LATAK - D.17029-VV/02/02.2024
Accreditation scheme of verification and validation bodies

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Text of this document may be translated into other languages. The Latvian language text is considered the main text.

Additional information
Information about LATAK documents can be obtained from the LATAK office. Reproduction of this document for resale is prohibited.

I. Scope of application

This document (accreditation scheme) describes the conditions and procedures for the accreditation of verification and validation bodies.

This document cannot be implemented separately from the requirements specified by document LATAK-D.008 “Accreditation procedures”.

II. Terms and definitions

The terms and definitions given in document LATAK-D.008 “Accreditation procedures” and in applicable standards shall be applied.

III. Accreditation criteria

This scheme specifies the general criteria applicable to the accreditation of verification and validation bodies.

- Regulation of the European Parliament and the Council of July 9, 2008 (EC) No. 765/2008, which sets accreditation and market surveillance requirements for product sales and repeals Regulation (EEC) no. 339/93;
- Law “On Conformity Assessment”;
- Cabinet of Ministers Regulation of December 23, 2023 No. 754 “Rules for assessment, accreditation and supervision of conformity assessment institutions” (hereinafter – Regulation No. 754);
- Regulations of the Cabinet of Ministers of October 25, 2022 No. 666 “Price list of paid services of the state agency “National Accreditation Bureau of Latvia””;
- LATAK-D.008 “Accreditation procedures” (hereinafter - LATAK-D.008);
- LATAK - D.011 “Rules for the use of the National Accreditation Mark, References to Accreditation and EA MLA”.
- LVS EN ISO/IEC 17029:2020 “Assessment of conformity. General principles and requirements for validation and verification bodies (ISO/IEC 17029:2019)”;
- Regulations of the State Agency “National Accreditation Bureau of Latvia” for Validation and Verification bodies on the transition to LVS EN ISO/IEC 17029:2020 and LVS EN ISO 14065:2022;
- IAF MD 6:2023 IAF Mandatory Document for the Application of ISO 14065:2020;
- IAF MD14:2023 IAF Mandatory Document for the Application of ISO/IEC 17011 in Greenhouse Gas Validation and Verification (ISO 14065:2013).

The specific normative documents and standards applicable to the field to be accredited are specified in the relevant accreditation schemes of Verification and Validation bodies.

According to the existing situation this accreditation scheme document should be used in conjunction with the LATAK-D.008 document and LATAK D.17029+14065-VV Accreditation scheme of GHG verification and validation bodies (hereinafter - LATAK - D.17029+14065-VV) for creating full describtion of the accreditation process and requirements purpuse. The verification and validation scheme can be supplemented with other validation/verification programs.

IV. Scope of accreditation

Application form (F.003) and its attachments, available on the website of the State Agency "Latvian National Accreditation Bureau" (hereinafter - LATAK) www.latak.gov.lv, are designed to indicate the scope for accreditation.

The accreditation scope content shall include the information specified for the relevant verification/validation program.

The requirements for the design of the scope are determined by LATAK - D.17029+14065-VV. The scope may be formulated differently, taking into account the requirements of the relevant verification/validation program.

V. Documents to be submitted

The list of documents to be submitted for the implementation of initial assessment, re- assessment, extension of accreditation scope and surveillance procedure is defined in the form F002.VV "Registration sheet of documents to be submitted for accreditation of the verification/validation bodies" .

Taking into account the specific requirements of the relevant program, the amount of documents to be submitted may be changed.

LATAK-D.008 available on the LATAK website at www.latak.gov.lv specifies the general procedure and deadlines for the submission and review of documents.

VI. Accreditation procedure

1. Examination of documents

The general requirements of LATAK-D.008 are applicable to the range of documents to be submitted by the conformity assessment boby.

2. Time planning and the assessment

The general requirements set out in LATAK-D.008 are applicable, additionally taking into account the risk assessment approach, which may include the specifics of the relevant program, the content of the scopes for accreditation (number of fields, number of sites to be assessed, etc.), the time required for the assessment of the practical activity (witness) and scope, place of assessment, volume of documents to be reviewed, number of employees to be interviewed, language of communication and documents, results of previous assessment, etc.

3. Witnessing policy

- The general requirements specified in LATAK-D.008 are applicable for the determination of witness evaluation, additionally taking into account the requirements specified in the relevant schemes/programs;
- The verification and validation body shall be able to demonstrate to the LATAK assessment group the verification/validation activities it has applied for accreditation, as part of the initial assessment process. Also, where applicable, the requirements set out in EA6/03 and IAF MD 6 and IAF MD14 shall be taken into account;
- LATAK develops a assessment program for the evaluation of each verification / validation body after the accreditation has been granted. This programm provides that all accredited areas will be evaluated

during the first accreditation cycle (Cabinet of Ministers Regulation No. 754 of December 19, 2023, Clause 12);

- LATAK has the right to choose the organization where the verification/validation activity will be witnessed.
- The information to be submitted before witnessing of verification/validation activities is determined in accordance to the description of the relevant scheme.

VII. Decision making procedure

The general order set out in LATAK-D.008 shall be applied to the making of the accreditation decision.

The scopes of accreditation granted by LATAK to Verification and Validation bodies are published on the LATAK website www.latak.gov.lv in the database of accredited bodies.

VIII. Requirements for verification / validation bodies

1. General requirements for verification/validation bodies

The conformity assessment body ensures compliance with the general requirements set out in LATAK-D.008, as well as the compliance criteria set by the standard LVS EN ISO/IEC 17029:2020 and the relevant schemes.

2. Requirements for accreditation of verification and validation bodies in the field of greenhouse gases (GHG).

The procedure and requirements for the accreditation of verification and validation bodies in the field of greenhouse gases are determined in the document LATAK - D.17029+14065-VV.

Change log

Version	Content of changes	The date
01	New document	20.05.2022
02	Throughout the document, references from MK Regulations No. 673 to MK Regulations No. 754 have been changed, the witness process and scope have been clarified	19.02.2024