

Dutch Accreditation Council (RvA)

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

Document code:

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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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Introduction

This is the Specific Accreditation Protocol (SAP) that addresses the application of the standard for validation and verification used for accreditation. In addition to this SAP, there may be a SAP for a particular field of activity, which elaborates on aspects to that field of activity.

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 documents

- RvA-T033: Explanation of the requirements for conformity assessment schemes
- For validation or verification of environmental information
 - ISO 14065 - General principles and requirements for bodies validating and verifying environmental information
 - IAF MD 6 - IAF Mandatory Document for the Application of ISO 14065:2020

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>

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.

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

3 Accreditation assessments

3.1 Documents to be submitted

For the purpose of RvA assessments, assessors shall be provided with relevant documents as specified in the application tool (for initial assessment and assessment of a scope extension) and listed in the annex of policy rule RvA-BR005 (for other assessments).

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⁾
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, the RvA will determine how the assessments of the extension will be carried out.

Specific points of attention for the RvA assessment and 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.

In the case of validation or verification of environmental information accredited in accordance with ISO 14065, the accreditation assessment will include the requirements in the IAF MD 6 (article 9.2.2) for agreed-upon procedures (AUPs).

4 Changes compared to the previous version of this document

Compared to version 1.0 dated 13-01-2022, the following changes have been made:

- Removal of explanation of transition from ISO 14065 to EN-ISO/IEC 17029;
- Addition to clarify the standard (ISO 14065) and the mandatory document applicable (IAF MD 6) to validation and verification of environmental information;
- Naming a point of focus in the assessments of validation and verification of environmental information regarding AUPs;
- Some textual changes to align this SAP with the template used by the RvA for SAPs.