

INSTRUCTION

for determination of the number of indexes for payment of accreditation services of
Conformity Assessment Bodies

PURPOSE

According to Section IV of the current Price List of EA "BAS" accreditation services BAS QR 8, version 6, revision 5 dated 23.11.2009, the criteria for determination of the extent of prices are based on indexes, as follows:

1. Number of codes under the National Classification of Economic Activities (NACE) for Management Systems Certification Bodies, Environmental Management Systems Certification Bodies and Environmental Verifiers;
2. Number of products – for Products Certification Bodies;
3. Number of competences – for Persons Certification Bodies;
4. Number of calibration/testing methods;
5. Number of inspected products/services/processes – for inspection bodies.

In the process of application of the document are identified difficulties regarding the clear and unambiguous determination of the number of indexes under items 1, 2, 3, and 4. Indications for demand of instructions for the application of the Price List have been considered also on the part of the customers of the agency, which find difficult to determine the price of the services of EA "BAS". After audit engagement in 2009 No OA-0905/Y in the agency on the part of directorate Internal Audit of MEET has been also identified the possibility for improvement in this direction, and in this relation a recommendation has been made to the agency to undertake actions for establishment of written rules for determination of the number of indexes.

The number of indexes binds the price of the service which a particular conformity assessment body shall pay to EA "BAS", as well as the remuneration on the part of the agency for the external lead assessors/assessors and experts involved in the assessment process.

ACTIVITIES

The present instructions are elaborated by a working group appointed according to Order № 1154/18.11.2009 of the Executive Director, with the participation of the technical committees to EA "BAS", as the following has been taken into account:

1. Demand of transparent and unified approach in the process of payment of the services in relation to the policy on ethics and transparency in the relationships with the customers.
2. Observation of the principles of lawfulness, impartiality, publicity and equality.
3. Unified approach to all fields in which the agency provides services.

For testing and calibration laboratories:

- Availability of horizontal standards describing one method for determination of one characteristic in a multitude of products;
- Availability of horizontal standards describing one method for determination of more than one characteristic in one product;
- Availability of one standard/method describing multitude of methods for one characteristic/ quantity.

For Products Certification Bodies:

- The practice is not to indicate particular products, for which accreditation is applied, but for a group of products. In this case the particular product may be identified against a standard or other document regulating the requirements to the product.

For Inspection Bodies:

- The specifics of some types of Inspection Bodies as the ones operating in the field of non-destructive testing, where one method is applied for a multitude of products/equipment and bodies in the field of construction, where a part of the inspection method is based on analytical tests, which are related to laboratory activity.

For Systems Certification Bodies:

- The availability of two levels of assessment – the standards for certification of systems and on the other hand the economical codes, which additionally particularize the field of competence of the Certification Bodies.

INSTRUCTIONS FOR DETERMINATION OF THE NUMBER OF INDEXES:

On the grounds of the above stated, the performed analysis, examination and conformance with experts, the working group proposes the following:

The text in the Additional Provisions of BAS QR 8, version 6, revision 5 of the Price List in paragraph 1 of Section IV to be amended as follows:

“§1. The indexes in Chapter II are determined as follows:

- For **Testing Laboratories** – the number of indexes is equal to the number of characteristics according to number of testing methods.

Note: When one testing method is present, in which are obtained results for more than one characteristic (for instance chromatograph method), one index is indicated.

- For **Calibration Laboratories** - the number of indexes is equal to the number of devices according to the number of quantities according to number of calibration methods.

Note: Valid is the note for testing laboratories.

- For **Inspection Bodies** – the number of indexes is equal to the number of inspected parameters according to number of inspection procedures.

Note:

1. The inspection procedures shall be developed for each parameter according to particular inspection method (standard or developed by the Inspection Body). It is not permitted for several inspection methods to be indicated in one procedure.
2. For Inspection Bodies in the field of construction is valid the common rule, as for all analytic testings is applied the rule for the testing laboratories.

Exception:

3. For bodies for non-destructive testing – the number of indexes is equal to the number of inspection methods (standard or developed by the Inspection Body).
- For **Products Certification Bodies** – the number of indexes is equal to the number of certification schemes according to the number of standards/documents, regulating the requirements to the product which is certified.

 - For **Persons Certification Bodies** – the number of indexes is equal to the number of competences, which are certified.

 - For **Management Systems Certification Bodies** – the number of indexes is equal to the number of standards for certification of systems according to the number of economic codes.

 - For **Environmental Verifiers** – the number of indexes is equal to the number of economical codes.”

Sofia,
11.03.2010