
Flexible accreditation scope for certification- and inspection bodies	No.	:	AB 20
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1. Purpose

The purpose is to simplify the handling of minor changes of the accreditation scope in order to implement changes in a faster and more flexible way.

2. Application

This accreditation regulation applies for DANAK's accreditation of certification and inspection bodies.

3. Flexible accreditation scope

3.1 Flexible accreditation scope means that it will be possible to make changes within the accreditation scope without DANAK first assessing the change and taking a decision on implementation of the change. DANAK will assess the implemented changes at the regular visits.

3.2 Changes that might be comprised by the flexible accreditation scope are limited to **changes in versions of the normative document** accredited to. Normative documents are standards, national regulations or other documents with requirements. Special rules apply for the accreditation scope for 'Vejere og målere' as agreed upon.

3.3 A flexible scope cannot be granted to standards for management systems or for directives and regulations. It is though possible to obtain flexibility for sub directives/regulations and standards as e.g. regarding interoperability in the railway system or for product standards applying to the construction product regulation.

4. Application and decision on flexible accreditation scope

4.1 An accredited company shall apply DANAK if requiring a flexible accreditation scope.

4.2 The conditions for obtaining flexible accreditation scope are as follows:

1. The company has been accredited for a specific scope for minimum 1 accreditation period (4 years).
2. The company has demonstrated ability to ensure efficient implementation of changes of new versions of normative documents within the accreditation scope, including:
 - Preparation of GAP analyses of changes and action plan for implementation of these.
 - Implementation of changes in management system including listing relevant competence criteria and assessment that the competence criteria have been met.
3. The company has implemented the requirements listed in item 5.

5. Requirements to certification- and inspection bodies with flexible accreditation scope

The company's management system shall include procedures describing how flexible scope is handled with regard to:

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- The responsibility for implementation of changes
- Efficient implementation of changes in the management system, including revising checklists, reports, certificates etc.
- Listing relevant competence criteria and assessment of whether competence criteria for assessment according to new or revised regulatory documents have been met
- Updating list of normative documents and sending a copy to DANAK
- Registration of performed actions.

5.1 The company shall have employees appointed by the management to be responsible for handling changes within the flexible scope. The employee's competence shall be assessed and approved according to a specific professional field. The employees shall:

- evaluate changes and consequences relating to certification and inspection
- Ensure implementation of changes in the management system

5.2 It shall be ensured that reports and certificates issued to customers always include exact reference to the normative documents (such as version number, date etc.)

6. Decision on accreditation

DANAK's decision on awarding flexible accreditation scope is taken on basis of demonstrated ability to implement changes in certification and inspection requirements