VASTAVUSHINDAMINE. ÜLDNÕUDED VASTAVUSHINDAMISASUTUSI AKREDITEERIVATELE AKREDITEERIMISASUTUSTELE

Conformity assessment - Requirements for accreditation bodies accrediting conformity assessment bodies (ISO/IEC 17011:2017)



## EESTI STANDARDI EESSÕNA

## NATIONAL FOREWORD

See Eesti standard EVS-EN ISO/IEC 17011:2017 sisaldab Euroopa standardi EN ISO/IEC 17011:2017 ingliskeelset teksti.	This Estonian standard EVS-EN ISO/IEC 17011:2017 consists of the English text of the European standard EN ISO/IEC 17011:2017.
Standard on jõustunud sellekohase teate avaldamisega EVS Teatajas	This standard has been endorsed with a notification published in the official bulletin of the Estonian Centre for Standardisation.
Euroopa standardimisorganisatsioonid on teinud Euroopa standardi rahvuslikele liikmetele kättesaadavaks 13.12.2017.	Date of Availability of the European standard is 13.12.2017.
Standard on kättesaadav Eesti Standardikeskusest.	The standard is available from the Estonian Centre for Standardisation.

Tagasisidet standardi sisu kohta on võimalik edastada, kasutades EVS-i veebilehel asuvat tagasiside vormi või saates e-kirja meiliaadressile <u>standardiosakond@evs.ee</u>.

### ICS 03.120.20

Standardite reprodutseerimise ja levitamise õigus kuulub Eesti Standardikeskusele

Andmete paljundamine, taastekitamine, kopeerimine, salvestamine elektroonsesse süsteemi või edastamine ükskõik millises vormis või millisel teel ilma Eesti Standardikeskuse kirjaliku loata on keelatud.

Kui Teil on küsimusi standardite autorikaitse kohta, võtke palun ühendust Eesti Standardikeskusega: Koduleht <a href="www.evs.ee">www.evs.ee</a>; telefon 605 5050; e-post <a href="mailto:info@evs.ee">info@evs.ee</a>

The right to reproduce and distribute standards belongs to the Estonian Centre for Standardisation

No part of this publication may be reproduced or utilized in any form or by any means, electronic or mechanical, including photocopying, without a written permission from the Estonian Centre for Standardisation.

If you have any questions about copyright, please contact Estonian Centre for Standardisation:

Homepage www.evs.ee; phone +372 605 5050; e-mail info@evs.ee

## **EUROPEAN STANDARD**

# **EN ISO/IEC 17011**

# NORME EUROPÉENNE

## **EUROPÄISCHE NORM**

December 2017

ICS 03.120.20

Supersedes EN ISO/IEC 17011:2004

**English version** 

# Conformity assessment - Requirements for accreditation bodies accrediting conformity assessment bodies (ISO/IEC 17011:2017)

Évaluation de la conformité - Exigences pour les organismes d'accréditation procédant à l'accréditation d'organismes d'évaluation de la conformité (ISO/IEC 17011:2017)

Konformitätsbewertung - Anforderungen an Akkreditierungsstellen, die Konformitätsbewertungsstellen akkreditieren (ISO/IEC 17011:2017)

This European Standard was approved by CEN on 10 November 2017.

CEN and CENELEC members are bound to comply with the CEN/CENELEC Internal Regulations which stipulate the conditions for giving this European Standard the status of a national standard without any alteration. Up-to-date lists and bibliographical references concerning such national standards may be obtained on application to the CEN-CENELEC Management Centre or to any CEN and CENELEC member.

This European Standard exists in three official versions (English, French, German). A version in any other language made by translation under the responsibility of a CEN and CENELEC member into its own language and notified to the CEN-CENELEC Management Centre has the same status as the official versions.

CEN and CENELEC members are the national standards bodies and national electrotechnical committees of Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, Former Yugoslav Republic of Macedonia, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey and United Kingdom.





**CEN-CENELEC Management Centre:** Rue de la Science 23, B-1040 Brussels

## **European foreword**

This document (EN ISO/IEC 17011:2017) has been prepared by Technical Committee ISO/CASCO "Committee on conformity assessment" in collaboration with Technical Committee CEN/CLC/JTC 1 "Criteria for conformity assessment bodies" the secretariat of which is held by BSI.

This European Standard shall be given the status of a national standard, either by publication of an identical text or by endorsement, at the latest by June 2018 and conflicting national standards shall be withdrawn at the latest by December 2020.

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. CEN shall not be held responsible for identifying any or all such patent rights.

This document supersedes EN ISO/IEC 17011:2004.

According to the CEN-CENELEC Internal Regulations, the national standards organizations of the following countries are bound to implement this European Standard: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, Former Yugoslav Republic of Macedonia, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey and the United Kingdom.

## **Endorsement notice**

The text of ISO/IEC 17011:2017 has been approved by CEN as EN ISO/IEC 17011:2017 without any modification.

Co	ntent	S	Page
Fore	word		iv
Intr	oductio	n	<b>v</b>
1	Scon	e	1
_	<.O <sup>+</sup>		
2		native references	
3	Term	s and definitions	1
4	Gene	ral requirements	5
	4.1	Legal entity	
	4.2	Accreditation agreement	
	4.3 4.4	Use of accreditation symbols and other claims of accreditation	
	4.4 4.5	Financing and liability	
	4.6	Establishing accreditation schemes	
5		ctural requirements	
		urce requirements	
6	6.1	Competence of personnel	
	0.1	6.1.1 General	
		6.1.2 Determination of competence criteria	
		6.1.3 Competence management	
	6.2	Personnel involved in the accreditation process	
	6.3	Personnel records	
	6.4	Outsourcing	
7		ess requirements	13
	7.1	Accreditation requirements  Application for accreditation	13
	7.2 7.3	Resource review	14 1 <i>1</i>
	7.3 7.4	Preparation for assessment	14
	7.5	Review of documented information	
	7.6	Assessment	
	7.7	Accreditation decision-making	16
	7.8	Accreditation information	
	7.9 7.10	Accreditation cycleExtending accreditation	19 20
	7.10	Suspending, withdrawing or reducing accreditation	20
	7.12	Complaints	
	7.13	Appeals	
	7.14	Records on conformity assessment bodies	
8		mation requirements.	22
	8.1	Confidential information	
	8.2	Publicly available information	
9		agement system requirements	
	9.1	General	
	9.2 9.3	Management system	
	9.3 9.4	Document control Records control	
	9.5	Nonconformities and corrective actions	
	9.6	Improvement	
	9.7	Internal audits	25
	9.8	Management reviews	26
Ann	ex A (in	formative) Knowledge and skills for performing accreditation activities	27
Bibl	iograph	.y	29

## Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular the different approval criteria needed for the different types of ISO documents should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see <a href="www.iso.org/directives">www.iso.org/directives</a>).

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see <a href="https://www.iso.org/patents">www.iso.org/patents</a>).

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

For an explanation on the voluntary nature of standards, the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT) see the following URL: <a href="https://www.iso.org/iso/foreword.html">www.iso.org/iso/foreword.html</a>.

This document was prepared by the ISO Committee on Conformity Assessment (CASCO) and circulated for voting to the national bodies of both ISO and IEC, and was approved by both organizations.

This second edition cancels and replaces the first edition (ISO/IEC 17011:2004), which has been technically revised.

The main changes compared to the previous edition are as follows:

- alignment with the CASCO common structure for standards and incorporation of CASCO common elements in clauses on impartiality, confidentiality, complaints and appeal and management system;
- recognition of proficiency testing as an accreditation activity;
- addition of new definitions for "accreditation scheme" (see 3.8), "flexible scope of accreditation" (see 3.7), "remote assessment" (see 3.26) and "assessment programme" (see 3.27);
- introduction of the concept of risk;
- incorporation of competence criteria in the document, including an informative annex on knowledge and skills.

## Introduction

This document specifies the requirements for accreditation bodies accrediting conformity assessment bodies. In the context of this document, activities covered by accreditation include but are not limited to testing, calibration, inspection, certification of management systems, persons, products, processes and services, provision of proficiency testing, production of reference materials, validation and verification.

It is important for interested parties to know that conformity assessment bodies are competent to perform their tasks. For that reason, there is an increasing demand for impartial attestation of their competence. Such attestation is done by accreditation bodies that are impartial and independent in relation to the conformity assessment bodies and the conformity assessment bodies' clients. Accreditation bodies normally operate in a non-profit distributing manner and conduct regular assessments of conformity assessment bodies to ensure that conformity assessment bodies conform to relevant international standards and other normative documents.

A system to accredit conformity assessment bodies is intended to provide for a consistent application of conformity assessment to international consensus based standards and conformity assessment schemes, in order to benefit public health, safety, environment and welfare and support regulators and end users. It can facilitate national and cross-border trade, as pursued by trade authorities and organizations.

This document can be used to support peer evaluation mechanisms which have been created at regional and international levels and through which confidence is provided that accreditation bodies are operating in accordance with this document.

In this document, the following verbal forms are used:

- "shall" indicates a requirement;
- "should" indicates a recommendation;
- "may" indicates a permission;
- "can" indicates a possibility or a capability.

Further details can be found in the ISO/IEC Directives, Part 2.

For the purposes of research, users are encouraged to share their views on this document and their priorities for changes to future editions. Click on the link below to take part in the online survey:

17011\_ed2\_usersurvey

# Conformity assessment — Requirements for accreditation bodies accrediting conformity assessment bodies

## 1 Scope

This document specifies requirements for the competence, consistent operation and impartiality of accreditation bodies assessing and accrediting conformity assessment bodies.

NOTE In the context of this document, activities covered by accreditation include, but are not limited to, testing, calibration, inspection, certification of management systems, persons, products, processes and services, provision of proficiency testing, production of reference materials, validation and verification.

### 2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ISO/IEC 17000, Conformity assessment — Vocabulary and general principles

#### 3 Terms and definitions

For the purposes of this document, the terms and definitions given in ISO/IEC 17000 and the following apply.

ISO and IEC maintain terminological databases for use in standardization at the following addresses:

- ISO Online browsing platform: available at <a href="https://www.iso.org/obp">https://www.iso.org/obp</a>
- IEC Electropedia: available at <a href="http://www.electropedia.org/">http://www.electropedia.org/</a>

### 3.1

#### accreditation

third-party attestation related to a *conformity assessment body* (3.4) conveying formal demonstration of its competence to carry out specific conformity assessment tasks

[SOURCE: ISO/IEC 17000:2004, 5.6]

#### 3 2

## accreditation body

authoritative body that performs accreditation (3.1)

Note 1 to entry: The authority of an accreditation body is generally derived from government.

[SOURCE: ISO/IEC 17000:2004, 2.6]

#### 3.3

#### accreditation body logo

logo used by an accreditation body (3.2) to identify itself

#### 3.4

#### conformity assessment body

body that performs conformity assessment activities and that can be the object of accreditation (3.1)

Note 1 to entry: Whenever the term "conformity assessment body" is used in the text, it applies to both the applicant and accredited conformity assessment bodies, unless otherwise specified.