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Approved by:	Executive Director of EA "BAS": Eng. Irena Borislavova		

**Rules of Operation
of the
Accreditation Committee**

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List of amendments

Nº	Date	Version: Revision	Reason for the amendment	Effective from:
1.	Amendments in APPENDIX BAS QR 3 were approved at the meeting of the Accreditation Council held on 14.11.2013.	V.5, r.5	Corrective actions against NC 2 from the EA peer evaluation -- 2013	01.02.2014r.
2.	Amendments in APPENDIX BAS QR 3 were approved at the meeting of the Accreditation Council held on 12.11.2014.	V.5, r.6	Preventive action	20.11.2014
3	05.02.2015 (voted on session of Accreditation council dated 05.02.2015)	Version 5, Revision 7	Recommendation for improvement in MS of EA BAS	01.04.2015r.
4.	28.11.2017	Version 5, Revision 7, Technical correction Nº 1	Section I, items 1,2,3 are repeated twice and the numbering in the document has changed. Unnecessary repeating passages are deleted.	
5.	11.12.2019 (voted at a meeting of the AccC on 11.12.2019)	Version 6	Proposal for improvement in connection with the transition to ISO / IEC 17011: 2017	15.01.2020

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CONTENTS:

Section

CHAPTER 1 GENERAL CONDITIONS

- Section I Key functions
- Section II Membership and competence
- Section III Scope of activity
- Section IV Chairman

CHAPTER 2 ORGANIZATION OF WORK

- Section I Convocation of sessions
- Section II Sessions
- Section III Standpoint

APPLICABLE DOCUMENTS

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CHAPTER 1

GENERAL CONDITIONS

Section I KEY FUNCTIONS

1. The Accreditation Commission /AccC/ elaborates standpoints with proposals for granting, refusal, reduction of scope, suspension or withdrawal of accreditation on the basis of carried out assessment of a Conformity Assessment Body. ACom functions as equality in fulfillment of the accreditation procedures of Conformity Assessment Bodies (CABs) in all fields.
2. AccC shall sit in session for all cases defined in item 1 of the present Rules, except of the cases of voluntary written application of the accredited body, defined in Art. 3, Par. 1 of the Law on National Accreditation of Conformity Assessment Bodies, respectively items 5.4.2 d), 5.4.4.1 b) and 5.4.5 h) of EA "BAS" Accreditation Procedure BAS QR 2.
3. Standpoints that AccC reaches on sessions are of advisable character for EA "BAS" Executive Director, who reaches the final decision on issues under item 1.
4. Each EA "BAS" decision on refusal, reduction of scope, temporary reduction, suspension or withdrawal of accreditation shall be reached after providing a representative of the CAB the possibility to present its position, on the occasion of his explicit written request, excluding the verification bodies.

Section II Members and competence

5. The membership and sessions of ACom shall be determined by Order of the Executive Director of the agency or the Deputy Executive Director (for the cases under Art. 10, Par. 5 of LNACAB) for each particular case on proposal by the Lead Assessor, approved by the controlling person. The lead assessor participates in the meeting of ACom with no voting rights, in order to provide where necessary clarifications on the conducted procedure. In case the lead assessor is being unable to participate by objective reasons, participation in the meeting is taken by the responsible for the procedure logistic with no voting rights. *The work of the CA is administratively supported by an employee appointed by order of the Executive Director of EA BAS.*
6. *AccC members are of odd of at least 3 (three) representatives, and the distribution is a controlling employee of EA BAS for the respective field of accreditation, according to BAS QR 26, 1 (one) representative of the Accreditation Council, at least (1) representative of the relevant Technical Accreditation Committee (TAC) and experts with the necessary competence for the activities/technical areas within the scope of the CAB. Each of the members of the AccC and each of the chairmen / members of the TAC, who do not represent accredited persons and meet the requirements for independence, according to Art. 7 of this procedure. Experts from the list of technical assessors/experts determined by the TAC and approved by the Executive Director according to Annex 1 to BAS Q(F) 6/1, who meet the requirements of Art. 7 and have the necessary competence, both in terms of understanding the reports from the on-site assessments and in terms of activities/areas of scope of CAB activities and assessments according to BAS QI 23 in terms of impartiality requirements.*
7. AccC'S members shall be free from any commercial, financial or other pressure that may compromise their impartiality. AccC members shall not participate in the assessment or surveillance teams of the respective CABs. When AccC is composed, observed shall be the principle people who represent the organization, or competitive organizations, whose documentation is to be considered, or are in kinship with the legal entity and/or CAB's employees, not to take part in the AccC composition.
8. EA BAS organizes and conducts training to the members of ACom once per year and if

necessary, aimed at:

- Applying the principles of accreditation and basic requirements for the accreditation body according Regulation 765/2008, Law on National Accreditation of Conformity Assessment Bodies, БДC EN ISO/IEC 17011 and other applicable regulations in the scope of activity of EA BAS;
- Main duties and responsibilities of the ACom members in accordance to these rules;
- Main stages, terms of the accreditation process and evaluation of the presented records related to the implementation of the accreditation procedure.

Section III Scope of activity

9. AccC reviews the report of the Lead Assessor/assessment team and if necessary, also the CAB's documents/records. On the basis of the reviewed documents, ACom presents a motivated and grounded standpoint regarding granting, refusal, reduction of scope, suspension or withdrawal of a CAB's accreditation.

Section IV Chairman

10. The Chairman of the AccC is the controlling employee of EA BAS for the respective field of accreditation, according to BAS QR 26.

CHAPTER 2 ORGANIZATION OF WORK

SECTION I CONVOCAATION OF SESSIONS

11. AccC reaches standpoints on sessions which are convened by its Chairman through the agency's administration. AccC may implement more than one session for a particular accreditation procedure, without being regulated explicitly by a new order under item 5, as the date/period for implementation of each succeeding session of AccC shall be noted in its report.
12. Session dates shall be determined by the Chairman after agreement with the rest of the AccC members and not less than 15 days in advance. Postponement of a session is possible in case that Commission members are notified at least 2 (two) days in advance of the set date.
13. Necessary documents for accreditation of CAB shall be submitted to the AccC Chairman by the Lead Assessor of the assessment team or the responsible logistic person for the particular procedure. The Chairman enables AccC members to get acknowledged with the report of the Lead Assessor/team and the submitted documents of the CAB's procedure.

Section II Sessions

14. Sessions are presided by the ACom Chairman. On the occasion of absence of the Chairman, session of ACom shall not be implemented.

15. ACom sessions shall be legal if all members are present and declarations on preservation of manufacturing and commercial secrecy BAS Q(A) 3/1/1 have been signed.

16. If any of the members cannot attend a commission session, she/he shall present beforehand his/her written position on the considered matter to the Commission Chairman. The written position defines his/her vote.

Section III Standpoint

17. AccC tends to make standpoints by consensus. In case that a consensus position of the session cannot be achieved, a second meeting shall be summoned within a term of 10 days from the previous one. In case that a consensus position of the second session cannot be achieved, AccC shall report the individual motivated and grounded standpoints to the Executive Director of EA "BAS".

18. In case of demand of additional information by the CAB in relation to reaching a consensual standpoint, the AccC shall request information from the Lead Assessor. If necessary, the Lead Assessor/logistic person requests information by means of letter to the CAB (BAS Q(A) 3/1/7).

19. Within a term of 10 days from receipt of the information, the AccC shall hold a session and reach a standpoint.

20. Each participant in the session is signing in attendance list, kept with the Lead Assessor/logistic person. In the case of submitted written standpoint of ACom member, it shall be registered with the registration number of the procedure and attached to the list. The attendance list is an integral part of the written report with standpoint of the AccC. The sessions shall be recorded by the Lead Assessor or the responsible for the particular procedure logistic person. The ACom report shall be prepared within a term of 15 days from the date of implementation of the ACom session, and registered at the EA "BAS" Secretariat.

21. The AccC report shall be signed by all of its members, as the Chairman of the AccC is signed on each page.

22. The AccC Chairman may invite and give hearing to the manager of a CAB in case of different standpoints or disputable casuses, according to item 4 of the present document.

23. AccC sits at closed sessions. All internal information concerning ACom work, including information concerning the accreditation procedure, shall be considered in confidentiality. For this purpose all participants in the ACom session shall sign a declaration on preservation of the manufacturing and commercial secrecy for each particular case (BAS Q(A) 3/1/1).

24. EA "BAS" stores the information from ACom sessions as integral part of the CAB's documentation for a term of 5 years considering the date of granting/refusal of accreditation.

APPLICABLE DOCUMENTS:

BAS Q (F) 3/1 Order for convocation of Accreditation Commission

BAS Q (A) 3/1/1 Declaration on impartiality and preservation of the manufacturing and commercial secrecy

BAS Q (A) 3/1/2 Attendance list of the Accreditation Commission members

BAS Q (A) 3/1/3 Written standpoint of Accreditation Commission member

BAS Q(A) 3/1/4 Accreditation Commission report

BAS Q(A) 3/1/5 List of TAC members

BAS Q(A) 3/1/6 List of AC members

BAS Q(A) 3/1/7 Letter for request of additional information by the CAB

Annex 1 to BAS Q (F) 6/1 List of technical assessors/ experts

- ❖ *This document translation has been prepared for the needs of activities related to the accreditation, based on the official document of EA BAS.*
In case of discrepancies and differences between the Bulgarian document and its translation, the original document in Bulgarian shall be considered as leading.