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**RULES OF PROCEDURE
OF ACCREDITATION COMMISSION**

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	01.02.2014
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	01.04.15

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CHAPTER 1 GENERAL CONDITIONS

Section I KEY FUNCTIONS

1. The Accreditation Commission /ACom/ 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 co-ordination body which guarantees impartiality of the accreditation process and equality in fulfillment of the accreditation procedures of Conformity Assessment Bodies (CABs) in all fields.
2. ACom 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 ACom 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 from "Planning and Monitoring" Department with no voting rights.
6. ACom members are of odd number of at least three (3) representatives, divided as follows: one (1) representative from the Accreditation Council and 2 (two) of the relevant Technical Committee on Accreditation (TAC).
In Accreditation commission can participate each member of Accreditation Council (excluding representatives of accredited persons / pursuant to Article 7) and each of the chairmen / members of TAC (with the exception of representatives of accredited persons / pursuant to Article 7), and as members of the ACom must be nominated and selected experts who have the necessary competence, both in terms of understanding of the on-site assessment reports, and in terms of activities / areas from the scope of activity of the CAB. In cases where the composition of the respective TAC can not cover the required competence for all areas from the scope of CAB or it is not possible to ensure the independence, according to item. 7 of this procedure, the composition of the ACom can be included with technical assessors / experts from designated by TAC and approved by the Executive Director list of technical assessors / experts in accordance with Annex 1 to BAS Q (F) 6/1, which have the necessary competence and meet the requirements of item. 7. In these cases the requirement for odd composition of Acom is complied.

7. ACom members shall be free from any commercial, financial or other pressure that may compromise their impartiality. ACom members shall not participate in the assessment or surveillance teams of the respective CABs. When ACom 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 ACom 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. ACom 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. For preparation of a standpoint, the ACom may propose to the Executive Director to request additional expert opinion regarding a specific field of the applied accreditation scope or the participation in the session of an expert with the purpose of provision of expert opinion, without the right to vote during reaching decision and preparation of the ACom standpoint or additional documents from the CAB. In such occasions, the next ACom sessions shall be implemented within a 10-days term after receipt of the expert opinion/additional information, or in the case of demand of participation of an expert – within a 20-days term considered from the previous session.

Section IV Chairman

10. Chairman of the ACom shall be an expert, nominated by the relevant Technical Accreditation Committee (TAC).

CHAPTER 2 ORGANIZATION OF WORK

Section I Convocation of sessions

11. ACom reaches standpoints on sessions which are convened by its Chairman through the agency's administration.

ACom may implement more than one session for a particular accreditation procedure, without being reglamented explicitly by a new order under item 5, as the date/period for implementation of each succeeding session of ACom shall be noted in its report.
12. Session dates shall be determined by the Chairman after agreement with the rest of the ACom 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 ACom Chairman by the Lead Assessor of the assessment team or the responsible logistic person for the particular procedure. The Chairman enables ACom 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. ACom 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, ACom 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 ACom 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 ACom 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 ACom. 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 ACom report shall be signed by all of its members. Докладът на КА се подписва от всички членове на комисията, като Председателят на КА се подписва на всяка страница.
22. The ACom 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. ACom 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