

<b>OEF-37: Guidance for the selection of witnessed assessments for the purposes of the standard ISO 9001</b>	
<b>Issued by Quality Manager</b>	<b>Issue Date: 11.05.2012</b>
<b>Approved by ESYD Chairman</b>	

## **1. General.**

The number of witnessed assessments is determined in such a way that at least 40% of the applied EA codes number are assessed on site within the accreditation cycle (initial assessment, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> surveillance).

Prior to selection, certification body adduces the list of certified clients and the respective audit schedule. For every distinct stage of the accreditation cycle the following are determined:

EA codes are classified in Categories as follows

**Category A:** 2, 3, 10, 11, 12, 13, 14, 17, 18, 20, 21, 25, 26, 27, 28, 31, 38.

**Category B:** 1, 4, 5, 6, 7, 8, 9, 15, 16, 19, 22, 23, 24, 29, 30, 32, 33, 34, 35, 36, 37, 39.

The categorization of EA codes was made based on the degree of complexity of the required for a product or a service as well as the risk associated with human life safety.

The witnessed assessments are selected after reviewing:

- The number of the EA codes,
- The Category of EA codes,
- The number of certified clients,

In case a selected witnessed assessment is not feasible to be conducted, the witnessed assessment is conducted on another EA code from the same category. The certification body must inform ESYD timely.

## **2. Initial Assessment.**

The number of the witnessed assessments is equal to  $\frac{1}{4}$  of the applied EA codes number. The resulting number is rounded up to the next integer number.

From the final number of the witnessed assessments,  $\frac{2}{3}$  is selected from Category A codes and  $\frac{1}{3}$  is selected from Category B codes. Should the codes from one Category are not sufficient, the number of witnessed assessments is completed with codes taken from the other Category.

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### **3. Surveillance**

The number of witnessed assessments is determined according to the following table:

<i>Number of certified clients</i>	<i>Number of witnessed assessments</i>	<i>Witnessed assessments category (*)</i>
Up to 200	1	Category A
201-800	2	1 from Category A and 1 of Category B
More than 801	3	2 of Category A και 1 of Category B

*(\*) Should the codes from one Category are not sufficient,; the number of witnessed assessments is completed with codes taken from the other Category.*

EA codes are different from those selected for the initial assessment. Repetition of EA codes is allowed in case of a) the CB applied for extension in subsection within an EA code, b) witnessed assessments have been conducted in every EA code for which the CB is accredited before the end of accreditation cycle and c) justified reasons such as complaint examination etc.

The number of the annual witnessed assessments derives from the above table could be increased in order to achieve at least the 40% of EA codes number for which the certification body is accredited.

### **4. Extension.**

The number of the witnessed assessments is equal to  $\frac{1}{4}$  of the applied EA codes number. The resulting number is rounded up to the next integer number.

From the final number of the witnessed assessments,  $\frac{2}{3}$  is selected from Category A codes and  $\frac{1}{3}$  is selected from Category B codes. Should the codes from one Category are not sufficient, the number of witness assessments is completed with codes taken from the other Category.

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## **5. Reassessment.**

EA codes number for which the CB is accredited and the number of its certified clients are taken into account for the determination of the number of witnessed assessments.

More specifically, the number of witnessed assessments is calculated according to the following formula

$$(0.2 * X + Y) / 2.$$

**X:** EA codes number for which the CB is accredited.

**Y:** Number of witnessed assessments according to the table of paragraph 3.

Any necessary rounding is made up to the nearest integer number.

*Example:*

*A Certification Body is accredited for 27 EA codes and has 180 certified clients. The number of the witnessed assessments during the reaccreditation is:  $(0.2 * 27 + 1) / 2 = 3,2$ . Subsequently, the witnessed assessments to be appointed are 3 .*

From the final number of the witnessed assessments, 2/3 is selected from Category A codes and 1/3 is selected from Category B codes. Should the codes from one Category are not sufficient, the number of witnessed assessments is completed with codes taken from the other Category.