# Accreditation programme for management systems certification bodies

## NAR-01-04-IRT

## Edition 2

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| Approved by: | Csaba Bodroghelyi<br>Deputy Director General |

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| Responsible for preparation: | Jászayné Gertrud Sziklai<br>Department Head, Deputy Department Head |
| Consistency of content reviewed by: | Hajnalka Tőke<br>Quality Manager |
| Legal compliance: | dr. Krisztina Lilla Kanyó<br>legal desk officer |

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# 1. Purpose of the Regulation

The purpose of the regulation is to regulate the accreditation procedure of organisations certifying management systems according to Standard ISO/IEC 17011,

# 2. Personal and material scope

This regulation shall be applied in case of applications for new accreditation, extension of accredited scope and surveillance procedures of management system certification bodies. In the procedures bodies that have not been accredited yet according to Standard MSZ EN ISO/IEC 17021-1 shall be separately dealt with.

# 3. Definitions

The management systems certification body is a conformity assessment organisation operating certification systems and acting as a third party. A certification body can be non-governmental or governmental body (with authorisation for regulation or without it).

# 4. Description of the regulation

## 4.1. Overview of the accreditation programme

In the course of accreditation of management system certification bodies, NAH assesses and confirms that the competence of the applicant organisation is in compliance with the standards and normative documents applicable to the performance of management system certification.

Management system certification bodies shall fulfil the requirements of Standard MSZ EN ISO/IEC 17021-1, and the requirements laid down in further applicable international standards, and in the documents of the European Cooperation for Accreditation (EA) and the International Accreditation Forum (IAF).

NAH laid down the up-to-date requirements in the sectoral standards reference table document at http://nah.gov.hu/NAR_IR.

In case of an applicant for new accreditation, witness audit is always a part of the accreditation procedure in case of each management system in order to see that the activity of the applicant is in compliance with the requirements.

## 4.2. Accreditation areas

**Accreditation areas so far specified by NAH**

| Name of the management system | Management system standard |
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| Certification of quality management system | MSZ EN ISO 9001 |
| Certification of environmental management system | MSZ EN ISO 14001 |
| Certification of occupational health and safety assessment series | MSZ 28001: |

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| Quality management system according to AQAP requirements | AQAP |
| Certification of health management system | Manual of Hungarian Health Care Standards (MEES) (version 1.0) (21 February 2007) |
| Certification of information safety management systems | MSZ ISO/IEC 27001 |
| Certification of food safety management system | MSZ EN ISO 22000 |
| Certification of energy management systems | MSZ EN ISO 50001 |
| Certification of quality management systems of medical devices | MSZ EN ISO 13485 |
| Forest certification and chain of custody (PEFC) | MER 1003 |

### 4.3. Conditions to accreditation

In the accreditation, extension of scope, renewal of accredited status and surveillance procedures, the applicant, accredited organisation shall fulfil the requirements of Standard MSZ EN ISO/IEC 17021-1 as well as the requirements laid down in the applicable special standards, and in IAF and EA mandatory documents. Up-to-date requirements are contained in the sectoral standards reference table for each management system on NAH's website http://nah.gov.hu/NAR_IR.

### 4.4. Accreditation process

In case of the simultaneous accreditation of a certification organisation for two or more management systems, in the application NAD-103_IRT it must be indicated for which management system certification accreditation is requested. For each management system, the area applied for, the total number of staff employed in the given management system (managers, administrative staff, internal auditor) shall be considered.

*Joint accreditation* of more management systems certification cannot be accredited in an initial accreditation procedure, it can be done only in re-accreditation. With attention to keeping the deadlines for the procedures and organising the witness audits, the accreditation of maximum four management systems can be requested in one accredited status renewal procedure.

In addition to the office site assessment, witness audit shall be arranged for each management system in the accreditation process based on the applicable IAF and EA mandatory documents. For these wintess audits, based on the aforementioned IAF and EA documents, witnessing of critical areas is required primarily to provide by the organisation.

On the basis of relevant, existing and valid IAF and EA regulations, site visits and witnessing is mandatory annually for the following schemes:

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| Certification of food safety management systems | MSZ EN ISO 22000 |
| Certification of quality management system of Medical device producers | MSZ EN ISO 13485 |

### 4.5. Identification of accreditation area applied for

Area applied for shall be given *separately* for each management system in the course of accreditation, in accordance with the instructions in application NAD-103-IRT.

Area should be identified separately for each management system.

In the case of an Information Security Management System (ISMS), the scope of accreditation contains only the standard specification.

### 4.6. Assessment process

In the assessment process, the appointed assessment team of NAH performs the assessment of the competence of the applicant organisation and its staff in the management system applied for and in the areas included therein by reviewing the documents of certifications implemented in accordance with the mandatory applicable standard and IAF, EA requirements, by the review of the competence of the personnel (documents, interviews) and through witness audits. In each management system, in accordance with Standard ISO/IEC 17011, the purpose of the witness audit is to provide sufficient evidences on the competence of the management system of the certification body concerning the accredited areas.

During the accreditation cycle, NAH performs surveillance procedures, where site assessments and witness audits are performed in accordance with the requirements of IAF MD documents applicable to the relevant management system.

## 5. Suspension of the Accredited Status

In accordance with relevant section of IAF MD 7 IAF Mandatory Document, the Authority fully suspends the accredited status of the accredited organisation, if the accredited certification organisation provides certification to conformity assessment standard (e.g. ISO/IEC 17021-1, ISO/IEC 17025 or ISO 15189) being the basis of accreditation, as this behaviour of the certification organisation creates a situation for the Authority, where the Authority violates the requirement of the Standard ‘Use of the accreditation marks and other claims related to accreditation’.

## 6. Related rules of procedure and rules of law

NAR-01 NAR-02 NAR-06 NAR-08 NAR-25 NAR-31 NAR-54 NAR-85 and IAF MD Resolution documents

## 7. Annexes

## 8. Forms

NAD-103-4