



Accreditation Council (RvA)

Policy rule Accreditations

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Table of contents

CHAPTER 1. SCOPE AND DEFINITIONS	8
PARAGRAPH 1. SCOPE OF APPLICATION	8
ARTICLE 1. AREA OF APPLICATION	8
PARAGRAPH 2. DEFINITIONS	8
ARTICLE 2. DEFINITIONS EN ISO/IEC 17000 AND REGULATION (EC) 765/2008	8
ARTICLE 3. ABBREVIATIONS	8
ARTICLE 4. DEFINITIONS OF RVA	8
CHAPTER 2. GENERAL INFORMATION	11
PARAGRAPH 3. NATIONAL ACCREDITATION BODY	11
ARTICLE 5. DUTCH NATIONAL ACCREDITATION BODY	11
ARTICLE 6. BASIS FOR RVA WORKING METHOD	11
ARTICLE 7. ACCREDITATION REQUIREMENTS	11
ARTICLE 8. ACCREDITATION SPECIFICATION RVA	12
ARTICLE 9. INFORMATION DOCUMENTS	12
ARTICLE 10. LANGUAGE OF RVA DOCUMENTS	12
ARTICLE 11. STANDARDS FOR ACCREDITATION	12
ARTICLE 12. PRIORITY OF CABS IN THE NETHERLANDS	13
ARTICLE 13. SAFETY OUTSIDE THE NETHERLANDS	13
ARTICLE 14. GENERAL POLICY ACCREDITATION ACROSS THE NATIONAL BORDER	13
ARTICLE 15. OUTSOURCING ACCREDITATION ASSESSMENTS WITHIN EA-MLA REGION	13
ARTICLE 16. ACCREDITATION TO CABS WITHIN EA-MLA REGION	14
ARTICLE 17. ACCREDITATION TO CABS OUTSIDE EA-MLA REGION	14
PARAGRAPH 4. CONFIDENTIALITY, INDEPENDENCE, IMPARTIALITY RVA	14
ARTICLE 18. CONFIDENTIALITY	14
ARTICLE 19. WET OPEN OVERHEID	15
ARTICLE 20. PROTECTION OF RVA EMPLOYEES	15
ARTICLE 21. INDEPENDENCE AND IMPARTIALITY OF THE RVA	15
PARAGRAPH 5. AREAS OF ACTIVITIES RVA	15
ARTICLE 22. AREAS OF ACTIVITY OF THE RVA	15
ARTICLE 23. APPLICATIONS FOR NEW ACCREDITATION ACTIVITIES	15
ARTICLE 24. CHANGES IN AREAS OF ACTIVITY	15

ARTICLE 25. INACTIVE AREAS OF ACTIVITY	16
PARAGRAPH 6. GENERAL PRINCIPLES OF ACCREDITATION	16
ARTICLE 26. ACCREDITATION ON REQUEST	16
ARTICLE 27. NON-TRANSFERABILITY ACCREDITATION	16
PARAGRAPH 7. ACCREDITATION ASSESSMENT REQUIREMENTS FOR ACCREDITATION	16
ARTICLE 28. BASIS FOR GRANTING ACCREDITATION	16
ARTICLE 29. REQUIREMENTS FOR ACCREDITATION ASSESSMENT ACTIVITIES	16
ARTICLE 30. METHODS OF ASSESSMENT	17
ARTICLE 31. COMPOSITION OF ASSESSMENT TEAMS	17
CHAPTER 3. PROCESS OF APPLICATION AND PRE-ASSESSMENT	17
PARAGRAPH 8. APPLICATION FOR ACCREDITATION	17
ARTICLE 32. APPLYING FOR AN RVA ACCOUNT	17
ARTICLE 33. SUBMITTING AN ACCREDITATION APPLICATION	17
ARTICLE 34. SUPPLEMENTING THE APPLICATION	18
ARTICLE 35. APPLICATION WILL NOT BE PROCESSED	18
PARAGRAPH 9. PRE-ASSESSMENT	18
ARTICLE 36. PRE-ASSESSMENT PROCEDURE	18
CHAPTER 4. ASSESSMENT PROCESS	19
PARAGRAPH 10. ACCREDITATION ASSESSMENT	19
ARTICLE 37. INITIAL ACCREDITATION ASSESSMENT	19
ARTICLE 38. PROVIDE INFORMATION AND COOPERATION CAB	19
ARTICLE 39. CONDUCT OF AN ACCREDITATION ASSESSMENT	19
ARTICLE 40. IMAGE AND SOUND RECORDINGS ONLY WITH PERMISSION CAB	20
ARTICLE 41. PREMATURE TERMINATION OF THE ASSESSMENT	20
ARTICLE 42. FINAL MEETING	20
ARTICLE 43. POSITIVE FINDINGS REPORT	20
ARTICLE 44. FINAL REPORT WITHOUT FOLLOW-UP ASSESSMENT	20
ARTICLE 45. DISSEMINATION OF RVA FINAL REPORT AND NONCONFORMITY REPORT	20
PARAGRAPH 11. NON-CONFORMITIES: IDENTIFICATION AND REPORTING	21
ARTICLE 46. DETERMINING NON-CONFORMITY	21
ARTICLE 47. NON-CONFORMITY SET AT THE START OF THE DEADLINE	21
PARAGRAPH 12. NON-CONFORMITIES: ASPECTS TO BE ANSWERED BY CAB	21

ARTICLE 48. RESPONSE TO NON-CONFORMITY IN ONLINE PLATFORM	21
ARTICLE 49. ANALYSIS OF CAUSE AND EXTENT	21
ARTICLE 50. CORRECTIONS AND CORRECTIVE ACTIONS	21
ARTICLE 51. ASSESSMENT OF EFFECTIVENESS	21
ARTICLE 52. TERM 1 ^E ANSWER TO B- NON-CONFORMITY	22
ARTICLE 53. TERM 1 ^E ANSWER TO A- NON-CONFORMITY	22
PARAGRAPH 13. FOLLOW-UP ASSESSMENTS	22
ARTICLE 54. NATURE AND SCOPE OF FOLLOW-UP ASSESSMENT	22
ARTICLE 55. (ADDITIONAL) FOLLOW-UP ASSESSMENT	22
ARTICLE 56. FINAL REPORT AFTER FOLLOW-UP ASSESSMENT	23
PARAGRAPH 14. THE DECISION ON ACCREDITATION	23
ARTICLE 57. INFORMATION FOR DECISION-MAKING	23
ARTICLE 58. ACCREDITATIONS COMMITTEE	23
ARTICLE 59. DEADLINE FOR DECISION-MAKING	24
ARTICLE 60. NEGATIVE DECISION	24
CHAPTER 5. DECISION, ACCREDITATION DECLARATION, ANNEX AND SCOPE	24
PARAGRAPH 15. ACCREDITATION DECISION AND CONDITIONS	24
ARTICLE 61. ACCREDITATION DECISION AND CONDITIONS	24
ARTICLE 62. PERIOD OF VALIDITY OF ACCREDITATION CERTIFICATE	24
ARTICLE 63. SEND ACCREDITATION DECLARATION AND ANNEX	24
PARAGRAPH 16. NAME AND LOCATIONS	24
ARTICLE 64. DESIGNATION OF ACCREDITATION	24
ARTICLE 65. LOCATIONS IN THE ANNEX TO THE ACCREDITATION DECLARATION	25
ARTICLE 66. VIRTUAL LOCATION	25
PARAGRAPH 17. SCOPE OF ACCREDITATION	25
ARTICLE 67. SCOPE VALIDITY PERIOD	25
ARTICLE 68. EQUIVALENCE OF (INTER)NATIONAL STANDARD	25
ARTICLE 69. VALIDATION OF ACTIVITIES SCOPE	25
ARTICLE 70. DOCUMENT VERSION ON THE SCOPE	26
ARTICLE 71. EXTENSION IN CASE OF AMENDED NORMATIVE DOCUMENT VERSION	26
ARTICLE 72. HANDLING OF CHANGES TO NORMATIVE DOCUMENTS BY CAB	26
ARTICLE 73. LAWS AND REGULATIONS ON SCOPES	26
ARTICLE 74. TEMPORARY ACCREDITATION WITH RESTRICTIVE CONDITIONS (TAB)	26
ARTICLE 75. VOLUNTARY REVIEW AGAINST LEGAL REQUIREMENTS	27

ARTICLE 76. OUTSOURCED ACTIVITIES ON SCOPE	27
ARTICLE 77. TWO YEARS OF NO IMPLEMENTATION ACTIVITIES	27
CHAPTER 6. ACCREDITATIONCYCLE ASSESSMENT PROGRAMME	27
PARAGRAPH 18. ACCREDITATION CYCLE	27
ARTICLE 78. ACCREDITATION CYCLE	27
ARTICLE 79. ACCREDITATION CYCLE ASSESSMENT PROGRAMME	28
ARTICLE 80. CONTROL ASSESSMENT DECISION	28
ARTICLE 81. CONTENT AND SCOPE OF THE REASSESSMENT	28
ARTICLE 82. ADMINISTRATIVE EXTENSION OF ACCREDITATION VALIDITY	29
PARAGRAPH 19. REGULAR REVIEWS	29
ARTICLE 83. NATURE, CONTENT AND SCOPE OF REGULAR ASSESSMENT	29
PARAGRAPH 20. ADD EXTRA REVIEW TO REVIEW PROGRAM	29
ARTICLE 84. ADDITIONAL ASSESSMENT BASED ON CHANGES	29
ARTICLE 85. ADDITIONAL ASSESSMENT BASED ON EXTERNAL SIGNAL	30
ARTICLE 86. EXECUTION AND HANDLING OF ADDITIONAL ASSESSMENT	30
PARAGRAPH 21. LESS AND MORE INTENSIVE ASSESSMENT PROGRAMME	30
ARTICLE 87. ADAPTATION OF THE ASSESSMENT PROGRAMME	30
ARTICLE 88. BACK TO REGULAR REVIEW PROGRAMME	30
PARAGRAPH 22. EXTRAORDINARY CIRCUMSTANCES	30
ARTICLE 89. ACCREDITATION ASSESSMENTS DURING EXTRAORDINARY CIRCUMSTANCES	30
PARAGRAPH 23. EXTENSION OF ACCREDITATION	31
ARTICLE 90. EXPANSION OF ACTIVITIES OR LOCATIONS	31
ARTICLE 91. EXPANSION WITH LOCATION	31
ARTICLE 92. REASONS FOR POSTPONING THE DECISION ON ENLARGEMENT	31
ARTICLE 93. POSSIBLE DIFFERENT PERIOD FOR NON-CONFORMITY IN CASE OF EXTENSION	31
ARTICLE 94. OTHER CHANGES TO THE SCOPE	31
CHAPTER 7. MEASURES, SUSPENSION AND REVOCATION	31
PARAGRAPH 24. MEASURES IN CASE OF NON-COMPLIANCE WITH ACCREDITATION REQUIREMENTS	31
ARTICLE 95. SUSPENSION AND REVOCATION	31
PARAGRAPH 25. SUSPENSION OF ACCREDITATION	32

ARTICLE 96. SUSPENSION	32
ARTICLE 97. PROBABILITY OF RECOVERY FOR SUSPENSION	32
ARTICLE 98. CONSEQUENCES SUSPENSION FOR CAB	33
ARTICLE 99. ADDITIONAL RULES FOR CERTIFICATION BODY IN CASE OF SUSPENSION	33
ARTICLE 100. LIFT SUSPENSION	33
ARTICLE 101. START WITHDRAWAL PROCEDURE IF SUSPENSION HAS NOT BEEN LIFTED IN TIME	33
ARTICLE 102. SUSPENSION IN THE EVENT OF BANKRUPTCY	33
PARAGRAPH 26. WITHDRAWAL OF ACCREDITATION	34
ARTICLE 103. WITHDRAWAL	34
ARTICLE 104. POST-REVOCACTION INFORMATION	34
ARTICLE 105. POST-REVOCACTION INFORMATION	34
ARTICLE 106. ADDITIONAL RULES FOR CERTIFICATION BODIES IN CASE OF VOLUNTARY WITHDRAWAL	35
ARTICLE 107. ADDITIONAL RULES FOR CERTIFICATION BODIES IN CASE OF REVOCACTION IMPOSED	35
ARTICLE 108. ADDITIONAL RULE AS CERTIFICATION MARK WITH ACCREDITATION MARK IS ALLOWED	35
ARTICLE 109. ADVICE CA FOR IMPOSED WITHDRAWAL OF FULL ACCREDITATION	35
CHAPTER 8. OBJECTIONS, COMPLAINTS, REPORTS AND CONFLICT OF INTERPRETATION	35
PARAGRAPH 27. OBJECTIONS	35
ARTICLE 110. CONSIDERATION OF OBJECTIONS	35
ARTICLE 111. NO SUSPENSIVE EFFECT OBJECTION	35
PARAGRAPH 28. COMPLAINTS ABOUT THE RVA	35
ARTICLE 112. COMPLAINTS ABOUT THE RVA	35
ARTICLE 113. NO SUSPENSIVE EFFECT OF THE COMPLAINT	35
PARAGRAPH 29. NOTIFICATIONS ON CABS	36
ARTICLE 114. NO HANDLING OF COMPLAINTS ABOUT CAB CUSTOMERS	36
ARTICLE 115. NOTIFICATIONS	36
PARAGRAPH 30. INTERPRETATION DISPUTE ON ACCREDITATION REQUIREMENTS	36
ARTICLE 116. INTERPRETATION DISPUTE PROCEDURE	36
CHAPTER 9. CROSS-FRONTIER ACCREDITATION	37
PARAGRAPH 31. CHANGES TO ACCREDITATION OF FOREIGN CABS WITH RVA ACCREDITATION	37
ARTICLE 117. RECONSIDERATION OF REASONS FOR ACCREDITATION BY THE RVA	37
ARTICLE 118. SUSPENSION OR WITHDRAWAL OF CAB BY OTHER AB	37
CHAPTER 10. ACCREDITATION MARK AND RVA LOGO	37

PARAGRAPH 32. GENERAL RULES FOR THE USE OF ACCREDITATION MARKS	37
ARTICLE 119. PURPOSE OF THE ACCREDITATION MARK	37
ARTICLE 120. NO LIABILITY RvA FOR CORRECT RESULTS	37
ARTICLE 121. MISUSE OF REFERENCES TO ACCREDITATION	37
CHAPTER 11. ENTRY INTO FORCE OF POLICIES AND TRANSITION POLICIES	38
PARAGRAPH 33. ENTRY INTO FORCE	38
ARTICLE 122. ENTRY INTO FORCE OF THE POLICY RULE	38
PARAGRAPH 34. REPEAL OF PREVIOUS POLICY RULES AND TRANSITIONAL PROVISIONS	38
ARTICLE 123. REPEAL OF PREVIOUS POLICY RULES	38
ARTICLE 124. TRANSITIONAL PROVISIONS	38

Chapter 1. Scope and definitions

Paragraph 1. Scope of application

Article 1. Area of application

This policy rule applies to the accreditation of bodies carrying out conformity assessment activities, as referred to in Article 1 of the National Accreditation Body Designation Act.

Paragraph 2. Definitions

Article 2. Definitions EN ISO/IEC 17000 and Regulation (EC) 765/2008

The definitions set out in EN ISO/IEC 17000 and the definitions set out in Regulation (EC) 765/2008 shall apply.

Article 3. Abbreviations

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|------|-------|---|
| 3.1 | AB: | Accreditation body |
| 3.2 | ASR: | Accreditation specification RvA |
| 3.3 | Awb: | Algemene wet bestuursrecht (General Administrative Law Act) |
| 3.4 | CA: | Accreditations Committee |
| 3.5 | CAB: | Conformity assessment body |
| 3.6 | CB: | Certification body |
| 3.7 | EA: | European Cooperation for Accreditation |
| 3.8 | IAF: | International Accreditation Forum |
| 3.9 | ILAC: | International Laboratory Accreditation Cooperation |
| 3.10 | MLA: | Multilateral agreement |
| 3.11 | NAB: | National accreditation body |
| 3.12 | RvA: | Dutch Accreditation Council RvA |
| 3.13 | TAB: | Temporary Accreditation under Restrictive Conditions |
| 3.14 | Woo: | Wet open overheid (Open Government Act) |

Article 4. Definitions of RvA

- 4.1 *Accreditation assessment*: assessment by the RvA to determine whether a CAB has competence, consistent operations and impartiality based on standard(s) and other normative documents and for a defined scope of accreditation;
- 4.2 *Accreditation decision*: A decision of the board of the RvA to grant, revoke, suspend, extend or limit an accreditation;

- 4.3 *Accreditation cycle*: The four-year period during which the RvA checks whether the CAB still meets the accreditation requirements. The cycle starts after a positive decision on an initial or reassessment and includes the control assessments and the reassessment during this period;
- 4.4 *Accreditation body*: Accreditation body that is a signatory to the EA-MLA, ILAC-MRA and/or the IAF-MLA;
- 4.5 *Accreditation mark*: the figurative mark by which the accredited CAB indicates its accredited status;
- 4.6 *Accreditation specification RvA*: A document from the RvA that contains the accreditation requirements for a specific subject, a specific standard or a specific type of CAB. The document contains obligations for the RvA and the CABs;
- 4.7 *Accreditation requirements*: The requirements and conditions for obtaining and maintaining accreditation;
- 4.8 *Accreditation declaration*: The official document of the RvA stating that a CAB is accredited, containing the name of the CAB, the standard for accreditation, date and reference to the annex to this declaration;
- 4.9 *Non-conformity*: A situation where a CAB does not meet the accreditation requirements. In Dutch this is also called *afwijking*;
- 4.10 *Category A non-conformity*: A serious non-conformity from the accreditation requirements that may lead to unreliable results, wrongful claiming of accreditation or risks to the safety or health of persons or to the environment;
- 4.11 *Category B non-conformity*: A non-conformity that does not immediately lead to hazard or erroneous results, where the CAB does not meet the accreditation requirements;
- 4.12 *Assessment plan*: Description of the activities and arrangements for a specific accreditation assessment;
- 4.13 *Assessment programme*: Pre-established plan describing the frequency and extent of accreditation assessments throughout the accreditation cycle;
- 4.14 *Objection*: The request to reconsider a decision of the board of the RvA, within the meaning of the General Administrative Law Act;
- 4.15 *Annex to the Accreditation Declaration*: this document specifies the scope of accreditation of the CAB concerned, including the scope of accreditation and the locations of establishment;
- 4.16 *Extraordinary circumstances*: A situation outside the influence of the CAB or the RvA (also known as *force majeure*) that hinders the execution or assessment of activities. Think of war, strikes, natural disasters, pandemics or cyberattacks;
- 4.17 *Accreditations Committee*: The committee within the RvA that advises the board on granting and withdrawing accreditations;
- 4.18 *Conformity assessment body*: An organisation that carries out conformity assessment activities, including calibration, organisation of proficiency testing, production of reference material, (medical) testing, management of biobanks, certification, inspection or validation and verification;
- 4.19 *Correction*: Action to eliminate an identified non-conformity and possibly revoke results;

- 4.20 *Corrective measures*: Measures to eliminate the cause of a non-conformity and prevent its recurrence;
- 4.21 *European Co-operation for Accreditation*: The association of accreditation bodies in Europe, on all standards for accreditation;
- 4.22 *Main location*: The location of establishment of the legal entity which is accredited and which has been designated as the head office in the Annex to the accreditation declaration;
- 4.23 *International Accreditation Forum*: The global partnership of accreditation bodies in the field of certification and validation & verification;
- 4.24 *International Laboratory Accreditation Cooperation*: The global cooperation of accreditation bodies in the field of (medical) testing, calibration, biobanks, organisers of proficiency testing, producers of reference material and inspection;
- 4.25 *Information document*: A document from the RvA that explains a subject, field of work or standard. It is informative and does not contain mandatory rules. It is referred to as INF document;
- 4.26 *Initial assessment*: The assessment of a CAB to obtain accreditation for the relevant standard for accreditation and for a unique registration number;
- 4.27 *Interpretation dispute*: Difference of opinion between a CAB and the assessment team on the interpretation of accreditation requirements when adopting a non-conformity;
- 4.28 *Complaint*: Expressing dissatisfaction, other than an objection, with the way in which the RvA, or a person working under the responsibility of the RvA, has behaved towards the complainant or towards another person in a particular matter;
- 4.29 *Notification*: Expressing dissatisfaction with a CAB accredited by the RvA regarding activities that fall within the scope of accreditation;
- 4.30 *Opportunity for improvement*: a suggestion for improvement of a process or system, even if it meets the accreditation requirements and without identifying a specific solution;
- 4.31 *Multilateral agreement*: The Mutual Recognition and Acceptance of Accreditation Agreements drawn up within EA, IAF and ILAC; these agreements are identified by EA-MLA, IAF-MLA and ILAC-MRA respectively;
- 4.32 *Concern*: a finding that is not yet a non-conformity, but that can be made if the CAB does not take action;
- 4.33 *Dutch Accreditation Council RvA*: The Stichting Raad voor Accreditatie which has been designated in the Act designating the national accreditation body as the Dutch national accreditation body within the meaning of Article 4 of Regulation (EC) No 765/2008;
- 4.34 *Report Part A*: Document in which the CAB and the RvA maintain information about the CAB, including the assessment programme;
- 4.35 *Scope of accreditation*: Specific conformity assessment activities for which accreditation has been granted;
- 4.36 *Suspension of accreditation*: The temporary suspension of the accreditation or part thereof, as referred to in Article 5(4) of Regulation (EC) No 765/2008;
- 4.37 *Specific Accreditation Protocol*: A document of the RvA with additional accreditation rules for a certain area of work, in addition to the general rules;

- 4.38 *Explanatory document*: This document describes the policy and/or the working method of the RvA with regard to a specific accreditation subject. Explanatory documents are mandatory documents;
- 4.39 *National accreditation body*: The only body in an EU Member State that is competent to grant accreditations according to European rules;
- 4.40 *Regular assessment*: As a general rule, annual accreditation assessment planned as part of the accreditation cycle. This includes the control assessments and the reassessment;
- 4.41 *Enlargement*: Request from the CAB to add additional activities or sites to the existing accreditation;
- 4.42 *Location*: a (complex of) building(s) where the CAB is located and carries out work and/or directs staff for accredited activities;
- 4.43 *Pre-assessment*: Assessment of the CAB's documented system for compliance with the standard for accreditation and the other accreditation requirements;
- 4.44 *Area of activity of the RvA*: subjects for which RvA possesses competence within the relevant standard for accreditation and has developed accreditation in order to be able to grant accreditation, defined according to the usual terms within that standard such as field of expertise, quantity, field of work .

Chapter 2. General information

Paragraph 3. National accreditation body

Article 5. Dutch National Accreditation Body

- 5.1 The RvA is the national accreditation body of the Netherlands. The RvA accredits CABs governed by Dutch law.
- 5.2 Foreign CABs can apply for accreditation to the extent that this fits within the foreign policy of the RvA as laid down in this paragraph and in Chapter 9.

Article 6. Basis for RvA working method

The RvA bases its approach on:

- 6.1 EN ISO/IEC 17011 - Conformity assessment — Requirements for accreditation bodies accrediting conformity assessment bodies.
- 6.2 Regulation (EC) No 765/2008 of the European Parliament and of the Council of 9 July 2008 setting out the requirements for accreditation.
- 6.3 The National Accreditation Body Designation Act (Wanai).
- 6.4 The multilateral agreements within EA, ILAC and IAF.

Article 7. Accreditation requirements

- 7.1 The RvA applies the requirements laid down in the standards for accreditation according to Article 11.
- 7.2 In addition, the RvA 7.1 applies the additional requirements:
 - a. The requirements from mandatory documents published by the RvA, EA, IAF, ILAC.

- b. The requirements for the specific conformity assessment activities, including any requirements for CABs, as laid down in standards, regulations, schedules, contracts, internal procedures of the CAB, etc..
- c. The conditions in the RvA accreditation decision.

And, where applicable, the publicly available requirements:

- d. To obtain the status of a notified body under a European directive or regulation.
 - e. For recognition or designation on the basis of (Dutch) laws or regulations.
- 7.3 The additional requirements in 7.2 shall not conflict with the requirements of the standards mentioned in 7.1 nor declare requirements in those standards inapplicable.

Article 8. Accreditation specification RvA

- 8.1 For each standard and type of body as mentioned in Article 11 an Accreditation Specification RvA exists. In an ASR, the requirements and method are further elaborated.
- 8.2 Where appropriate and in addition to 8.1, an ASR shall be drawn up for a specific field of activity or subject matter.
- 8.3 Explanatory documents (T-documents) and Specific Accreditation Protocols are replaced by ASRs. The documents have the same status.

Article 9. Information documents

The RvA also publishes non-mandatory documents that explain standards or topics to CABs and other stakeholders. These information documents are not part of the formal accreditation requirements. This document is referred to as INF document.

Article 10. Language of RvA documents

The RvA makes its documents available in Dutch and/or English. In case of differences, the Dutch version is leading.

Article 11. Standards for accreditation

Accreditation is granted according to one of the following standards for accreditation. Per standard is also indicate what type of body(s) are referred to under the relevant standard and which ASR applies to the type of body in question.

Standard for accreditation	Type of body	Reference ASR
EN ISO 15189	Medical laboratory	ASR101
EN ISO/IEC 17020	Inspection body	ASR102
EN ISO/IEC 17021-1	Certification body for management systems	ASR103
EN ISO/IEC 17021-1	EMAS Verification body	ASR111

EN ISO/IEC 17024	Person certification body	ASR104
EN ISO/IEC 17025	Test laboratory	ASR105
EN ISO/IEC 17025	Calibration laboratory	ASR106
EN ISO/IEC 17029	Validation and verification setting	ASR107
EN ISO 17034	Manufacturer of reference materials	ASR108
EN ISO/IEC 17043	Organizer of Proficiency Testing	ASR109
EN ISO/IEC 17065	Certification body for products, processes and services	ASR110
EN ISO 20387	Biobank	ASR112

Article 12. Priority of CABs in the Netherlands

The RvA focuses primarily on bodies in the Netherlands.

Article 13. Safety outside the Netherlands

The RvA does not provide services in countries where the safety of its employees cannot be guaranteed. The travel advice from the Dutch Ministry of Foreign Affairs is leading.

Article 14. General policy accreditation across the national border

When applying for foreign CABs, the RvA applies the following principles:

- 14.1 Accreditation outside the Netherlands is only granted if this contributes to the international harmonisation of accreditation.
- 14.2 The RvA does not compete with other AB.
- 14.3 No services in countries with major cultural or legal differences that complicate assessments.
- 14.4 Only services for areas in which the RvA has demonstrable experience. If a field of activity is limited to the Netherlands, this is clear in the relevant ASR.

Article 15. Outsourcing accreditation assessments within EA-MLA region

The RvA can outsource the accreditation assessments abroad to the local AB, if it is affiliated with the multilateral agreements of EA, IAF or ILAC. This applies to both:

- 15.1 Dutch CABs with branches and/or activities abroad, as
- 15.2 Foreign CABs seeking accreditation from the RvA.

Within the EA region, the RvA applies the method as described in document EA-2/13 EA Cross Border Accreditation Policy and Procedure for Cross Border Cooperation between EA Members.

Article 16. Accreditation to CABs within EA-MLA region

For accreditation within the EA-MLA region, the RvA follows the rules set out in Article 7 of Regulation (EC) 765/2008:

- 16.1 The RvA does not accredit CABs in other countries within this region.
- 16.2 An exception is only possible if one of the following situations occurs:
 - a. There is no NAB in that country.
 - b. The NAB does not grant accreditation in the requested field of activity.
 - c. the NAB is not a signatory of the EA-MLA for that field of activity.
- 16.3 If the RvA accredits on the basis of exception b or c, the RvA informs the NAB and involves it in the assessment where possible.
- 16.4 If the exception no longer applies, the CAB must switch to the NAB in the country concerned. The RvA then shares information from the last accreditation cycle to make this process run smoothly.
- 16.5 If cooperation with a NAB does not succeed according to the EA rules, the RvA will record why that cooperation did not happen.

Article 17. Accreditation to CABs outside EA-MLA region

- 17.1 The RvA will only consider granting accreditation to CABs registered in countries outside the EA-MLA region if one of the following conditions is met:
 - a. The requested accreditation cannot be obtained locally, or
 - b. In addition to local accreditation, there is also a need for additional accreditation. The RvA will only consider this if it is clear that the requested scope is equal to the local accreditation scope.
- 17.2 Before the RvA accepts such an application, we first examine why the CAB applies for accreditation with us and not with an AB in the country where they are established.

Paragraph 4. Confidentiality, independence, impartiality RvA

Article 18. Confidentiality

- 18.1 The RvA treats all information from accreditation assessments and about CABs confidentially, unless the law requires otherwise. This also applies to data on customers of CABs or organisations linked to CABs.
- 18.2 The RvA treats confidentially the data it receives according to Article 38.
- 18.3 Everyone who cooperates on behalf of the RvA on accreditations has signed a confidentiality agreement. CABs may request a copy thereof upon request.
- 18.4 In the context of international agreements with EA, IAF and ILAC, the RvA may share information with peer evaluation teams. They have also signed a non-disclosure agreement with their own organisation.
- 18.5 In the context of cross-frontier accreditation, the RvA may share information with a local AB if this is necessary for the assessment of a CAB.

- 18.6 If signals emerge during an assessment that may undermine trust in the accreditation system, the board of the RvA may inform the competent authority about this. Consider, for example:
- a. fraud such as forgery of documents, intimidation or bribery.
 - b. misconduct in issuing certificates under accreditation.
 - c. danger to human health or safety or the environment.

Article 19. Wet open overheid

The RvA is governed by the Wet open overheid (Open Government Act, shortened as Woo) and handles Woo requests according to the rules laid down in that law. In doing so, we also take into account the confidentiality as described in Article 18.

Article 20. Protection of RvA employees

A CAB may never put employees of the RvA in a situation that could jeopardize their independence, objectivity, safety or health.

Article 21. Independence and impartiality of the RvA

- 21.1 The RvA monitors its independence and impartiality very carefully.
- 21.2 The RvA does not accredit CABs that do work that could jeopardise our objectivity. For example, if a CAB publicly states that another organisation meets a standard we use for accreditations (see Article 11) .

Paragraph 5. Areas of activities RvA

Article 22. Areas of activity of the RvA

- 22.1 The RvA has determined per standard in which areas of activity accreditation can be granted. This is stated in the ASR as mentioned in Article 11. CABs can apply for an activity that is already on an existing RvA accreditation scope.
- 22.2 If the RvA does not have sufficient resources or competence for a particular area of activity, the RvA may decide to accredit only CABs in the Netherlands in that area of activity. This is recorded in the relevant ASR.

Article 23. Applications for new accreditation activities

- 23.1 If a CAB applies for accreditation for an activity for which no other CAB has yet been accredited by the RvA, we cannot process the application directly.
- 23.2 In that case, we inform the applicant about the possibility of starting a business development process. Such a process costs extra time and money, because the RvA must first develop the conditions for accreditation in that area.

Article 24. Changes in areas of activity

The RvA adapts the areas of activity as referred Article 22 to in:

- 24.1 New expertise has been built.
- 24.2 There are other reasons why a field of activity falls under our competence.
- 24.3 During evaluation we conclude that we do not want or can no longer offer certain competence.
The field of activity is changing and accreditation is no longer appropriate.

If we decide to limit or stop a area of activity, we will coordinate with the parties involved.

Article 25. Inactive areas of activity

We consider an area of activity for which the RvA no longer has any ongoing accreditations to be inactive. If a CAB subsequently applies for accreditation for such an area of activity, the RvA determines what is needed to make the area of activity active again.

Paragraph 6. General principles of accreditation

Article 26. Accreditation on request

- 26.1 The RvA only grants accreditation if the assessment shows that the CAB meets all the requirements that apply to accreditation.
- 26.2 In the accreditation declaration and annex, the RvA only mentions those activities for which the CAB has clearly demonstrated that it has the correct competence and facilities.

Article 27. Non-transferability accreditation

- 27.1 The accreditation of the RvA is linked to the legal entity of the CAB. The accreditation applies to the main site and any other sites listed in the declaration and annex.
- 27.2 Each CAB receives a unique registration number for accreditation per standard.
- 27.3 Only in the case of a merger, acquisition, division or spin off may it be possible to transfer an accreditation. The conditions and procedure are laid down in ASR002.

Paragraph 7. Accreditation assessment requirements for accreditation

Article 28. Basis for granting accreditation

The basis of a scope granted by the RvA for an accreditation is given by:

- 28.1 The documents and registrations made available by the CAB during the accreditation assessment.
- 28.2 Interviews with employees, observations of activities and ex-post assessments of personnel, and/or observation(s) or ex-post verification of the execution of the activities.
- 28.3 The representativeness of this information for the total area of activities for which accreditation has been requested.
- 28.4 The CAB must demonstrate that it meets all requirements.

Article 29. Requirements for accreditation assessment activities

The RvA only grants accreditation if:

- 29.1 The CAB carries out the activity fully and competently and demonstrates this during the accreditation assessment.
- 29.2 The RvA can select and assess the activities for an assessment itself.

Article 30. Methods of assessment

The RvA determines the required scope and assessment methods for each assessment. The RvA applies one or more of the following assessment methods in its assessment studies:

- 30.1 **Document review:** reviewing the documentation of the management system such as manuals, procedures, instructions, etc. and/or reviewing records of the CAB such as personnel files, internal audits, control cards, reports, management review reports, assessment files and the like.
- 30.2 **Office assessment:** the examination to assess whether the management system is well applied in practice, based on evidence and interviews with staff.
- 30.3 **Witness:** the on-site observation of how the CAB performs certain activities such as testing, calibrations, inspections, audits, examinations, verification, including the reporting of the observations made.
- 30.4 **Shadow assessment:** an activity carried out by the CAB is verified by the RvA together with the person(s) who carried out the activity. In doing so, we use (almost) the same information and resources that were available during the original assessment.
- 30.5 **Interviews:** assessing the expertise of CAB staff and obtaining information through targeted interviews.

Article 31. Composition of assessment teams

- 31.1 For each accreditation assessment, the RvA appoints an assessment team.
- 31.2 The composition of the team is communicated to the CAB in advance.
- 31.3 If the CAB suspects that a team member has a conflict of interest, it may object in writing within five working days. The RvA will then assess whether the team needs to be adjusted.
- 31.4 For assessments outside the Netherlands, the RvA can add one or more interpreters to the team.
- 31.5 Sometimes the RvA adds observers to the team, for example for training, peer review or observation by government representatives. If a CAB objects to a specific observer, it must inform them in a timely and motivated manner. The RvA then assesses whether adjustment is necessary.

Chapter 3. Process of application and Pre-assessment

Paragraph 8. Application for accreditation

Article 32. Applying for an RvA account

An body that does not yet have an account with the RvA can request an account via the quick scan on the RvA website. This account gives access to the online platform where accreditation applications can be submitted.

Article 33. Submitting an accreditation application

- 33.1 The RvA receives an application for accreditation via the online platform.

- 33.2 At the time of application, the applicant shall provide the necessary documents. The documents must be in Dutch or English. The ASR per standard (see Article 11) states which documents are needed.
- 33.3 Within ten working days of receipt of the application, the RvA will send an acknowledgement of receipt.
- 33.4 Within twenty working days, the RvA will assess whether the application is complete. If that is the case, we will officially process the application.

Article 34. Supplementing the application

- 34.1 If the application is not complete, the CAB will be given the opportunity to provide additional information.
- 34.2 Is the description of the requested scope not clear enough? Then the RvA makes a proposal for the formulation of the scope, to ensure that it fits within the RvA working method.

Article 35. Application will not be processed

In addition to the rules in Article 4:5 of the Algemene Wet bestuursrecht (General Administrative Law Act, Awb) the RvA does not further process an application in the following cases:

- 35.1 The application concerns a scope for which the RvA does not grant accreditation (see also Article 23 whether an inactive area of activity according to Article 25).
- 35.2 The application is not complete and the applicant does not respond or does not respond sufficiently to the request to provide additional documentation within two months.

Paragraph 9. Pre-assessment

Article 36. Pre-assessment procedure

- 36.1 After examining the application, the RvA carries out a pre-assessment. The aim is to check whether the documented system meets the accreditation requirements.
- 36.2 The result of the pre-assessment is recorded in a report. This contains any points of attention in relation to the requirements. If the applicant so wishes, the report shall be presented orally.
- 36.3 The pre-assessment may lead to one of the following two conclusions:
- a. The applicant is ready for the initial assessment, with or without point(s) of attention. In this case, the report contains a summary of the pre-assessment, an overview of what will be assessed in the initial assessment and a proposal for the planning.
 - b. The applicant is not yet ready for the initial assessment. In that case, the report shall contain a summary of the assessment and a list of concern to be addressed by the CAB first. The applicant is given the opportunity to correct the points of attention within a certain period of time. The RvA then conducts a follow-up pre-assessment to see whether the corrections are sufficient. The results are supplemented in the report and may lead to a new conclusion.
- 36.4 On the basis of the pre-assessment, an applicant may withdraw and resubmit the application after corrections have been made.

- 36.5 In order to prevent the assessment team from advising and to ensure the objectivity of the assessment team of the RvA, the RvA may decide to deploy another team in a subsequent pre-assessment.
- 36.6 If the follow-up study shows that the concern have not yet been sufficiently resolved, the RvA will discuss with the applicant what the possible next steps are for the accreditation process.

Chapter 4. Assessment process

Paragraph 10. Accreditation assessment

Article 37. Initial accreditation assessment

During an initial accreditation assessment, the RvA assesses whether the CAB meets all accreditation requirements. This is done on the basis of the system that the CAB has established, the way in which the system has been implemented in practice and how the work is carried out within the scope of accreditation requested.

Article 38. Provide information and cooperation CAB

- 38.1 Through the relevant ASR, the RvA indicates which documents are required for the assessment. The CAB will provide the necessary documentation in Dutch or English via the online platform no later than 20 working days before the planned assessment.
- 38.2 If the documents are not delivered on time, the RvA can adjust the schedule or cancel the assessment. The costs of this are then borne by the CAB, as regulated in the Tariffs Decree (RvA-D001).
- 38.3 For an assessment, the CAB shall:
- a. Timely information to the RvA about rules on safety, health and hygiene.
 - b. Personal protective equipment for assessors.
 - c. Possibility for the RvA to choose and attend activities.
 - d. Access to all sites, documents and files, including those of organisations linked to the CAB.
 - e. Collaboration of customers if access to their locations, documents or files is required.
 - f. Arrangements to enable such access and cooperation.

If the above points are not properly met, the assessment cannot be fully carried out or must be (partially) postponed. There is a risk that no decision will be taken within the normal period. This risk lies with the CAB.

Article 39. Conduct of an accreditation assessment

- 39.1 An accreditation assessment consists of (a combination of) the assessment methods referred to in Article 30.
- 39.2 The RvA starts an office assessment with an opening meeting with the CAB. We explain the goal, the approach and the planning.
- 39.3 During the assessment, the team assesses whether the management system is working properly and whether the CAB is competent. The CAB must demonstrate that it controls all requested activities at all locations.

- 39.4 If the CAB is located at several locations, the RvA chooses a sample of these locations based on the nature and size of the work.
- 39.5 Does the CAB have locations abroad? Then the RvA can ask the local AB for information such as:
- a. Knowledge of local regulations and market.
 - b. Influence of the CAB on the local market.
- 39.6 The assessment team should be able to assess at least one complete cycle of the internal audit system and management review, including how improvements have been implemented.

Article 40. Image and sound recordings only with permission CAB

Image and sound recordings are only made during a review if they are necessary. Prior authorisation from the CAB is necessary. After deciding on the assessment in question, they are destroyed.

Article 41. Premature termination of the assessment

The RvA immediately stops an assessment – and possibly also the entire accreditation process – if there is:

- 41.1 Not giving access to locations, employees and / or information.
- 41.2 Harassment, threat, discrimination or violence towards someone who works on behalf of the RvA.
- 41.3 Attempt to bribe someone working on behalf of the RvA.
- 41.4 Deliberate deception or fraudulent behaviour.
- 41.5 Failure to meet payment obligations towards the RvA.

Article 42. Final meeting

An office assessment is concluded with a final meeting. In it, the team explains the most important findings. If any discrepancies have been identified, they shall be explained orally to the representative of the CAB.

Article 43. Positive findings report

- 43.1 The RvA records the findings of the assessment in a Positive findings report. It also contains possible opportunities for improvement and concerns. The report is shared with the CAB via the online platform.
- 43.2 The CAB has ten working days to respond and may make proposals for adaptation. The assessment team will decide whether to take them over.

Article 44. Final report without follow-up assessment

If no non-conformities have been identified during the assessment, the final report shall be prepared and shared with the CAB. This is done via the online platform after completion of the response period as mentioned in Article 43.

Article 45. Dissemination of RvA final report and nonconformity report

- 45.1 The CAB may only share or disclose the RvA final report as a whole outside the organisation.
- 45.2 The CAB may only share or disclose the nonconformity report as a whole outside the organisation.

- 45.3 The CAB may not share or disclose a Positive findings report outside the accredited organisation.
- 45.4 When distributing or disclosing the RvA final report or the nonconformity report, the names of RvA employees must remain anonymous. The CAB must protect this personal data.

Paragraph 11. Non-conformities: identification and reporting

Article 46. Determining non-conformity

When a situation does not meet the accreditation requirements, the RvA assessor categorises it as a non-conformity (A or B) and reports it.

The Lead Assessor is responsible for the final confirmation of the non-conformity.

Article 47. Non-conformity set at the start of the deadline

The deadline for corrective action starts when the nonconformity report is available to the CAB in the online platform, which is in principle the day of the closing meeting.

Paragraph 12. Non-conformities: Aspects to be answered by CAB

Article 48. Response to non-conformity in online platform

The handling of the non-conformity takes place in the online platform. Both the CAB and the RvA record their respective reactions. Sometimes additional research is needed, for example on location.

Article 49. Analysis of cause and extent

The RvA checks whether the CAB has carried out an adequate analysis of.

- 49.1 The underlying root cause of the non-conformity.
- 49.2 The scope of the non-conformity, which means: the possible occurrence of the non-conformity in other locations, departments or areas of work within the CAB, and the period over which the non-conformity occurred.
- 49.3 The possible impact of the non-conformity on previous conformity assessments. If applicable, whether corrections are necessary, such as suspending work or withdrawing results provided.

Article 50. Corrections and corrective actions

The RvA assesses whether the CAB has carried out an adequate analysis of:

- 50.1 Corrections, aimed at immediately repairing the specific non-conformity.
- 50.2 Corrective actions aimed at eliminating the root cause and preventing recurrence.

In the first reaction to the non-conformity, the CAB may also, in respect of the corrective action, suffice to identify the planned corrective actions, including the timeframe for implementation. The RvA assessment team then assesses whether this is sufficient to close the non-conformity on this basis, or whether evidence of implementation of the corrective actions and / or assessment of the effectiveness of actions taken must still be submitted in a second round.

Article 51. Assessment of effectiveness

The CAB is primarily responsible for demonstrating that the measures taken are actually effective.

If the seriousness of the non-conformity and/or the nature of the response to the corrective measures to be taken or taken gives reason to do so, the RvA may decide to ask the CAB to provide evidence of the effectiveness of the measures taken before the non-conformity can be closed.

In that case, the RvA assesses whether the cause of the non-conformity has been removed and the measures applied demonstrably lead to assurance of the solution. The non-conformity shall not be closed until it has been sufficiently demonstrated that the measures have actually had an effect.

Article 52. Term 1° answer to B- non-conformity

The RvA receives within a maximum of six weeks after the discovery of the non-conformities as mentioned in Article 47 a response from the CAB in the online platform. This response shall address, for each B non-conformity:

- 52.1 The points mentioned in Article 49 and Article 50.
- 52.2 Optionally all the evidence of effectiveness according to Article 51.

Article 53. Term 1° answer to A- non-conformity

In the case of A- non-conformities, shorter deadlines apply:

- 53.1 The first response must be submitted within a maximum of 10 working days. The Lead Assessor determines the exact term.
- 53.2 The reaction shall Article 49 include, in addition to the components from:
 - a. Information on how data subjects have been informed.
 - b. A plan of action with further actions on Article 50 and Article 51.

Paragraph 13. Follow-up assessments

Article 54. Nature and scope of follow-up assessment

During the closing meeting, the Lead Assessor gives an indication of the extent of the follow-up assessment.

Article 55. (Additional) follow-up assessment

- 55.1 The assessment team assesses on the basis of the CAB's 1st response to the requirements mentioned in Article 49 and Article 50 whether an additional response is necessary or not. For each non-conformity, it is indicated whether the effectiveness of the (intended) corrective measures must be submitted and assessed. If the initial response of the CAB is sufficient and there is no need to provide evidence of the effectiveness of the proposed and/or taken corrective measures, the non-conformity shall be closed
- 55.2 If the initial response of the CAB is not sufficient or evidence of the effectiveness of the measures taken has to be submitted in order to be able to close the non-conformities, a second round of assessment will take place. This round of assessment shall focus on the aspects from Article 49 and Article 50, and where applicable Article 51.

- 55.3 A third round of assessment shall only be allowed under the following conditions:
- a. it relates exclusively to the demonstration of the implementation of corrective measures (Article 50) and/or to the effectiveness of the measures taken (Article 51).
 - b. In the case of an initial assessment or an assessment for the purpose of enlargement, the third round of assessment shall take place within the time limit set out in Article 59.
 - c. For other types of assessments, the third round of assessments must be completed within five months of the start date of the period referred to in Article 47

Article 56. Final report after follow-up assessment

After the follow-up assessment(s), the RvA draws up a final report. This is a combination with the findings report, if one or more non-conformities could not be closed, the Lead Assessor gives a negative advice with regard to the accreditation assessment.

Paragraph 14. The decision on accreditation

Article 57. Information for decision-making

The RvA takes a decision on whether or not to grant accreditation on the basis of the documents and advice:

- 57.1 The final report of the assessment team.
- 57.2 The conclusion of the assessment team.
- 57.3 The scope of accreditation that has been assessed.
- 57.4 A final version of the Annex to the Accreditation Declaration.
- 57.5 A report part A including the assessment programme.
- 57.6 An internal advice, consisting of:
 - a. Advice from the Lead Assessor.
 - b. A review of the file is carried out by an employee who is not involved in the assessment.
- 57.7 This internal advice may also include recommendations on specific conditions that may be attached to the accreditation, or additional conditions before a decision is taken.

Article 58. Accreditations Committee

An initial assessment, a reassessment or an imposed withdrawal of a registration shall involve the Accreditations Committee:

- 58.1 The data Article 57 referred to above, and any other information, shall be submitted to the CA.
- 58.2 The CA meets monthly and issues an advice to the board of the RvA. This advice may correspond to the internal advice, but may also deviate from it.
- 58.3 The CA may recommend that specific conditions be attached to the accreditation.
- 58.4 The CA may also recommend postponing the decision, for example pending additional information.
- 58.5 The Board of Directors ultimately decides. If the board deviates from the advice of the CA, it must first consult the Supervisory Board.

Article 59. Deadline for decision-making

59.1 The RvA takes a decision within six months of an application for accreditation or extension.

59.2 The period may be extended once by six months if:

- a. points of attention have been identified during the pre-assessment, which require correction by the CAB.
- b. one or more non-conformities were identified during the assessment and the CAB is required to take remedial action.
- c. the competence of the CAB cannot be assessed within the six-month period, because it is not (yet) possible to attend the work in practice.

Part of this period is necessary for the follow-up steps described in Paragraph 13 and Paragraph 14.

Article 60. Negative decision

If it has not been demonstrated within the set deadlines that all accreditation requirements have been met, the RvA can take a negative decision on the application for (extension of) accreditation.

Chapter 5. Decision, accreditation declaration, annex and scope

Paragraph 15. Accreditation decision and conditions

Article 61. Accreditation decision and conditions

61.1 The RvA officially establishes the accreditation in a written decision, which also contains the applicable conditions for the CAB.

61.2 This accreditation decision is drawn up after the board of the RvA has taken a decision on the accreditation.

61.3 The RvA may attach specific conditions to the decision. These may vary by CAB.

Article 62. Period of validity of accreditation certificate

The accreditation declaration and the Annex shall be valid for the same period, which shall not exceed four years from the date of the decision on the initial assessment or reassessment. The RvA can stipulate that the accreditation declaration and the annex are only valid for a limited period of time.

Article 63. Send Accreditation declaration and Annex

In addition to the decision, the RvA also sends the following:

63.1 The Accreditation Declaration.

63.2 Annex to the Accreditation Declaration. It is also published on the RvA website. The annex to the declaration clearly defines the scope of accreditation and which sites have been accredited for which components.

These documents shall be drawn up in the Dutch or English language. They are also available in both languages on request.

Paragraph 16. Name and locations

Article 64. Designation of accreditation

- 64.1 An accreditation shall be drawn up in the name of the CAB which submitted the application and which meets all the requirements.
- 64.2 If the CAB works under one or more trade names in relation to the accredited activities, these are also mentioned on the accreditation declaration and annex.
- 64.3 These trade names must be registered in the trade register, such as the Chamber of Commerce or a similar register abroad.
- 64.4 The RvA does not mention names of legal entities other than the accredited entity.

Article 65. Locations in the Annex to the Accreditation Declaration

- 65.1 Establishment location shall be indicated with full address in the Annex, as recorded in the Trade Register.
- 65.2 For foreign locations, the RvA also states:
 - a. The country.
 - b. possibly the Land.
- 65.3 If mentioning a full address poses a security risk, the board may decide not to publish this address.

Article 66. Virtual location

- 66.1 If (part of) the staff of the CAB perform work from a virtual environment and are not bound to a location, the CAB must mention this in the accreditation application and in report part A.
- 66.2 A virtual location is not mentioned on accreditation declaration or annex. They are only mentioned in report part A.
- 66.3 The virtual location is part of the CAB's assessment programme.

Paragraph 17. Scope of accreditation

Article 67. Scope validity period

A scope can be maintained unchanged during the period of validity of the annex to the accreditation declaration as long as the RvA determines during the assessments that the management system of the CAB for that scope works well and has been effective.

Article 68. Equivalence of (inter)national standard

If the RvA has granted accreditation for work according to an international standard (such as ISO, IEC or EN), this accreditation also applies to a regional or national version of the same standard (and vice versa), as long as the CAB demonstrates in advance that the standards are the same.

Article 69. Validation of activities scope

- 69.1 The RvA only includes conformity assessment activities in its scope if the CAB can demonstrate that these activities are carried out in a correct and controlled manner and that the results are correct and reliable.

69.2 The CAB must provide evidence of (re)validation of the method(s) used. This should be based on a risk analysis of how reliable and valid those methods are and that they lead to reliable results.

Article 70. Document version on the scope

- 70.1 The RvA does not mention the version of documents (normative documents, procedures, regulations, etc.) in the scope of accreditation. The accreditation applies to the current version.
- 70.2 If the CAB works under accreditation with an outdated or expired version, that specific version is explicitly mentioned.
- 70.3 During a transitional period during which the expired and the new versions may be used side by side, the RvA may decide to include both versions. The CAB must make clear to its customers which version has been used.

Article 71. Extension in case of amended normative document version

If a new version requires other competences from the CAB, the RvA may stipulate that the CAB must submit an application for extension of the accreditation (see Paragraph 23). The RvA informs the CAB about this.

Article 72. Handling of changes to normative documents by CAB

During the accreditation cycle, the RvA checks whether the CAB has properly incorporated changes in standard documents into its processes and system. In doing so, the RvA also assesses how the CAB itself has dealt with such changes.

Article 73. Laws and regulations on scopes

- 73.1 The RvA only mentions laws or regulations on the scope of accreditation if the government requires accreditation for that activity.
- 73.2 The legislation or regulations must then lay down concrete requirements for the performance or subject matter of the conformity assessment.
- 73.3 In case of foreign laws or regulations, the RvA will contact the local AB.

Article 74. Temporary accreditation with restrictive conditions (TAB)

- 74.1 Sometimes a CAB needs an accreditation to be able to get designation or recognition from the government. If the CAB is not allowed to demonstrate the performance of activities without such designation or recognition, the RvA may – in consultation with the competent authority – grant a temporary accreditation with restrictive conditions (TAB).
- 74.2 A TAB assessment shall consist of all standard assessments as described in Paragraph 9 to Paragraph 15, except for `assessing the implementation of the activities. After all, the CAB cannot yet be active.
- 74.3 A TAB is valid for one year. The Annex to the accreditation declaration shall clearly state that it is a temporary accreditation with restrictive conditions.
- 74.4 After the appointing authority has been granted, the RvA carries out an additional assessment:

- a. The RvA attends the first activity.
- b. After that, an office examination of the corresponding file takes place.
- c. The additional assessment must be completed within one year of the issue of the appointing authority.

Following a positive decision on this additional assessment, the TAB will be converted into a regular accreditation.

- 74.5 A TAB will expire automatically (i.e. will not be withdrawn) if the additional assessment is not completed on time. For example, because:
- a. The RvA was unable to attend the activity.
 - b. The office assessment could not take place.
 - c. Corrective measures have not been successfully assessed.
- 74.6 If the CAB does not attend an activity or does not allow for an office examination within six months of the granting of the appointing authority, there is a high risk that the accreditation cannot be transposed on time. The risk lies with the CAB.
- 74.7 The RvA shall inform the competent authority when the appointing authority has expired.

Article 75. Voluntary review against legal requirements

- 75.1 The RvA only includes voluntary assessment of legal requirements in its scope if:
- a. The declaration of conformity does not state that the law has been complied with, but only says that there is justified trust for this.
 - b. The declaration clearly identifies the activities assessed and the legal requirements.
- 75.2 The specific legislation or regulation is only mentioned in the scope of accreditation if the description clearly shows that it is voluntary testing.

Article 76. Outsourced activities on scope

The RvA does not include activities in the scope of accreditation of a CAB, if the CAB structurally and completely outsources these activities to other parties.

Article 77. Two years of no implementation activities

- 77.1 If the CAB has not performed any work on an activity on the scope in the past two years, the RvA will remove it from the scope. Unless the CAB can convincingly demonstrate in an alternative way that the competence and quality are still in order.
- 77.2 If the removal of such an activity removes the entire scope, the accreditation is withdrawn.

Chapter 6. Accreditation cycle assessment programme

Paragraph 18. Accreditation cycle

Article 78. Accreditation cycle

- 78.1 After the accreditation has been granted or renewed, the RvA carries out periodic assessments to check whether the CAB continues to meet the accreditation requirements.
- 78.2 An accreditation cycle lasts four years. It starts when a positive decision has been taken following an initial assessment or reassessment. The cycle consists of three surveillance assessments and a reassessment.
- 78.3 The reassessment shall take place no later than six months before the expiry of the validity of the accreditation declaration. If a CAB is also required to apply for renewal of a recognition or designation, the reassessment may need to be planned earlier.
- 78.4 The surveillance assessments are planned in a fixed audit month, which is determined on the basis of the final month during which the reassessment is to take place.

Article 79. Accreditation cycle assessment programme

- 79.1 When deciding on accreditation, during the initial assessment or reassessment, the RvA establishes the evaluation programme for the new cycle.
- 79.2 In any case, this assessment programme will determine which locations and parts of the scope will be covered during the regular assessments. The selection is based on the competence and risks of the CAB and the risks of the activities.
- 79.3 The regular assessments are carried out according to the rules of Chapter 4
- 79.4 The RvA uses up-to-date data from the CAB on the scope of the activities, the locations and the countries where they take place to draw up the assessment programme.
- 79.5 After each regular assessment, the RvA can adjust the program based on the performance of the CAB. This is done as part of the decision on that assessment, as explained Paragraph 21. The adjustment may concern:
 - a. The timing of subsequent reviews.
 - b. The intensity of the assessment.

Article 80. Control assessment decision

- 80.1 The decision resulting from an audit assessment shall be taken in one of the following ways:
 - a. If something changes in the (annex to the) accreditation declaration, the assessment programme or in the accreditation conditions available, this will be done in accordance Paragraph 14 with the rules, with the exception of Article 58.
 - b. If there are no changes as mentioned in the previous paragraph, the Lead Assessor will take the decision.

Article 81. Content and scope of the reassessment

The RvA determines the content and scope of the reassessment on the basis of:

- 81.1 The content, scope and results of the assessments during the current cycle.
- 81.2 External information on the functioning of the CAB, such as:
 - a. Notifications.
 - b. Performance in PT studies (if applicable).

- c. Evaluations by the government.
- d. Reviews by other AB.

81.3 Up-to-date information from the CAB on activities, locations and countries where they take place.

81.4 Any risks identified by the RvA, for example in relation to specific areas of activity or characteristics of the CAB.

81.5 In principle, all requirements from the standard for which the CAB is accredited are assessed during a reassessment.

Article 82. Administrative extension of accreditation validity

If the RvA cannot take a decision on the renewal of the accreditation in time, the validity of the accreditation declaration and the annex can be administratively extended for a maximum of six months.

Paragraph 19. Regular reviews

Article 83. Nature, content and scope of regular assessment

The RvA follows the following general guidelines for regular assessments:

- 83.1 The main location of the CAB is assessed at each regular assessment. At least once every 24 months this happens on location.
- 83.2 The RvA selects a sample from the other sites listed in the annex to the accreditation declaration.
- 83.3 At each assessment, the RvA takes samples to see how the management system is applied and how competent the CAB is. This is done, among other things, through file examination of: technical files, personnel files and quality records.
- 83.4 The execution of the work is assessed at each regular assessment. The RvA takes a sample of the work for this. It is possible that the assessment of the execution of the work is planned and reported at a time other than the office survey.
- 83.5 How the RvA determines which parts of the scope are assessed during the cycle is described in the relevant ASR.
- 83.6 The RvA ensures that all accreditation requirements have been assessed at least once during the cycle.
- 83.7 The RvA also assesses activities carried out by the CAB itself, as part of accredited services, if they are not separately accredited. The ASR (see Article 11) defines the activities concerned.
- 83.8 The ASR for the relevant standard also states which documents the CAB must submit.

On the basis of all these elements, the RvA draws up an assessment plan for the regular assessment.

Paragraph 20. Add extra review to review program

Article 84. Additional assessment based on changes

The RvA can add an additional assessment to the assessment programme if:

- 84.1 The CAB itself reports changes, for example in its structure, working method or organisation.

84.2 There are changes in the accreditation requirements, such as changes in standards or regulations.

Article 85. Additional assessment based on external signal

If information arrives at the RvA via third parties, for example via a report (see Article 115), publication or other source, showing that there is doubt whether the CAB still meets the accreditation requirements, the board of the RvA may decide to carry out an additional assessment at the CAB.

Article 86. Execution and handling of additional assessment

An additional assessment shall be carried out and handled in accordance Chapter 4 with, with the exception of Article 58.

Paragraph 21. Less and more intensive assessment programme

Article 87. Adaptation of the assessment programme

The RvA may decide to adjust the assessment programme, based on how well or poorly a CAB has performed in previous accreditation assessments:

- 87.1 The assessment team shall carry out a risk assessment during the reassessment, taking into account the points set out in document EA-2/19 INF 'List of risks for accreditation processes and operation of national accreditation bodies'.
- 87.2 The result of the risk assessment may mean that the regular assessments are carried out less often or less extensively, or more often and more intensively.
- 87.3 No less intensive assessment or assessment programme can be awarded in the first accreditation cycle.
- 87.4 Are there binding agreements, for example with a scheme manager or government, on a minimum intensity of the assessment programme? These agreements are fixed in an ASR. The review programme can then only be adapted with the consent of the party concerned.

Article 88. Back to regular review programme

A modified (less or more intensive) review program can be changed to the standard review program of the CAB after each regular review. This happens if it appears that the reason for the previous adjustment no longer applies.

Paragraph 22. Extraordinary circumstances

Article 89. Accreditation assessments during extraordinary circumstances

- 89.1 An extraordinary circumstance affecting the CAB (in the event of a natural disaster, pandemic, etc.) may result in the planned assessments being temporarily unable to be carried out.
- 89.2 Possible actions of the RvA include:
 - a. Postponing scheduled assessments.
 - b. Applying assessment methods that can ensure and achieve the objective of the assessment.

- c. Outsourcing assessments to other AB.

Paragraph 23. Extension of accreditation

Article 90. Expansion of activities or locations

- 90.1 A CAB can apply to extend the accreditation. The application is submitted via the online platform.
- 90.2 This application shall be examined and assessed in accordance Chapter 3 with the procedures set out in with the exception of Article 32, Chapter 4 with the exception of Article 58 and Chapter 5.
- 90.3 Upon acceptance of the application, the RvA may decide that a pre-assessment (see Paragraph 9) is not necessary.

Article 91. Expansion with location

In addition, the assessment for an extension of accreditation to a new location Article 90 includes:

- 91.1 An assessment at the site, including observation of activities that fall under the scope.
- 91.2 An assessment of the main location to determine whether the CAB has sufficient grip on the new location from there.

Article 92. Reasons for postponing the decision on enlargement

A decision on an extension application may be deferred if:

- 92.1 There is still an open non-conformity from a previous assessment, which is also relevant for enlargement.
- 92.2 The accreditation of the CAB at that time has been suspended.

Article 93. Possible different period for non-conformity in case of extension

If, in the event of an extension, non-conformities are found which also affect other accredited activities, these non-conformities shall be subject to the standard deadlines set out in Paragraph 11.

Article 94. Other changes to the scope

If a CAB applies for a change to the accreditation, which is not an extension, the RvA will process this application depending on the nature of the change.

Chapter 7. Measures, suspension and revocation

Paragraph 24. Measures in case of non-compliance with accreditation requirements

Article 95. Suspension and revocation

- 95.1 If a CAB no longer meets the accreditation requirements, the RvA can take measures.
- Depending on how serious the situation is, this can lead to:
- a. Suspension of accreditation, in whole or in part, see Paragraph 25.
 - b. Withdrawal of accreditation, in whole or in part, see Paragraph 26.

- 95.2 If the RvA proceeds to suspension or withdrawal, this will be published on the RvA's website. It states the effective date of the suspension, for which the suspension applies and whether the suspension was imposed by the RvA or at the request of the CAB.
- 95.3 In the event of suspension pursuant Article 96 to paragraph 3 d) or e), or revocation on the basis of Article 103 part 1e) or f) shall also be notified to the IAF Secretariat. This applies to certification bodies and validation/verification bodies.
- 95.4 If the suspended or revoked CAB also falls under the accreditation of a foreign AB, the RvA also informs that AB.
- 95.5 Is the CAB designated or recognised on the basis of European or national regulations? Then the RvA also informs the relevant authority.

Paragraph 25. Suspension of accreditation

Article 96. Suspension

- 96.1 The board of the RvA can suspend all or part of an accreditation for a maximum of six months. Only in exceptional cases can this be extended for a further six months.
- 96.2 The decision to suspend shall be laid down in an accreditation decision, which shall state:
- a. The reason for suspension.
 - b. What activities and location(s) are involved?
 - c. When the suspension comes into effect.
- 96.3 Reasons for suspension may include:
- a. No timely or appropriate response to an A- non-conformity.
 - b. Failure to implement appropriate corrective measures.
 - c. Bankruptcy.
 - d. Fraud, forgery or gross negligence.
 - e. Misleading the assessment team.
 - f. Failure to provide relevant information.
 - g. Willfully violating accreditation requirements or disposition conditions.
 - h. Failure to comply with the conditions set out in the accreditation decision.
 - i. The CAB damages the reputation of accreditation.
 - j. Other circumstances that raise doubts about the competence, consistent conduct of business or impartiality of the CAB
- 96.4 The CAB can also request a voluntary suspension itself if it is temporarily unable to meet the accreditation requirements. The board of the RvA decides on this application for voluntary suspension.

Article 97. Probability of recovery for suspension

- 97.1 Before the RvA suspends a CAB, the board can give the CAB the opportunity to take measures within a set period to prevent the suspension. This period is a maximum of four weeks.
- 97.2 The measures are submitted via the online platform according to Paragraph 12.

97.3 Only after assessment according to the board Paragraph 13 decides whether suspension is still necessary. A second round of assessment is not permitted in this case.

Article 98. Consequences suspension for CAB

98.1 During a suspension, the CAB may:

- a. Do not use the accreditation mark.
- b. Don't pretend to be accredited.
- c. not to offer, carry out or report activities under accreditation.
- d. issue certificates, statements or reports that appear to be covered by accreditation.

98.2 The CAB should inform its customers about the suspension and its consequences as soon as possible.

98.3 Upon request, the CAB shall also inform other interested parties about the reason and consequences of the suspension.

98.4 Work carried out during the suspension may not still be considered accredited if the suspension has been lifted.

Article 99. Additional rules for certification body in case of suspension

99.1 During the suspension, a suspended CI must still carry out the supervision of existing certificates according to the certification scheme. This includes the handling of complaints.

99.2 Extending and changing the scope of a certificate is not allowed.

99.3 New certificates may not be issued.

99.4 The CB must provide the RvA with a list of all valid certificates issued for the suspension under accreditation.

Article 100. Lift suspension

100.1 The board of the RvA lifts the suspension if the CAB can demonstrate within the prescribed period that:

- a. Appropriate corrective measures have been taken.
- b. The conditions set out Article 98 in and where applicable Article 99 have been complied with.
- c. The RvA was able to check this within the same period.

100.2 The decision to lift the suspension shall be:

- a. Published to the CAB in an accreditation decision according to Paragraph 15.
- b. Published on the RvA website.

Article 101. Start withdrawal procedure if suspension has not been lifted in time

If the suspension has not been lifted within the period Article 96 specified, the procedure for withdrawal of accreditation shall start. The suspension is then extended until the withdrawal decision has been taken.

Article 102. Suspension in the event of bankruptcy

If the suspension is imposed because of bankruptcy, but a merger, acquisition or division of the CAB takes place afterwards, the RvA can follow the guidelines from policy rule ASR002. In that case, the curator must contact the RvA in good time.

In all other cases where the CAB loses its legal personality, the accreditation automatically lapses.

Paragraph 26. Withdrawal of accreditation

Article 103. Withdrawal

- 103.1 The Board of the RvA may decide to withdraw an accreditation, in whole or in part, if:
- a. The suspension has not been lifted within the prescribed period.
 - b. The CAB has been declared bankrupt.
 - c. According to the board, the CAB has damaged the reputation of accreditation.
 - d. There are circumstances that indicate that the CAB no longer has the required competence, consistent conduct of business or impartiality, or lacks confidence in the correctness of the CAB's activities.
 - e. Fraud, forgery or serious negligence.
 - f. The CAB misled the assessment team by withholding information or providing incorrect/incomplete information.
 - g. There has been a deliberate violation of accreditation requirements or conditions set out in the Decision.
- 103.2 The board of the RvA can voluntarily withdraw all or part of an accreditation at the request of a CAB itself.
- 103.3 The decision to withdraw shall be laid down in an accreditation decision, giving reasons.

Article 104. Post-revocation information

- 104.1 The rules set out in this Article shall apply:
- a. For all activities if the full accreditation has been withdrawn, or
 - b. Only for the work in question in case of partial withdrawal.
- 104.2 The CAB should inform its relevant customers as soon as possible about the withdrawal of the accreditation and its consequences. The CAB must also provide evidence to the RvA that this has been done.
- 104.3 Other interested parties should be informed by the CAB, upon request, of the reason for and the consequences of the withdrawal.

Article 105. Post-revocation information

Upon withdrawal of accreditation, the CAB may:

- 105.1 Do not use the accreditation mark.
- 105.2 Don't pretend she's accredited.
- 105.3 Do not offer, perform or report activities under accreditation.
- 105.4 Do not issue certificates, statements or reports that appear to be under accreditation.

Article 106. Additional rules for certification bodies in case of voluntary withdrawal

If a CI wishes to withdraw accreditation itself, it must submit an action plan stating:

- 106.1 How it will end outstanding certificates if the work is stopped altogether.
- 106.2 How outstanding certificates are converted into certificates outside accreditation if work outside accreditation continues.

Certificates bearing the accreditation mark shall not be allowed to continue after voluntary withdrawal of the accreditation.

Article 107. Additional rules for certification bodies in case of revocation imposed

Outstanding certificates, which are valid for more than six months at the time of withdrawal, should be withdrawn within that six-month period. The CAB must provide evidence of this to the RvA.

Article 108. Additional rule as certification mark with accreditation mark is allowed

If certificate holders use the accreditation mark together with the certification mark (as described in ASR005), the CAB must ensure that this use stops.

- 108.1 In the case of voluntary withdrawal, this should be included in the action plan.
- 108.2 If revocation is imposed, this must be arranged within six months.

Article 109. Advice CA for imposed withdrawal of full accreditation

If the board of the RvA intends to withdraw a full accreditation imposed, it will do so on the advice of the Accreditations Committee (see Article 58).

Chapter 8. Objections, complaints, reports and conflict of interpretation

Paragraph 27. Objections

Article 110. Consideration of objections

Objections to a decision of the board of the RvA shall be submitted and dealt with in accordance with Chapter 6 of the General Administrative Law Act.

Article 111. No suspensive effect objection

- 111.1 Submitting an objection does not suspend the decision, which means that the decision remains in force even if an objection has been lodged.
- 111.2 The obligations arising from this policy rule also continue to apply, despite the objection.

Paragraph 28. Complaints about the RvA

Article 112. Complaints about the RvA

Complaints about the RvA are dealt with in accordance with the rules set out in Chapter 9 of the General Administrative Law Act. In addition, the RvA document QA008 applies to the handling of complaints.

Article 113. No suspensive effect of the complaint

- 113.1 A complaint about the RvA does not change the decision taken. It shall remain in force as long as no other decision has been taken.

113.2 The obligations that arise from Paragraph 11 up to and including Paragraph 13 continue to apply, despite the complaint.

Paragraph 29. Notifications on CABs

Article 114. No handling of complaints about CAB customers

The RvA does not handle complaints about the customers of an accredited CAB or about the products or services provided by these customers.

Article 115. Notifications

- 115.1 A report about an accredited CAB can be submitted via the RvA website.
- 115.2 A report will only be considered if:
- a. This concerns activities of a CAB that fall under the accreditation issued by the RvA.
 - b. A complaint has first been submitted to the CAB and it has gone through the complaints procedure completely.
- 115.3 When dealing with a report, the identity of the person filing the report cannot always be shielded, due to specific information to be traced back to that person.
- 115.4 If the report is submitted (anonymously) without first complaining to the CAB, the RvA can perceive this as an alert and still decide to deal with it. In that case, no feedback on the handling of the report will be given.
- 115.5 If a report is not sufficiently substantiated and/or it is unclear who the reporter and/or the CAB is, the RvA itself determines whether or not the report will be processed.
- 115.6 As a rule, if the RvA decides to deal with a report, it will first ask for a response from the relevant CAB. Depending on the nature of the report and the response of the CAB, the RvA decides whether to include the report in the next regular assessment, or to carry out an additional assessment (see Article 85).
- 115.7 To the extent permitted by the confidentiality provisions (see Article 18), the reporter shall be informed of the results of the assessment.

Paragraph 30. Interpretation dispute on accreditation requirements

Article 116. Interpretation dispute procedure

- 116.1 If the CAB does not agree with the assessment team on the explanation of the accreditation requirements, when establishing a non-conformity, the CAB may report a conflict of interpretation.
- 116.2 This must be done via the form RvA-F039, Notification of interpretation dispute, and within ten working days after the non-conformity has been communicated to the CAB via the non-conformity report.
- 116.3 Only non-conformities can be the subject of a dispute of interpretation. The observation that led to a non-conformity cannot be the subject of a conflict of interpretation.
- 116.4 The handling of the interpretation dispute has only a suspensive effect on that non-conformity.

116.5 The outcome of the handling of the interpretation dispute may be that the non-conformity:

- a. remains unaltered,
- b. It is worded differently,
- c. Or be withdrawn.

116.6 In dealing with the interpretation dispute, the Lead Assessor(s) concerned may engage experts, both internally and externally, at the RvA.

Chapter 9. Cross-frontier accreditation

Paragraph 31. Changes to accreditation of foreign CABs with RvA accreditation

Article 117. Reconsideration of reasons for accreditation by the RvA

117.1 If the RvA has accredited a foreign CAB on the basis of Article 16 or Article 17, it will review at least every four years whether there is still a valid reason for that foreign accreditation.

117.2 Is that reason no longer valid? Then the RvA does not start a new accreditation cycle and the accreditation does not expand further. This review shall in any case take place at the end of the last control assessment within the cycle.

117.3 If requested by the CAB, the RvA will (if possible) assist in the transfer of the accreditation.

Article 118. Suspension or withdrawal of CAB by other AB

If another AB suspends or withdraws accreditation of a CAB that is also accredited by the RvA, the RvA will assess whether this has consequences for the RvA accreditation. The RvA does this by means of an additional assessment according to Paragraph 20. The RvA shares the outcome of this assessment with the other AB.

Chapter 10. Accreditation mark and RvA logo

Paragraph 32. General rules for the use of accreditation marks

Article 119. Purpose of the accreditation mark

119.1 The accreditation mark makes it clear that its users meet the accreditation requirements.

119.2 There are rules attached to the use of the accreditation mark. These are in ASR005.

Article 120. No liability RvA for correct results

The RvA is not liable for the accuracy of statements or decisions of accredited CABs, so CABs should not suggest that the RvA bears that responsibility.

Article 121. Misuse of references to accreditation

121.1 If an organisation without valid RvA accreditation still uses the accreditation mark or pretends to be accredited, the RvA sees this as abuse. Exception to this is what is allowed in ASR005.

121.2 Even if a well-accredited CAB uses the accreditation mark incorrectly or misleadingly, this is an abuse.

121.3 The RvA acts against this and holds the responsible party liable for any consequences.

Chapter 11. Entry into force of policies and transition policies

Paragraph 33. Entry into force

Article 122. Entry into force of the policy rule

The policy rule will enter into force on 15 September 2025.

Paragraph 34. Repeal of previous policy rules and transitional provisions

Article 123. Repeal of previous policy rules

With the entry into force of this policy rule, the following documents will be withdrawn:

Document Code version	Name	Date
RvA BR002	Accreditation policy rule	2022-01-13
RvA BR003	Scope of Accreditation Policy Rule	2022-01-13
RvA BR004	Policy rule on non-conformities and corrective measures	2022-01-13
RvA BR005	Policy rule on surveillance and reassessments	2022-01-13
RvA BR006	Policy rule on handling objections	2016-07-04
RvA BR007	Policy rule for cross-border accreditation	2023-05-17
RvA BR010	RvA policy rule on areas of activity	2022-01-13
RvA BR011	Policy rule on transfer of accreditation and relocation	2020-03-02
RvA BR012	Policy rule Evaluation of conformity assessment schemes	2016-12-22
RvA VR003	Requirement for the use of Accreditation marks and logos	2020-12-15

Article 124. Transitional provisions

124.1 References in documents issued by the RvA before the entry into force of this policy rule will remain valid and valid until the document in question is reviewed.

124.2 Pre-assessments and relocation assessments where shortcomings have been identified will be dealt with in accordance with the repealed policy rules. The method has not been adjusted in terms of content by replacing a shortcoming with a concern.

124.3 All sites of a CAB must be listed in the annex to the accreditation declaration. A distinction between critical locations and other locations is no longer made. At the latest at the time of the first decision after the entry into force of this Policy Rule, the Annex to the Declaration shall be adapted (if applicable). This initial decision may also be taken on an assessment carried out before the entry into force of the policy rule.

- 124.4 Where a CAB uses one or more trade names for conformity assessment activities under accreditation, they shall be listed in the Annex to the accreditation declaration. In the first assessment after the entry into force of this policy rule, the CAB will pay attention to the use of any trade names. Upon completion of the relevant assessment, the trade name shall be added (where applicable) to the Annex to the accreditation declaration.
- 124.5 The methodology for follow-up assessments according to these policy rules is implemented for the implementation of follow-up assessments that are started from the entry into force of the policy rule. Follow-up assessments that have already started before the entry into force of the policy rule will be dealt with in accordance with the repealed policy rules.
- 124.6 Virtual sites are no longer listed in the annex to the accreditation declaration, only in Report Part A. The adjustment is made for existing annexes to the accreditation declaration with the entry into force of the policy rule.
- 124.7 Interpretation disputes submitted before the entry into force of this Policy Rule shall be settled in accordance with the repealed Policy Rule. As of the entry into force of this policy rule, no conflicts of interpretation will be addressed in the assessment of remedial actions.