Sites;

- EA-3/12 M: 2020 EA Policy for the Accreditation of Organic Production Certification;
- EA-1/22 A-AB: 2020 EA Procedure and Criteria for the Evaluation of Conformity Assessment Schemes by EA Accreditation Body Members;
- 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.