

Policy

PL-21

**SNAS POLICY
FOR ACCREDITATION OF FLEXIBLE SCOPE**

Approved by: **Mgr. Martin Senčák**
Director

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PURPOSE:

This document determines SNAS Policy for Accreditation of Flexible Scope.

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1 INTRODUCTION

SNAS provides accreditation for a fixed and flexible scope.

Fixed scope which precisely defines what concrete activities the conformity assessment body (CAB) is accredited for. CAB shall not refer to its accreditation status outside of these activities. In case of need for extension of accredited activities, CAB will request the accreditation body for so-called the extension of accreditation. After assessment and evaluation of fulfillment the relevant requirements the accreditation body will extend the field or scope of accreditation of CAB. This type of accreditation is suitable for CAB which has stable type of activities and need not adapt itself to the customer requirements often and quickly.

Contrary to the fixed scope the “flexible scope” enables CAB to take responsibility for control of its flexible accreditation scope. The scope of accreditation is not described in such a concrete way like in the case of fixed scope. It can be accommodated and extended after carrying out of documented steps (e.g. making changes and extensions to new activities within the allowed and defined flexibility) and fulfillment the relevant requirements defined by accreditation body and CAB without previous assessment by accreditation body.

2 SNAS POLICY FOR ACCREDITATION OF FLEXIBLE SCOPE

SNAS offers the accreditation of flexible scope in the field of accreditation of calibration, testing and medical laboratories. These types of laboratories shall fulfill the requirements of accreditation schemes and guidelines given in “SNAS policy for accreditation of laboratories” (PL-07), documents EA-2/15 „EA Requirements for the Accreditation of Flexible Scopes“ (MSA-07), MSA-L/01 „Field and scope of accreditation of laboratories” and MSA-04 “Procedure for the accreditation”.

According to implementation of the document EA-2/15, SNAS enables laboratories to be accredited only with fix scope of accreditation or only with flexible scope of accreditation. There is also possibility to accredit partly fix and partly flexible scope of accreditation. Management of flexible scope of accreditation is the responsibility of laboratories and they don't need to ask SNAS for approval in advance.

The principle of flexibility can be used within the materials, matrixes, environments, types of calibrated measuring equipment, tested parameters, analytes, measuring ranges and procedures for testing, clinical examination, measurement or calibration.

SNAS does not allow laboratories to use the principle of flexibility for:

- **the new principle,**
- **the new field of accreditation defined by SNAS,**

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- **the new workplace,**
- **the new place of activity,**
- **outside the defined flexible scope,**
- **outside the principles of the method defined in flexible scope,**
- **the new field of accreditation covered by another standard testing, calibration, clinical examination, inspection, certification).**

The flexibility may cover the whole scope of accredited activities or the part of them only. SNAS following the decision on accreditation granting (first accreditation or re-accreditation) will issue the accreditation certificate which will include annex with description of flexible scope, too. This will be basis for the “List of accredited activities” (further “List” only) and during the validity of accreditation the annex will not be changed or up-dated except of the cases of the extension, reduction or withdrawing of granted flexibility on the base of SNAS decision.

The actual laboratory flexible scope shall be stated in List which shall be publicly accessible on web-site of laboratory or the organization which part the laboratory is and at the Head of laboratory. References to List are quoted on SNAS web-site and in the respective accreditation certificate. The laboratory shall immediately inform SNAS in writing about changes carried out and keep the history of them during the period of validity of accreditation as a minimum.

The accredited laboratory flexible scope relates to the particular staff of laboratory who shall be stated in the List and who according to the need of laboratory may be changed or supplemented after fulfillment of conditions and criteria set down in the system for flexible scope control documented by CAB and accepted by SNAS.

SNAS considers the results of laboratory accredited activities (clinical examination, testing, calibration, measurement, etc.) as equal and on the same qualitative level regardless they were obtained under the fixed or flexible scope.

3 RELATED DOCUMENTS

ISO/IEC 17011	Conformity assessment. Requirements for accreditation bodies accrediting conformity assessment bodies
EA-2/15	EA Requirements for the Accreditation of Flexible Scopes
PL-07	SNAS Policy on accreditation of laboratories
MSA-04	Procedures for Accreditation
MSA-07	EA Requirements for the accreditation of flexible scopes
MSA-L/01	Field and Scope of Accreditation of Laboratories

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