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**PROCEDURE**  
**FOR TRANSFER OF ACCREDITATION**  
**AND ASSESSMENT SUBCONTRACTED BY OTHER NAB**

**List of amendments**

№	Date of amendment	Version, revision	Grounds for amendment	In force from

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## 1. PURPOSE

This procedure regulates the order and manner for transfer of accreditation, provided to CABs by other National Accreditation Bodies, to accreditation of EA "BAS".

The procedure is based on the rules defined in Regulation (EU) No 765/2008, EA-2/13 and the relevant ILAC and IAF documents.

This procedure also regulates the order and manner for implementation of assessments, subcontracted to EA "BAS" by other National Accreditation Body, on the basis of available signed Contracting Agreement between both ABs for provision of services in observation of the EA, ILAC and IAF Cross-frontier Policies.

## 2. FIELD OF APPLICATION

This procedure is applicable in the following cases:

2.1 Transfer of accreditation, provided to CABs by other National Accreditation Bodies, to accreditation of EA "BAS";

2.1.1 Accreditation, provided by other National Accreditation Bodies to CABs established on the territory of the Republic of Bulgaria;

2.1.2 Accreditation, provided by National Accreditation Body to CAB, established in other EU member state, or other country signatory to the European Economic Area Agreement, or in the Confederation of Switzerland, when:

- The local NAB is not a signatory to the EA Multilateral Agreement (EA MLA) for the particular field, for which accreditation is applied;
- A National Accreditation Body is not established;
- The local NAB does not perform accreditation in the particular field, for which accreditation is applied.

2.1.3 Accreditation, provided by other National Accreditation Body to CABs, located in third countries.

2.2 Assessments, performed by EA "BAS" as subcontracted by other National Accreditation Body.

## 3. TERMS, DEFINITIONS AND ABBREVIATIONS

### 3.1 Terms and definitions

For the purposes of the present procedure are used the relevant terms and definitions, provided in the ISO/IEC 17011 and ISO/IEC 17000 standards, and in the applicable normative acts regulating the accreditation activity, as well as the following terms and definitions:

**National Accreditation Body (NAB)** – the sole body entitled by the member state to perform accreditation;

**Conformity Assessment Body (CAB)** – a body carrying out conformity assessment activities, including calibration, testing, certification and inspection.

### 3.2 Abbreviations

EA	- European co-operation for Accreditation
EA MLA	- Multilateral Agreement of the European co-operation for Accreditation
ILAC	- International Laboratory Accreditation Cooperation
IAF	- International Accreditation Forum
EA "BAS"	- Executive Agency "Bulgarian Accreditation Service"
NAB	- National Accreditation Body
CAB	- Conformity Assessment Body

## 4 TRANSFER OF ACCREDITATION

### 4.1 General conditions

Pursuant to the conditions and order of the present procedure for transfer of accreditation, EA "BAS" issues certificate of accreditation to CAB, with validity of four years following the date of the accreditation granted by the foreign NAB and subject to transfer. In the event that a date cannot be defined, the accreditation is granted for a terms of four years following the date of the last implemented on-site assessment.

In transfer of accreditation, EA "BAS" strives to perform the necessary actions aiming to avoid interruption in the validity of the accreditation granted to the CAB.

From the date of the official application for transfer of accreditation to EA "BAS", for the respective CAB shall be in force and applied the current versions of Accreditation Procedure BAS QR 2, Price List of the services provided by Executive Agency "Bulgarian Accreditation Service" - BAS QR 8, and all other documents from the management system of EA "BAS" defining rights and obligations of the CAB.

#### **4.2 Minimal requirements for transfer of accreditation**

- Accreditation granted by NAB signatory to the EA MLA or the IAF / ILAC Arrangements;
- Valid accreditation (accreditation is not suspended/ withdrawn or in process of suspension/withdrawal, or in a procedure on consideration of complaint/appeal, or in procedure for implementation of extraordinary assessment, or in a procedure for transfer to other NAB);
- The scope of accreditation for which transfer is applied is identical with the scope of granted accreditation. During transfer procedure the scope of the granted accreditation may be reduced upon wish of the CAB.

#### **4.3 Actions and responsibilities in transfer of accreditation**

EA "BAS" opens procedure for transfer upon:

- Application on the part of the CAB for transfer of its accreditation from other NAB EA "BAS" in free text. The application shall be signed by representative of the legal entity, to which the CAB is belonging;
- Written evidence for consent on the part of the NAB which granted the accreditation for transferring the accreditation, to be provided by the CAB;
- Certificate of accreditation and data for the granted scope of accreditation, provided by the NAB which has granted the accreditation;
- Available report from last implemented on-site assessment of the CAB, provided by the NAB which has granted the accreditation;
- Available information for received and considered complaints related to the activity of the CAB, whose accreditation is to be transferred, provided by the NAB which has granted the accreditation;
- Available Declaration by the CAB under Art. 19, Par. 2 of LNACAB (BAS QF 2.8).

Transfer of accreditation can be realized after:

- a) Assessment for transfer implemented by EA "BAS" (on documents or on-site) to the CAB wishing to transfer its accreditation from other NAB to EA "BAS";
- b) Assessment implemented by EA "BAS" in its capacity of subcontractor to the NAB which has granted the accreditation;
- c) Joint on-site assessment implemented by EA "BAS" and the NAB of other state;
- d) Assessment implemented by other NAB with the participation of Lead Assessor and/or Technical Assessor of EA "BAS".

#### **4.4 Assessment for transfer**

Assessment for transfer can be made on documents or by means of implementing an on-site assessment. Assessment on documents may be applied in the cases when the decision related to the last implemented on-site assessment is positive, the decision has been made within a period not longer than 6 months from the application for transfer, and if within this period there are no changes in the conditions, under which accreditation has been granted.

When assessing a CAB for the purpose of accreditation transfer, EA "BAS" requires from the NAB which has granted the accreditation, and takes into account the reports of on-site assessment of the CAB, and any other information related to the granted accreditation.

EA "BAS" may perform an on-site assessment for the purpose of transfer in the following cases:

- The last on-site assessment is held before 12 or more months by the NAB which has granted the accreditation;
- The decision concerning the last implemented on-site assessment has been made more than six months before the date of application for transfer;

- During the last on-site assessment implemented on the part of the NAB which has granted the accreditation, were raised more than one major non-conformities with the accreditation requirements;
- Present are major changes after the last implemented on-site assessment;
- Presence of information and circumstances, which obstacle the establishing of the conformity of the CAB with the requirements by assessment on documents.

**The assessment and follow-up activities are implemented under the order of Accreditation Procedure BAS QR 2.**

#### **4.5 Maintenance of accreditation after transfer is implemented under the order of item 5 of Accreditation Procedure BAS QR 2.**

In transfer after assessment on documents, EA "BAS" performs on-site assessment from 9 to 12 months from the last implemented on-site assessment.

#### **4.6 CAB, established on the territory of a country –full member of the European co-operation for Accreditation (EA), and third countries.**

In the event of application for accreditation or transfer, submitted by CAB, established on the territory of a country–full member of the European co-operation for Accreditation (EA), or third countries, EA "BAS" informs the local NAB. In such case, the assessment may be performed by the local NAB and EA "BAS", or only by EA "BAS" in collaboration with the local NAB.

### **5. ASSESSMENT SUBCONTRACTED TO EA "BAS" BY OTHER NAB**

A foreign NAB may subcontract to EA "BAS" implementation of on-site assessments or witness of its accredited CABs.

In principle, EA "BAS" accepts to carry out assessments on the territory of Bulgaria on behalf of the NAB which has granted the accreditation, for fields in which EA "BAS" performs activity, and for fields, for which both NABs are signatories to the EA Multilateral Agreement.

EA "BAS" will perform assessment provided that:

- There is available Contracting Agreement between EA "BAS" and the foreign NAB for provision of services in observation of the EA, ILAC and IAF Cross Border Policies, according to document EA-2/13 "EA Cross Border Accreditation Policy and Procedure for Cross Border Cooperation between EA Members", and other relating documents;
- Available notification on the part of the foreign NAB requesting performance of assessment at least two months before the assessment date;
- Available technical expertise for realization of the assessment;
- Capability for performing the assessment within the period desired by the foreign NAB.

EA "BAS" performs assessment as subcontractor in compliance with the rules of Accreditation Procedure BAS QR 2.

### **6. RECORDS**

All records, created in relation to the implementation of this procedure shall be registered and managed under the order described in Procedure for management of documents and records BAS QR 12 and Instruction for the book-keeping activity and document turnover BAS QI 1.

### **7. APPLICABLE DOCUMENTS**

BAS QR 2	Accreditation Procedure of EA "BAS"
BAS QR 8	Price List of the services provided by EA "BAS"
BAS QR 12	Procedure for management of documents and records
BAS QI 1	Instruction for the book-keeping activity and document turnover
EA-2/13	EA Cross Border Accreditation Policy and Procedure for Cross Border Cooperation between EA Members