INFORMATIVE DOCUMENT FOR APPLICANTS

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1. THE HELLENIC ACCREDITATION SYSTEM (ESYD)

1.1 The Hellenic Accreditation System (ESYD) is established by the Law 4468/2017; a non-profit legal entity of private law with the purpose of the implementation and management of the National Accreditation System.

The Hellenic Accreditation System (ESYD) has been appointed as the National Accreditation Body of Greece according to the requirements of Article 4 of the Regulation (EC) No 765/2008 according to which each Member State shall appoint a single national accreditation body.

1.2 Accreditation provides for this procedure during which ESYD examines and formally confirms through the issue of an Accreditation Certificate, that an organization, which for instance, may be a laboratory, a certification or an inspection body, has the ability to perform specific services, specified in a particular document which accompanies the Accreditation Certificate, which is the Scope of Accreditation.

1.3 ESYD is the nominated, technical consultant of the state on accreditation issues and it has the responsibility for decision making on these issues.

1.4 The National Accreditation Council, the assessors and the experts, support ESYD in its operation.

1.5 The composition of the Council is representatives of Ministries and Scientific, Professional and Social Organizations as well as. This balanced structure with the participation of the interested parties, ensures the independence and the impartiality of the operation of the Council.

1.6 The accreditation is generally optional and the relevant procedure is activated upon the submission of a written application from the interested organization.

1.7 In the course of the examination of this Application the following items are evaluated:

- The technical competence of the applicant, including the existence and the function of a documented quality management system.

- The independence and the impartiality level that the applicant should possess, depending on the case, against the items the conformity of which it assesses.

1.8 The above mentioned assessment includes a witnessed assessment of the applicant organization by a team of assessors and experts, as appropriate, the members of which are in depth knowledgeable of the respective technical sector and the applicable standards and procedures.

1.9 The assessors of ESYD are selected and trained in accordance with strictly specified criteria and procedures and obey rules with regard to the independence, the integrity and the confidentiality that they should own when they perform their duties.

1.10 The accredited organizations are entitled to use ESYD logo in the certificates and reports issued, as evidence of their accreditation for the specific activity. The conditions and the details regarding the use of ESYD logo are defined in the Regulation for the Use of the National Accreditation Logo (ESYD NAL).

2. ACCREDITATION REQUIREMENTS

The accreditation is granted to testing laboratories, calibration laboratories, certification bodies, inspection bodies, verification bodies as well as to environmental verifiers, who:

2.1 comply with the respective **Accreditation Criteria**, as they are interpreted with the applicable **Guidelines**, which specify the requirements for technical competence and quality assurance of the accredited organizations, as these documents are referred to in the document ESYD CAC

2.2 comply with the **Accreditation Regulations** that specify the obligations of the accredited organizations, beyond their technical competence, as referred in detail at the Accreditation Regulations document (ESYD RA).

2.3 are assessed, as described in detail in the document **Accreditation Procedure** (ESYD PA), the basic steps of which are provided in Chapter 3 of this document.

2.4 reimburse the accreditation fees, as determined in detail in Chapter 4 of this document.

3. ACCREDITATION PROCEDURE

The Accreditation Procedure is described in detail in the document **Accreditation Procedure** (ESYD PA). A summary of the steps followed for granting the accreditation is provided below.

3.1 Information

- The candidate organization for accreditation is informed with regard to the Criteria, Regulations, Fees and the Accreditation Procedure, from the documents issued by ESYD, by visiting the web site or by addressing ESYD services.

3.2. Application

- The organization submits a completed written Application to ESYD, accompanied with two copies of the quality manual and the respective procedures and reimburses the Application Fees.

3.3. Examination of the Application and Assignment of the Assessment Team

- Initial review of the completeness of the submitted documents.
- Examination of ESYD capability for immediate response and in positive case, assignment and acceptance (or not) of the proposed assessment team by the applicant.

3.4. Pre-assessment at the applicant's premises (not mandatory)

- Identification of potential major deficiencies and their completion by the organization
- Finalization of the assessment team and budget of accreditation fees

3.5. Assessment at the applicant's premises

- Payment in advance of part of the accreditation fees
- Identification of non-conformities, proposal and implementation of corrective actions by the applicant

3.5α. Witnessed audits / inspections of Certification Bodies, Inspection Bodies/ Verification Bodies or Environmental Verifiers

- Witnessed audits / inspections of the applicant, where necessary.
- Identification of non-conformities, proposal and implementation of corrective actions by the applicant.

3.6. Recommendation

- Recommendation of the lead assessor to the respective Accreditation Manager for granting accreditation, which is next recommended to the National Accreditation Council.

3.7. Approval

- The National Accreditation Council Directors approves the recommendation and the Board of Directors decides the granting of accreditation certificate to the organization concerned.
- Inform the organization for the offered scope of accreditation.

3.8. Accreditation Granting

- The organization, provided that it accepts the offered Scope of Accreditation, reimburses the accreditation fees and receives the respective Accreditation Certificate.

3.9. Surveillance

- **Surveillances are scheduled every 18 months. In the first accreditation cycle, an additional surveillance is planned, 6 months after the issue date of the accreditation certificate.** The organization concerned reimburses the respective surveillance fees.

3.10. Reassessment

- Every **five** years an overall reassessment of the organization is carried out.

4. ACCREDITATON FEES

The accreditation fees are reimbursed at the National Bank of Greece entering the name of the organization / depositor and payment reasoning, i.e. «as application fees for accreditation by ESYD». The receipt of the payment should be attached in the Application. A 24% VAT will be added to the fees.

4.1 The Application Fees are reimbursed upon the submission of the relevant Application. For initial accreditation, the application fees amount to six hundred (600) EURO. For extending an existing accreditation to different tests or calibration fields, different areas of activities or products, the application due amount to one hundred and forty (140) EURO.

4.2 The Assessment Fees are reimbursed for carrying out the assessment at the organization premises or/and its customer premises, in order for an initial or an extension of an existing accreditation to be granted or a periodical surveillance or reassessment of the continuing competence of the accredited organization to be confirmed. The assessment fees are proportional to the engagement of the Accreditation System. As calculation basis, the number of days of the physical presence of lead assessors, assessors or experts in the premises of the organization is taken into account, as follows:

- Eight hundred and eighty (880) EURO, per day of lead assessor's presence.
- Seven hundred and thirty five (735) EURO, per day of assessor or experts' presence.

The assessment fees, in the case that employment of foreign assessors or experts is required, will be determined depending on the case.

In cases of special conditions that include long distance areas of the country or abroad, the mandays of physical presence of the assessment team charged to the organization under assessment are usually counted from the day of departure to the day of return.

The assessment fees are settled in two part payments:

- The first part payment amounts to the seventy percent (70%) of the budgeted expense for the conduct of the assessment and it is reimbursed before the beginning of the main assessment.
- Upon the second part payment, the total of the assessment fees is settled, as tailored following the completion of the assessment of the organization.

4.3 The Accreditation Maintenance Fees (MF), are reimbursed upon the completion of one year after the accreditation granting, to maintain the accreditation. They are annually calculated, depending on the personnel involved in the accredited activities, and up to a maximum amount of seven hundred and thirty five (735) €, from the following rate:

MF = (140 + 30 X ***n***) in EURO, where

n is the number of the personnel involved in the accredited activities of the organization

4.4 Expenses for the transportation and accommodation of lead assessors, assessors or experts, as determined by the applicable state provisions. These expenses are totally in advance reimbursed, before the conduct of the main

assessment according to the pre-estimated employment. Any remaining amount is reimbursed with the last payment of the assessment fees.

5. LIABILITY

Concerning the requirement of the accreditation standards that the certification/inspection bodies should cover liabilities, the following are applied.

- For the liability coverage, it is important the certification/inspection/verification body to have a risk analysis (edited either by the insurance adviser / company or by the certification/inspection body itself which in any case has the responsibility). It is worth mentioning that in the global insurance market, risk analysis is done before the insurance contract, by the insurance company.

- The risk analysis of the certification/inspection body shall include all the risks of their activities.

- According to this analysis, coverage of the relevant risks shall be safeguarded through the insurance contract of liability or through other equivalents.

- The insurance contracts shall cover the activities of the certification/inspection body clearly, without excluding these coverings. In any case there are no specific money limits for the liability coverage.

In any case, ESYD assessors, during the assessment of the bodies, will evaluate on site the existence of the risk analysis and the relevant liability coverage evidence. In case, that the coverage through equivalent manner or the insurance contract is not appropriate for the recognized risks, the assessor will raise a non-conformity to the certification/inspection body to the relevant requirement of the standard where it is referred to the liability coverage for its operations.