



**INSTITUTE FOR ACCREDITATION OF THE
REPUBLIC OF MACEDONIA**

**Modification of the Requirements for
Accreditation**

PR 04 - 01



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1. PURPOSE

The purpose of this procedure, issued by the Director of the IARM on the basis of Article 23 of the Statute of the Institute for Accreditation of the Republic of Macedonia is to describe activities of procedures during development of new accreditation schemes and which relate to the changes in the requirements for accreditation and for reporting to employees, beneficiaries of IARM services (applicants for accreditation or accredited bodies) and assessors involved in the accreditation process, for the changes in the accreditation requirements such as: new standards, new legal requirements, changes in the standards and legal requirements, extension of the activities of IARM or modification and amendments to the IARM' internal acts.

2. PROCEDURES DURING EXPANSION OF ACTIVITIES OF IARM IN DEVELOPMENT OF NEW ACCREDITATION SCHEMES

Following a request of the interested parties and/or state administration authorities for development of new schemes for accreditation, the IARM shall:

- Make analysis of the current level of competence, convenience for extension, resources etc.
- Use the expertise from other external sources (other accreditation bodies having experience in a particular area);
- Perform evaluation of the needs to draft new or amend the existing documents (procedure, guidelines, applications and etc.)
- Perform training to staff

3. NOTIFYING THE EMPLOYEES OF IARM

The employees in the IARM shall continuously monitor changes in the accreditation requirements.

If modifications in accreditation requirements shall occur (new standards, new legal requirements, changes in standards and legal requirements, extension of activities of the IARM or changes and amendments to internal acts of the IARM (adopted by the Council or the Director of the IARM) modifying the defined accreditation requirements, the IARM, if necessary shall define the transition period of their application.

If necessary, the IARM shall organize training for the personnel modification in the requirements for accreditation and procedures for adjustment thereof.

4. NOTIFYING THE TECHNICAL/ SECTOR COMMITTEES

IARM should notify the technical/ sector committees on changes and procedures for adjustment to the new requirements.



5. NOTIFYING THE BENEFICIARIES OF IARM's SERVICES

In accordance with Article 13 of the Regulation on Accreditation Procedure – R 03, IARM shall notify all beneficiaries of IARM's services about new modifications in the requirements for accreditation, procedures for acceptance of new requirements and duration of the transition period if that period is defined. The information shall be published on the web site of the IARM.

5.1 Accreditation procedure

For those beneficiaries of services having had the start of accreditation procedure prior to the introduction of modification in requirements for accreditation shall have to meet the old requirements for accreditation provided that the preliminary assessment/ assessment has been organized before the expiration of the transition period.

The beneficiaries of services of the IARM which applying for accreditation during the transition period shall meet the new accreditation requirements irrespective of whether the preliminary assessment/assessment has been planned prior to expiry of the transition period.

5.2 Surveillance assessment of the accredited bodies

If the surveillance assessment is to be performed during the transition period, then, the conformity assessment body should declare in advance if the supervisory assessment is to be carried out in accordance with the old or new requirements for accreditation bearing in mind that after completion of the transition period, the IARM shall ask for conformance to the new requirements (follow up assessment).

6. NOTIFYING THE ASSESSORS OF THE ACCREDITATION PROCEDURE

The Personnel Evaluation Committee shall notify the assessors on modification of accreditation requirements and accreditation procedure as well as on procedures for adjustment to the new requirements.

The Personnel Evaluation Committee shall organize a meeting with the assessors at which the IARM shall provide interpretation of new requirements for accreditation and procedures for adjustment to the new requirements. The meeting is to be organized within a period not longer than 6 months upon announcement of new accreditation requirements and the latest of prior to expiration of the transition period. The meeting with the assessors shall not be convened for minor changes; in such cases the assessors shall be forwarded an informative material announcing for such minor changes.

If necessary, the IARM shall organize training for assessors on modification in the requirements for accreditation.