

Swedish Board for Accreditation and Conformity Assessment Regulations



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The Swedish Board for Accreditation and Conformity Assessment's (Swedac) Regulations and General Guidelines for Accreditation of Bodies that Certify Persons;

ratified on 26 August 2013.

In accordance with 3 § of the Accreditation and Conformity Assessment Ordinance (2011:811), the Swedish Board for Accreditation and Conformity Assessment (Swedac) hereby decides the following regulations and general guidelines.

Scope

1 § These regulations apply to bodies that are accredited or are applying for accreditation by Swedac, for the certification of persons.

These regulations are complementary to Swedac's Regulations (STAFS 2010:10) and General Guidelines for Accreditation.

Definitions

2 § In these regulations the standard SS-EN ISO/IEC 17024:2012 refers to SS-EN ISO/IEC 17024:2012 – *Conformity Assessment – General Requirements for Bodies Operating Certification of Persons (ISO/IEC 17024:2012)*.

These regulations use the definitions given in the standard ISO/IEC 17024:2012.

Conditions for accreditation

3 § A body applying for accreditation for certification of persons shall show that the requirements in the standard ISO/IEC 17024:2012 have been met.

Accredited bodies for the certification of persons shall conduct their operations in accordance with the standard ISO/IEC 17024:2012.

General guidelines to 3 §

Resource requirements (Sections 6 and 9.4.5 of the standard ISO/IEC 17024:2012)

The requirements regarding competence and experience should be regarded as covering all functions within the certification body – for example the management, evaluation and certification functions.

The management function

At the management level, the certification body should have good knowledge of the certification process and the body's own routines, and have general knowledge regarding the different normative documents.

The certification function

The function that makes decisions on certification should have sufficient competence regarding the normative documents, the body's own routines, and the process of evaluation so as to be able to independently assess the evaluations performed.

Application for accreditation

4 § An application for accreditation shall contain information about the areas of accreditation in the form of person categories, and for each area of accreditation, information on

1. normative documents;
2. a description of how the conformity assessment will be performed;
3. routines to ensure the body's own competence; and
4. the results of the certification body's evaluation of the available competence.

5 § A body applying for accreditation shall show, in addition to meeting the requirements in the standard ISO/IEC 17024:2012, that the normative documents against which the certification under accreditation is to be done are unambiguous and publicly available.

Auditing the certification process

6 § Prior to a decision on accreditation, a certification body shall provide Swedac with the opportunity to participate as an observer during certification in accordance with the certification body's procedures, and to review the documentation from at least two such certifications.

7 § A certification body shall ensure that, prior to a decision on accreditation and during surveillance assessments, its clients permit Swedac to participate as an observer during examination and other parts of the certification process.

Miscellaneous

8 § A certification carried out before a decision on accreditation has been announced is valid as a certification under accreditation if, after a review, the certification body can verify that the conditions that apply to certification under accreditation have been met. Such a certification review shall be documented.

9 § If there are special reasons, Swedac may, in individual cases, grant an exemption from these regulations.

Transitional provisions

1. These regulations come into force on 1 October 2013, when Swedac's Regulations and General Guidelines for Accreditation of Bodies that Certify Persons (STAFS 2007:11) shall cease to apply.
2. Accredited certification bodies may apply the older wording of 3 and 4 §§, instead of 5 § of these regulations until 2 July 2015.

On behalf of Swedac

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