



**HUNGARIAN
ACCREDITATION
AUTHORITY**



HUNGARIAN ACCREDITATION SCHEME

**SUPERVISING A VERIFIER ACCREDITED OR
LICENSED IN ANOTHER EU MEMBER STATE**

NAR-24

Edition 1 * April 2016

1 Application of this NAH procedure

This procedure is to assess the degree to which an environmental verifier (hereinafter: verifier) accredited or licensed in another EU Member State meets the prior notification requirements, has a competent team and has adequately prepared for the verification/validation.

Legal documents are as follows:

- 1221/2009/EC regulation (hereinafter: EMAS Regulation)
- Law CXXIV of 2015 on National Accreditation
- Government Decree 424/2015 (XII.23.) on the National Accreditation Authority and the Accreditation Procedure
- Decree 4/2006. (II. 16.) of the Minister of Economy and Transport on Administrative
- 2013/131/EU Decision about EMAS user Guide

2 Principles of supervision of verifiers active in a Member State other than that where the accreditation or license was granted

The local EMAS accreditation/licensing body in each EU Member State have the responsibility under the EMAS Regulation (Articles 23 and 24) to supervise verifiers accredited or licensed in any other EU Member State but performing verification activities in the local Member State.

Supervision of verification and validation activities carried out by the verifier accredited or licensed shall meet the Articles 25 and 26 of the EMAS regulation.

3 Requirements for verifiers

The verifiers shall meet the requirements in Articles 18-21 of the EMAS Regulation.

4 Evaluation Process

4.1. Prior notification of verification

Verifiers are required to give adequate prior notification of their intentions to carry out an EMAS audit in Hungary and to provide sufficient information to NAH to allow it to determine the degree of supervision required.

Adequate prior notification is interpreted as meaning that the following information shall be lodged with NAH at least 4 weeks in advance of any verification:

- date and place of proposed audit;
- details of all members of the audit team;

- the industrial activity of the organization or the site, as appropriate, based on the NACE REV2 Code industrial classification system;
- a skills justification sheet for the proposed audit team (i.e. cross referencing of the skills and experience of each member of the audit team against the relevant issues at the site as established from the verifier's desk study);
- full details of the accreditation of the verifier and the verification body including the date of accreditation, the scope of accreditation (including limitations on size or complexity) and the accreditation body which awarded accreditation;
- proposed arrangements to ensure competence in Hungarian Environmental Law;
- proposals on how language problems will be addressed,

Verifiers are required to give follow information to NAH before 5 days the site audit:

- a copy of the draft Environmental Statement and the verifier's review of the Statement;
- any other relevant background information received by the verifier;
- a checklist of issues arising from the verifier's desk study of the information submitted relating to the applicant organization;
- justification of payment of the supervision fee.

4.2. Preparation for the supervision

On receipt of the above information the Accreditation Referent of NAH for EMAS is appointed by NAH Deputy Director General to manage the supervision process. In particular, the Accreditation Referent is to:

- a) check the payment of the supervision fee according to 45/2015. (XII. 30.) GKM Ministerial Decree;
- b) confirm the validity of the verifier's accreditation/license with the EMAS accreditation/licensing body which awarded the accreditation/license;
- c) satisfy himself/herself, on the basis of the information provided, that the NACE code assigned to the site in the Environmental Statement is the appropriate one and that the verifier is operating within his/her accredited/licensed scope;
- d) satisfy himself/herself that satisfactory arrangements are in place by the verifier to ensure competence in Hungarian Environmental Law and to provide for any language difficulties during the verification audit;
- e) confirm the suitability of the proposed audit date or seek to arrange an alternative date;
- f) advise the Deputy Director General of NAH
 - on the extent to which the audit should be supervised,
 - on the extent to which the audit team proposed by the verifier requires additional expertise in any respect.

If the requested information is not received at least 4 weeks before the verification, then NAH consider

- asks information in the order of Deputy Director General,
- entitled to demand a deferral of the verification date, but only so as to achieve 4 weeks prior notice.

If the requested information is incomplete, NAH should decide whether the information is sufficient to allow it to carry out the necessary checks. If so, then deferral is not justified. If not, then NAH may consider demanding a deferral, if serious grounds exist. If the payment of the supervision fee is not justified prior to the verification date, NAH may refuse to evaluate the verifier and immediately informs the Hungarian Competent Body.

4.3. Level of supervision appropriate for the verification

On the basis of information gained by NAH prior to verification on proposal of the Accreditation Referent the Deputy Director General of NAH decides on NAH's presence at the verification as follows:

- a) NAH participation with assessor(s): Assessor(s) or expert(s) (technical and/or legal) appointed by the Deputy Director General of NAH will be present at the verification and review the pre and after documentation of verification, write report about the visited audit.
- b) NAH participation with the Accreditation Referent: in case no competent assessor is available, the Accreditation Referent will be present at the verification and review the pre and after documentation of verification, write report about the visited audit.
- c) The verifier is allowed to proceed without NAH Assessor, technical or legal experts or the Accreditation Referent being present: NAH assessment team or Accreditation Referent are not present at the verification, however, the verifier should submit the final Environmental Statement and the verification report to NAH for review.

In case a) and b) the language of audit should be Hungarian, the verifier is obliged to provide the interpretation.

The verifier and the Organisation seeking the verification shall be informed on the decision by NAH prior to verification. Note that the Organisation seeking the verification may not refuse the right of the NAH to supervise the environmental verifier through witnessed assessments during the verification process.

4.4. Assessment after the witnessed verification

After the witnessed verification a copy of the verifier's desk study report including an assessment of the statement shall be submitted to NAH. If desk study has not been carried out adequately, this is a matter to report to the Accreditation Body which awarded the accreditation and to the Competent Body.

4.5 Reporting on Supervision

On completion of the supervision process NAH assessment team (case a)) or the Accreditation Referent (case b)) prepares a written report. The report is reviewed by the Deputy Director General of NAH with a view to identifying and recommending appropriate actions in the context of:

- a) the technical, language (*if appropriate*) and legal competence displayed by the verifier;
- b) the impartiality and independence of the verifier;
- c) whether the NAH assessment team or Accreditation Referent agreed with the non-conformances raised or detected non-conformances not identified by the verifier;
- d) whether the NAH assessment team or Accreditation Referent agreed with the overall decision arrived at by the verifier;
- e) any issues or concerns which should be brought to the attention of the Accreditation/Licensing Body which accredited/licensed the verifier in his/her own Member State;
- f) any issues or concerns which should be brought to the attention of the Hungarian Competent Body for EMAS;
- g) a recommendation on the appropriate degree of supervision for future verification audits by the foreign verifier.

In the event that NAH is not satisfied that the activities of the verifier were performed adequately enough to ensure that the requirements of the EMAS Regulation are met by the organisation applying for registration, the report on the supervision and any additional comments are transferred to the Director General and then to the Hungarian Competent Body for EMAS, to the verifier concerned, to the accreditation/licensing body which awarded the accreditation/license, and, in case of any further dispute, to the EMAS Forum of Accreditation and Licensing Bodies.

ANNEX: NOTIFICATION FROM verification activity in Hungary for EMAS verifier accredited
in other EU Member State



NAD-105EMAS

Hivatkozási szám:
(Hatóság tölti ki!)

**NOTIFICATION FROM
verification activity in Hungary
for EMAS verifier accredited in other EU Member State**
(Más EU tagállamban akkreditált EMAS hitelesítői tevékenységnek a bejelentés)
(Please, use TAB instead of ENTER)

1 Identification of the Verifier (A hitelesítő szervezet azonosítása)

Name (Neve):

Address (Címe):

Postal address (Levelezési címe):

Phone Number (Telefonszáma):

Fax Number (Fax száma):

E-mail (E-mail címe):

Company Registration Number (Saját államában a társasági formától függő regisztrációs szám):

2 Contact person of the Verifier (A hitelesítő szervezet kapcsolattartója)

Name (Neve):

Position (Beosztása):

Phone Number (Telefonszáma):

Fax Number (Fax száma):

E-mail (E-mail címe):

3 National accreditation or licensing body that has accredited or licensed the Verifier
(A hitelesítő szervezetet akkreditáló nemzeti akkreditáló testület)

Name (Neve):

Address (Címe):

Phone Number (Telefonszáma):

Fax Number (Fax száma):

E-mail (E-mail címe):

4 Details of organisation (seeking verification) (A hitelesítésre kerülő szervezet adatai)

Name (Neve):

Address (Címe):

Phone Number (Telefonszáma):

Fax Number (Fax száma):

E-mail (E-mail címe):

Scope of EMAS verification (Hitelesíteni kívánt tevékenység):

NACE Code of EMAS verification (TEÁOR száma):

5 Details of Audit Team

EMAS verifier:

Lead Auditor:

Co-auditor:

Hungarian Legal Assessor:

Interpreter:

6 Enclosures (Mellékelt dokumentumok)

6.1 Copy of the original accreditation certificate and its Hungarian or English translation
(Az eredeti akkreditálási okirat/határozat másolata és annak magyar vagy angol nyelvű fordítása)

Place and date (Hely és dátum):

Signed (Aláírás):

Printed name (Név nyomtatott betűvel):

Position (Beosztás):