

**Raad voor Accreditatie
(Dutch Accreditation Council
RvA)**

**Specific Accreditation
Protocol (SAP) for
accreditation of Validation
and Verification based on
EN-ISO/IEC 17029 (general)**

Document code:

RvA-SAP-V000-UK
Version 1.0, 13-01-2022

A Specific Accreditation Protocol (SAP) describes the assessment service for a specific accreditation. It should be read in conjunction with the generic RvA regulations and policy documents.

A current version of the SAP is available through the website of the RvA. (www.rva.nl).

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1 Relevant documents

1.1 Standard used for accreditation

- EN-ISO/IEC 17029, Conformity assessment — General principles and requirements for validation and verification bodies

1.2 Additional standards

- RvA-T033: Explanation of the requirements for conformity assessment schemes

The current version of the document(s) can be downloaded from the websites of the relevant organisation(s): IAF (www.iaf.nu), ISO (www.iso.org), RvA (www.rva.nl).

1.3 Documents concerning the conformity assessment to be carried out

The validation/verification body (CAB) shall operate one or more validation/verification programmes (hereafter: scheme)¹. The name of the scheme will be mentioned in the scope of accreditation.

1.4 Specific legal and/or regulatory requirements

The RvA has specified in RvA-T033 how to deal with specific legal and/or regulatory requirements in the evaluation of schemes.

2 Scope of accreditation

The generic rules for defining scopes have been defined in RvA Policy rule RvA-BR003. For this accreditation, the scope is formulated as follows:

Type of claim, including type of activity	Scheme including the normative reference	Sector
<i>Specification of type of activity (verification / validation) and type of claim</i>	<i>Name of the scheme including the normative reference if applicable</i>	<i>Specification of the sector(s)</i>
<i>Example Verification of Emission reports on GHG gases, limited to CO₂</i>	<i>Example: EU ETS Verification of emission data in accordance with regulation 2067/2018/EC and 2068/2018/EC pursuant to Directive 2003/87/EC</i>	<i>Example: Activity group 1a, 3, 4 etc. (activity group EU ETS)</i>
<i>Example: Verification of Inventory claims of webshops</i>	<i>Example: Verification scheme on the accuracy of the display of inventory of products in webshops</i>	<i>Example: Sectors to be indicated in accordance with IAF ID1, or defined by the scheme</i>

In a Specific Accreditation Protocol for a specific activity, the scope will be further detailed for that activity.

¹ The RvA uses the term "scheme" as the generic term, where the EN-ISO/IEC 17029 uses programmes. In accordance with the definitions in EN-ISO/IEC 17000, these terms can both be used, they have the same meaning.

3 Accreditation assessments

3.1 Documents to be submitted

For the assessments, the RvA assessors have to be supplied with the documents as mentioned in RvA-F001a, RvA-F105, RvA-F032 and in annex 1 of RvA-BR005.

In a Specific Accreditation Protocol for a specific activity, additional documents can be stipulated.

3.2 The nature and content of the assessments

In addition to the general rules for the nature and content of the RvA assessments as defined in RvA-BR002 and RvA-BR005, for this accreditation the rules from the following table apply.

Method of assessment	Initial assessment ⁽¹⁾	Regular assessments in the accreditation cycle ⁽²⁾	Scope extension ⁽¹⁾ ⁽³⁾
Pre- assessment	√		√
Document assessment	√		√
Office assessment	√	√	√
Witnessing	Witnessing of at least one complete validation / verification relevant for complexity of the requested accreditation scope. The number of witness validations / verifications depends on the number (and complexity) of the clients. The following is used as guidance: 1 – 20 clients = 1 witness, 20 – 100 = 2 witnesses; 100 or more clients = 3 witnesses. ⁽⁴⁾	The number of witness validations / verifications depends on the number (and complexity) of the clients. The following is used as guidance per accreditation cycle: 1 – 20 clients = 2 witnesses, 20 – 100 = 3 witnesses; 100 or more clients = 4 witnesses. ⁽⁴⁾	√

⁽¹⁾ If a CAB is not yet accredited for a specific subject, and notification or recognition based on accreditation is legally required before the CAB can perform validation/verification activities, the system of a temporary accreditation with restricting conditions as laid down in BR002 might be used.

⁽²⁾ An accreditation cycle consists of a period of four years, which starts after a decision is made on initial assessment or reassessment. The cycle consists of the surveillances and reassessment in this period.

⁽³⁾ Based on the application (form RvA-F105), the RvA will determine the nature of the extension assessment.

⁽⁴⁾ Respective scheme SAP's may provide different regimes.

Specific points of attention for the RvA assessment report:

- impartiality;
- competency of personnel (validation and/or verification personnel, management);
- validation/verification methodology
 - pre-contract;
 - verification assessment (incl. handling of risk analysis, materiality, level of assurance where applicable);
 - reporting by the V/VB;
 - review;
 - statement.

4 Other information

Transitions from EN-ISO 14065 to EN-ISO/IEC 17029:

For currently accredited validation and verification schemes (e.g. EU ETS, MRV, CORSIA, ISO 14064-1), the CABs are required to transfer from an EN-ISO 14065:2013 accreditation to an accreditation according to EN-ISO/IEC 17029. It is also expected that they comply with the requirements of EN-ISO 14065:2020, which has additional requirements for CABs validating and verifying environmental information.

The transition process for these CABs shall be completed within 3 years after publication of EN-ISO 14065:2020. The transition period ends in December 2023. More information is available in the relevant SAP's (SAP-V001 on EU ETS, SAP-V002 on EU-MRV, and SAP-V003 on Corsia).

The transition assessment will consist of an office assessment to ensure that the CAB's management system has been transferred to comply with the requirements of EN-ISO/IEC 17029. The CAB will have to have performed a gap-analysis for this. The CAB will have to apply for accreditation, once they have determined that they are ready to transition. For the office assessment the CAB should submit the gap-analysis together with documentation demonstrating compliance with EN-ISO/IEC 17029. Since the schemes are not expected to change significantly because of this transition, it is not expected that a witness assessment will be necessary as part of the initial assessment. The accreditation cycle of the EN-ISO 14065:2013 accreditation (including the RvA witness programme) will be continued in the transition to EN-ISO/IEC 17029.

The RvA will no longer accept applications for accreditation for ISO 14065:2013 after June 2022.

5 Changes compared to the previous version of this document

Not applicable, this is version 1.0