# ANNEX 1

**INFORMATION PROVIDED BY CONFORMITY ASSESSMENT SCHEME OWNER**

**I. General**

# General data on organization which defined the scheme (Scheme Owner - SO):

1. **Name / abbreviation of organization**
2. **Address of head office**

|  |  |
| --- | --- |
| Address |  |
| name, surname of legal representative |  |
| Phone (index) |  |
| Fax (index) |  |
| E-mail |  |
| WEB |  |

1. **Category/ conformity assessment scheme**

**Type of conformity assessment activity**

⬜ System Certification ⬜ Testing

⬜ Product/ service ⬜ Calibration

⬜ Persons

⬜ Inspection

⬜ Audit

1. **CAS Name:**

**II.** **Information provided by CAS owner**

In order to perform a right assessment of a CAS, requested information is mandatory to be provided to MOLDAC.

Note: Some questions may be not applicable to some schemes.

1. SO has the intention to use MOLDAC as the unique contact point for CAS assessment?

 ⬜ Yes ⬜ No

1. Is CAS intended to be used only on national level?

 ⬜ Yes ⬜ No

|  |
| --- |
| If no, please specify: |

1. Is CAS, at the moment, used by a CAB accredited by other EA member?

⬜ Yes ⬜ No

If yes, please identify the EA member?

If no, but previously it has been reviewed by an AB, please provide details and assessment results?

1. Provide a full description for SO, including:

|  |  |
| --- | --- |
| Name or abbreviation |  |
| Legal entity |  |
| Address and website |  |
| Members and registration documents |  |
| Short history |  |
| Other activities performed (if relevant) |  |
| Relations with other organizations and authorities, at the international and national levels, if any |  |
| Activity of technical fields, ex. electrical testing, food safety etc. |  |
| Conformity assessment procedures proposed by SO, ex. product certification, inspection etc. |  |
| Geographical area of acceptance, ex. some European countries, whole Europe or global |  |

1. If SO carries out activities, which could confirm CAS recognition that would like to activate within scheme’s field without requesting to be accredited on scheme’s requirements?

⬜ Yes ⬜ No

If yes, describe and identify scheme’s document (s) where this is described.

1. Provide evidence on market’s recognition of added value ensured by the scheme
2. Under which procedure (s) of conformity assessment does the scheme operate? (Ex. product certification, testing, etc.) Introduce the motive of choosing and identify scheme’s document where it is established.
3. Did SO establish specific scheme requirements for CAB’s functioning that would like to use the CAS?

⬜ Yes ⬜ No

If yes, describe CAS specific requirements and identify CAS documents where these are described. Also, indicate how these requirements are made public available.

1. Does SO (on its own or by other organization) carries out any type of CAB assessment?

 ⬜ Yes ⬜ No

If yes, describe these activities and indicate CAS documents where these conditions are specified.

1. If the answer to question 9 is Yes, does SO request MOLDAC’s accept or taking into consideration of such an assessment during the accreditation process?

⬜ Yes ⬜ No

If yes, identify scheme’s document where this is described.

1. Did SO request EA or other EA members to cooperate with SO for scopes other than CAB accreditation?

 ⬜ Yes ⬜ No

If yes, specify requested filed of collaboration and identify scheme documents where is described.

1. Did SO define scheme specific requirements for MOLDAC activities?

⬜ Yes ⬜ No

If yes, identify scheme document where is described

1. Which is the object of conformity assessment? Describe it as precise as possible (*Objects of conformity assessment could be products, services, materials, facilities, processes, systems, persons or bodies*.)
2. Which are specific requirements referring to conformity assessment object’s features? Identify scheme documents where these requirements are specified.

Note:

* Requirements should be described clear, direct and precise, and they should result in an equal and correct interpretation, so that parties using normative documents could be able to obtain from contents of normative document a common understanding of its meaning and intention.
* Requirements should be written in terms of results or of consequences, along with limit or of tolerance values, if appropriate.
* Requirements should be presented unambiguously using objective, logical and valid wording and with reference to conformity assessment of object.
1. Are all measurement values expressed in SI units (International System of Units)?

 ⬜ Yes ⬜ No

1. If scheme implies sampling, which procedures are requested for sampling? (*In order to obtain consistent and reproducible results, sampling methods should be based, when possible, on statistical methods provided in international standards.)*

Does the scheme need testing and inspection methods?

 ⬜ Yes ⬜ No

Where are documented?

1. Scheme covers the following elements typical for conformity assessment scheme (see § 5.1.1 of ISO/IEC17067)?

**Selection** of a conformity assessment object, including selection of specific requirements to be assessed as well as information for planning and sampling;

**Determination**, including one or more determination methods (ex. testing, audit and/or review) in order to develop complete information on compliance with specific requirements at the conformity assessment of object and its sampling;

**Attestation, licensing** issuing of a certificate or of another document that the object of conformity assessment has reliably demonstrated that it complies with specified requirements and any subsequent marking or authorization and related controls, if necessary.

**Surveillance** (if necessary), including frequency and extent of surveillance an re-assessment activities in order to ensure that conformity assessment object continues to comply with specified conformity requirements.

⬜ Yes ⬜ No

1. Does CAS include rules referring to the use of conformity mark?

 ⬜ Yes ⬜ No

If yes, SO should demonstrate that has protected these marks and established rules for their use. SO should monitor compliance with these rules.

1. Provide evidence that CAS has been designed by competent people, which have demonstrated this capacity. Competence should cover both technical domain of expertise and conformity assessment procedures used.

Note - CABs may be involved in CAS development process within the limits allowed by the standard used CAS accreditation.

1. Provide evidence that CAS interested parties were analysed and identified. Relevant interested parties should be consulted.
2. Provide evidence that CAS has been validated (for certification scheme, see Annex 1.3)

As a minimum validation should be demonstrated that CAS has successfully finalized the testing period, at the same time providing that is appropriate for the scope.

Other questions which should be taken into account are:

|  |  |
| --- | --- |
| Is conformity assessment practical, as it is described?  |  |
| Do determination activities, as are described, quantify or in other way identify and confirm the features established by SO and which are the basis of conformity assessment? |  |
| Are requirements specified in a way that ensures reproducibility and reliability of results? |  |