

LATAK-D.17024-S3/05/11.2024

Certification institutions of persons accreditation scheme

Content

I Accreditation criteria	2
II Specific requirements	2
III Documents to be submitted and their examination procedure	2
IV Institution evaluation and accreditation procedure	3
V Institution's surveillance and decision-making procedure	4
VI Status of the Notified Body	5
Register of changes	6

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The text of the document may be translated into other languages. The Latvian language text is considered the main text.

Additional information:

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I Accreditation criteria

- Regulation (EC) No 765/2008 of the European Parliament and of the Council of 9 July 2008 setting out the requirements for accreditation and market surveillance relating to the marketing of products and repealing Regulation (EEC) No 339/93;
- Law "On Conformity Assessment";
- Cabinet of Ministers Regulation No. 754 "Regulations Regarding the Assessment, Accreditation, and Supervision of Conformity Assessment Bodies" (hereinafter - Rules No. 754);
- Cabinet of Ministers Regulation No. 666 "Price list of paid services of the state agency "National Accreditation Bureau of Latvia";
- Cabinet of Ministers Regulation No. 1376 "Procedures for Establishing the Notification Commission, as well as Procedures by which the Commission Takes a Decision and Notifies the European Commission on the Conformity Assessment Bodies, which Carry Out the Conformity Assessment in the Regulated Sphere";
- LVS EN ISO/IEC 17024:2012 " Conformity assessment General requirements for bodies operating certification of persons" (hereinafter - Standard);
- EA-2/17 M:2020 EA Document on Accreditation for Notification Purposes (EA-2/17 M:2020 EA document on accreditation for notification purposes);
- IAF MD4:2023 "IAF mandatory document for the use of information and communication technology (ICT) for auditing/assessment purpose";
- IAF MD 25:2022 Criteria for Evaluation of Conformity Assessment Schemes
- LATAK-D.008 "Accreditation procedures";
- LATAK-D.011 "Rules on the use of the national accreditation mark, references to accreditation and EA MLA".

II Specific requirements

Personal certification institutions (hereinafter - Institutions) ensure continuous compliance with the requirements of the Standard and confirm their competence and ability to perform personal certification activities.

In the regulated areas, the Institutions ensure continuous compliance with the requirements of the Standard and field-specific regulations regarding the certification process of persons (Articles 8 and 9 of the Standard) and the personnel involved in it (Article 6.2 of the Standard).

III Documents to be submitted and their review procedure

When applying for accreditation, the Institution submits to the state agency "Latvia National Accreditation Bureau" (hereinafter - LATAK) a completed form for starting the accreditation process - [F.003](#) Application (including Appendix 5) and the necessary documents that specified in the list of documents to be submitted, see form [F.002.S3](#) on the LATAK website www.latak.gov.lv for the certification bodies of persons.

After obtaining accreditation, the Institution submits the following documents before the surveillance process:

- Completed form - [F.003](#) Application and Annex 5 attached to the form (scope of accreditation), if changes have been made in the scope of accreditation, together with an application for reducing or expanding the scope;
- The number of issued, withdrew, suspended certificates in each certification area during the reporting period;
- The number of applications in each certification area during the reporting period;
- Management review for the reporting period;
- Changes in certification schemes and evaluation criteria made during the reporting period;
- Changes made to the management system documentation (current management system manual or updated parts of it);
- List of management system documents.

At the end of the accreditation cycle (five years), for the re-accreditation process, the Institution should fill out the form F.003 Application, including Appendix 5 of this form (scope of accreditation) 4 (four) months before the end of the accreditation cycle, and submit it to LATAK.

Before the re-evaluation process of the Institution, the Institution submits the documents that are required before the surveillance visit (see above).

A more detailed procedure for submitting and reviewing documents is specified in document LATAK-D.008 "Accreditation procedures", available at www.latak.gov.lv.

IV Institution assessment and accreditation procedure

When assessing the Institutions competence and ability to perform certification of persons in accordance with the requirements of the accreditation criteria, LATAK follows the general principles of evaluation and surveillance, which are defined in the document LATAK-D.008 "Accreditation Procedures".

According to Regulation No. 754 paragraph 10, LATAK concludes the contract and starts the evaluation process of the Institution after receiving all the necessary documents.

After receiving all the necessary documents and payment for the relevant evaluation procedure according to the contract, LATAK starts the evaluation process of the Institution. In framework of evaluation process, the Institution's compliance with the requirements of the Standard or, in the regulated sphere, compliance with the requirements of the Standard and the field-specific regulatory framework at the institution's location/s (on-site visit) is assessed.

The practical demonstration of the Institution's certification process is assessed, namely the ability to perform certification activities (*witness*) of persons in accordance with the procedures determined by the Institution in all applied spheres. The LATAK evaluation group assesses the documented results (protocols, certificate) of this certification process based on the practical performance demonstrated by the Institution. The relevant documents must be submitted to the

LATAK evaluation group for assessment after the visit, mutually agreeing on the submission deadlines, if it is not possible to assess them during the practical demonstration.

The amount of witness is determined depending on the field applied for and depending on the abilities and competences demonstrated by the Institution in each practical demonstrations of the field. If the fields are related (for example, certification of welders in accordance with the requirements of the EN ISO 9606 series standard, certification of construction specialists in the fields specified in regulatory acts) and the competences and abilities used in the certification process of the Institution do not differ significantly, one demonstration of practical activity may be evaluated in such fields.

LATAK has grouped relevant testing methods in the field of certification of non-destructive testing (NDT) specialists, as a result of which the LATAK assessment group must provide at least one demonstration of the examination process from the relevant section when applying for accreditation or during the current accreditation cycle. Also, when applying for accreditation in the field of NDT specialist certification or during the accreditation cycle, the institution must provide at least one demonstration of the examination process during which a level 3 NDT specialist is certified (according to any testing method).

Testing method groups:

1	Visual testing (VT) Penetrant testing (PT)
2	Magnetic testing (MT) Radiographic testing (RT)
3	Ultrasonic testing (UT) Eddy current testing (ET)
4	Leak testing (LT) Acoustic emission testing (AT)
5	Thermographic testing (TT) Strain gauge testing (ST)

After the assessment of the Institution, an accreditation decision is made in accordance with Regulation No. 754, point 19 and document LATAK-D.008 "Accreditation Procedures" for the procedure.

V Institution's surveillance procedure and decision-making

For the surveillance process of accredited institutions, according to Regulation no. 754, point 12, the Institution's evaluation program is developed for the entire accreditation cycle (form **F.057** – evaluation of practical activity; form **F.047** – evaluation of the management system). During accreditation cycle, LATAK assesses the Institution's compliance with standard or in regulated sphere with the requirements of the standard and domain-specific regulatory framework in all spheres.

In surveillance process, the Institution's competence and abilities to perform certification of persons are assessed in accordance with the requirements of the Standard or in the regulated

sphere, compliance with the standard and field-specific regulatory framework. In order to gain confidence in the Institution's competence and ability to perform certification of persons, LATAK assesses the compliance of the Institution's management system, personnel competence, as well as the performance of the Institution's practical activities (*witness*) with the established criteria.

The LATAK assessment group, applying a risk-based approach, chooses which relevant process of the practical demonstration (*witness*) of the certification object will be assessed. During the institution's accreditation cycle, LATAK must evaluate all the practical demonstrations of the institution's certification schemes.

The amount of practical demonstration is determined in accordance with Chapter IV of this scheme the procedure. The LATAK evaluation group evaluates the documented results (protocols, certificate) of this certification process based on the practical demonstration demonstrated by the Institution. The relevant documents must be submitted to the LATAK evaluation group for evaluation after the assessment visit, mutually agreeing on the submission deadlines, if it is not possible to assess them during the practical demonstration.

The procedure for making a decision on the Institution's monitoring results is defined in document LATAK-D.008 "Accreditation procedures", available [at www.latak.gov.lv](http://www.latak.gov.lv).

VI Status of Notified Body

If the Institution applies or already operates as a notified institution (*notified body*), then the LATAK evaluation group also evaluates its compliance with the requirements of the regulatory documents of the specific field and document EA-2/17 M:2020 requirements.

Change log

Version	Content of changes	The date
01	New document	03.08.2021.
02	Chapter VI Only reference to EA-2/17:2020 EA left Document on Accreditation for Notification purposes	04.04.2022.
03	Throughout the document, references from MK Regulations No. 673 to MK Regulations No. 754 have been changed, the witness process and scope have been clarified	09.02.2024.
04	Reference to document IAF MD 4 included	08.05.2024.
05	Precizēta sadaļa IV Institūcijas novērtēšanas un akreditācijas kārtība – NDT speciālistu sertificēšanas praktiskās darbības novērtēšanas kārtība	14.11.2024.