ACCREDITATION DECISION-MAKING PROCESS

ESYD DMP

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Approved by: Chairman of ESYD

Quality Manager of ESYD **Chairman of ESYD**

1. PURPOSE

The purpose of this Procedure is to describe ESYD Decision-Making Process on issues of granting, maintaining, renewal, extension, suspension or withdrawal of accreditation.

2. PROCEDURE DESCRIPTION

The Decision-Making process of ESYD consists of 3 levels, each of which functions complementary with the next as presented in Figure 1.

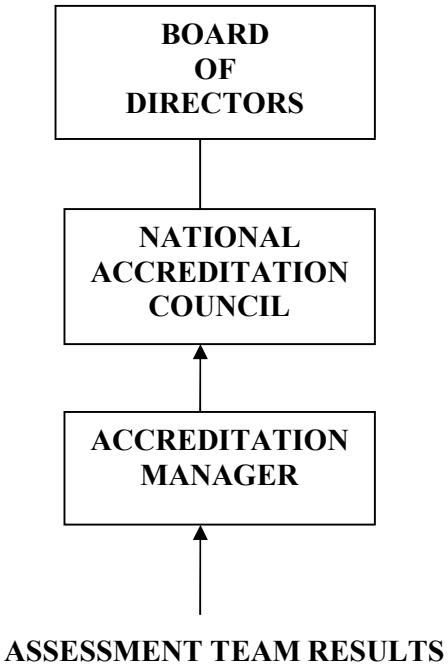


Figure 1

1st LEVEL

After the completion of the assessment procedure, the Director of the relevant Division appoints the Accreditation Manager for the specific issue. The Accreditation Manager is member of the relevant division, trained on the specific standard, with at least three (3) years working experience in ESYD as Assessment Manager and should not have participated in the specific assessment team.

The Accreditation Manager reviews the assessment reports from the team including the findings and the related corrective actions and recommends to the National Accreditation Council the granting, renewal, extension, suspension or withdrawal of accreditation.

In specific cases, the Accreditation Manager in collaboration with the Director has the possibility to either consult a technical/s expert/s on the specific issue or/and to establish a special working group comprising of the Heads of the Unit in order to review the specific assessment.

At this point, the recommendation of the Accreditation Manager is also signed by the Director or the Deputy Director of the respective Bodies or Laboratories Accreditation Division in the sense of compliance with the relevant procedure.

In the 1st level of the decision-making process is carried out the technical review of the assessment results.

2nd LEVEL

The National Accreditation Council in its meeting examines the Accreditation Manager's recommendation and recommends to the Board of Directors the granting, renewal, extension, suspension or withdrawal of accreditation.

The National Accreditation Council is the body that ensures ESYD impartiality through the participation of the interested parties.

The role of the National Accreditation Council in the decision-making process focuses on the examination of the final evaluation report on whether the accreditation procedure has been complied in accordance with the relevant requirements and with the level of impartiality required.

There is no technical review of the assessment file at this level, regarding the requirements of the accreditation scheme.

3rd LEVEL

The Board of Directors of ESYD takes the final decision on granting, renewal, extension, suspension or withdrawal accreditation within the meaning of the Administrative Validation of the National Accreditation Council's decision.

General Remark

Each level cannot take an opposite decision from the previous level, it may refer back the issue to the previous level for clarifications in order to ultimately ensure consensus of each level to the next.

Surveillances

In the case of surveillance, the process is completed at level 1 and validated by the relevant Accreditation Director in the sense of checking compliance with the procedure. **In the cases where during surveillance there is no modification of the scope of Accreditation or when the modification is related only to the updating of the scope of Accreditation based on new editions of standards, a review by an Accreditation Manager is not required. The maintenance of accreditation is completed with a recommendation of the assessment team.**

Exceptions

For the following issues for which recommendation is not required, a proposal is made by the Unit and the corresponding decision is taken by the Chairman of ESYD or the Directors of the relevant Accreditation Divisions for a period in which Chairman or Managing Director has not been appointed.

These issues are the following:

1) suspension and lifting of suspension due to relocation,
2) suspension or withdrawal of accreditation or reduction of the accreditation scope upon request of the client,
3) part or full withdrawal of the accreditation scope of a certification or inspection body because of lack of clients for two subsequent years in a specific accreditation scope/code,
4) suspension and lifting of suspension or withdrawal of accreditation due to non-timely payment of the accreditation fees to ESYD, according to the relevant rules of ESYD procedures.