**ANNEX 2**

**GUIDE FOR VALIDATION OF SCHEME CERTIFICATION, APPLICABLE ONLY FOR NEW CERTIFICATION SCHEMES**

Note:

Before completing this request it is important to study carefully and use normative reference documents listed below:

* EA 1/22;
* For personnel certification, ISO/IEC 17024, p. 8;
* For product, services and process certification ISO/IEC 17067, ISO/IEC TR 17026;
* For management system ISO 9001 and IAF guides.

The following 9 points are necessary for assessment of certification schemes. However, it remains the responsibility of the OC (CB) to demonstrate full compliance with the applicable documents, and any subsequent updates.

**1. Object**

* 1. Which is the certification object?

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| --- |
|  |

* 1. Which (group of) products/ services/ processes/ systems/ competence conformity assessment scheme does cover?
  2. What aspect of the product/ service/ process/ system/ competence states in the conformity declaration?

**2. Certificate**

* 1. What conformity attestation is indicated in the certificate?
  2. Which are the validity conditions of certificates or conformity attestation?
  3. How is made the reference to the applicable certification scheme?

**3. Certification mark**

* 1. How is communicated to the market the significance of the certification mark?
  2. Is there a significant risk for misinterpretation or misuse of the certification mark?

**4. Certification requirements**

* 1. Are identified the schemes documents where are indicated the requirements?

⬜ Yes ⬜ No

Comments:

* 1. How is demonstrated that the requirements can be assessed?
  2. Are included legal requirements?

⬜ Yes ⬜ No

Comments:

* 1. Does the scheme include only legal requirements?

⬜ Yes ⬜ Nu

Comments:

* 1. How is determined the conformity with legal requirements?
  2. Does exist in documents explanations or interpretations of requirements?

⬜ Yes ⬜ Nu

Comments:

* 1. Has been published documents listed at point “f”?

⬜ Yes ⬜ Nu

Comments:

* 1. Who is the author of the document interpretation?

**5. Certification system**

* 1. Which is the method used for determining the conformity?
  2. How you demonstrate that the method is suitable for supporting conformity attestation?
  3. On what method you rely to monitor whether the certificate holder continues to comply with requirements?
  4. How you demonstrate the suitability of the method to monitor whether the certificate holder continues to comply with requirements?

**6. Terms**

* 1. What criteria are required for granting, maintaining, extending, reducing, suspending or withdraw the certificate?
  2. Is the definition of non-conformity in accordance with the standards of competence for the CAB and/ or EA/ IAF guides?
  3. What rights and obligations are set for PS, certification bodies and the applicant?
  4. What records are kept to prove continuously the compliance with requirements?
  5. What are the criteria for managing complaints on holders of certificates?

**7. Procedures**

* 1. Where are described the certification procedures?
  2. Has been demonstrated the adequacy of the procedure?

⬜ Yes ⬜ No

Comments:

**8. Competences**

* 1. Are there competence requirements for auditors involved in the certification process?

⬜ Yes ⬜ No

If yes, indicate the documents where it is described the requested competence for auditors:

* 1. Are there competence requirements for people who take the decision regarding certification?

⬜ Yes ⬜ No

If yes, indicate the documents where are defined these kinds of competence requirements for persons who take the decision:

* 1. Are there proficiency requirements for other personnel?

⬜ Yes ⬜ No

If yes, indicate the document where these competent requirements are indicated:

* 1. How has been proven that competency requirements are appropriate

**9. Public information**

* 1. Where are published the scheme documents?
  2. Are they public?

⬜ Yes ⬜ No

Comments:

* 1. Does PS perform other supervisory activities on the market, such as the list of persons or certified products etc.?

Date: Stamp of the organization. Name and signature of responsible

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