



P16

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Assessment of approved and notified bodies

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CHANGES SINCE LAST EDITION

The documents has been updated to reflect current practice and remove (temporarily) the Appendix whilst this is updated to reflect the changes to the competent authorities and relevant personnel. The document is also being reviewed in light of the EU Regulation 765/08 and will be reissued again later in 2009/early 2010.

1 INTRODUCTION

UKAS undertakes the assessment of the competence of applicant bodies seeking notified or approved body status under the UK regulations implementing certain EC Directives or under other UK regulations. These assessments are carried out on behalf of the Secretary of State for Business Innovation and Skills (BIS) or other UK competent authority that has the responsibility for appointing and notifying bodies to the European Commission to carry out the duties prescribed under Directives or appointing bodies for other purposes. The Directives and other UK regulations covered under these arrangements with UKAS are listed in the Appendix to this information sheet.

2 CRITERIA

The criteria to be met by bodies seeking appointment are set out in the relevant UK regulations and in associated Guidelines for Appointment or equivalent documents issued by the competent authority. These documents make reference to and require compliance with relevant conformity assessment standards in the EN 45000 series (now largely replaced with the ISO 17000 series standards).

It is the Government's policy, in line with EC policy, to encourage the use of accreditation of bodies seeking to undertake conformity assessment tasks under Directives and to regard accreditation to the relevant standards in the EN 45000 series to an appropriate scope as supporting evidence that the applicant body satisfies the requirements of the minimum criteria. However accreditation is not mandatory.

3 APPLICATION

On receipt of an application for assessment for appointment UKAS will initiate the assessment of an applicant body against the relevant criteria and the requirements of the applicable standard(s) for a specified scope, leading to a recommendation on appointment to the competent authority. The Secretary of State, or other competent authority who, if satisfied that the applicant can satisfactorily carry out the duties required, will make a decision on the basis of the evidence available as to whether to appoint the body.

Copies of the Guidelines for Appointment, equivalent documents or other relevant publications should be obtained from the competent authorities listed in the Appendix.

Applicants for assessment should apply to UKAS using the Application Form and AC6 Supplement that is available from UKAS at <http://www.ukas.com>. The supplement form should also be used by bodies already recommended for appointment by UKAS who are seeking an extension of the scope of their existing notification or when seeking an appointment under another Directive or other regulations. In parallel, applicants should advise the UK competent authority of their application and satisfy any specific, additional application requirements.

4 ASSESSMENT

UKAS will appoint a member of its staff to manage and coordinate the assessment process and will carry out an assessment of the applicant body in accordance with its normal procedures, using the Guidelines for Appointment and the requirements of the applicable standards in the EN 45000/ISO 17000 series in so far as they reflect the criteria for appointment specified by the competent authority.

In carrying out the assessment UKAS will make due allowance for pre-existing accreditations and/or appointments of relevant scope held by the applicant body. Where an applicant holds relevant UKAS accreditation, UKAS will base its assessment on the additional requirements for appointment. Wherever possible, UKAS will aim to coordinate assessment, surveillance and, where appropriate, reassessment activity relating to regulatory appointments with similar UKAS activity relating to the applicant's other accredited or appointed body status.

UKAS will report on the outcome of the assessment and make a recommendation to the UK competent authority on the appointment of the applicant body to undertake specified conformity assessment duties. The UK competent authority will advise the applicant of its decision on appointment.

Following confirmation of the appointment the body will be subject to surveillance and reassessment of its continuing competence and capability to carry out the duties for which it has been appointed. Such surveillance and reassessment will be in accordance with standard UKAS procedures and practice or as required by the competent authority. Where required UKAS will report the results of the surveillance and reassessments of appointed bodies to the competent authority and in particular advise where UKAS considers that the appointed body no longer meets the requirements for appointment.

For terms and conditions with respect to the fees charged by UKAS please refer to the UKAS website <http://www.ukas.com>

5 APPENDIX

ACTIVITIES COVERED BY THESE ARRANGEMENTS

For the Department for Business Innovation and Skills

- Electrical safety (low voltage)
- Electromagnetic compatibility
- Equipment for use in explosive atmospheres
- Lifts
- Machinery
- Noise emission in the environment by equipment for use outdoors
- Personal protective equipment
- Pressure equipment
- Radio and telecommunications terminal equipment
- Recreational craft
- Simple pressure vessels
- Certain EU/third country Mutual Recognition Agreements

Contact person

Mr R Lawson
Deputy Director
Standards and Technical Regulations Directorate
DTI, 151 Buckingham Palace Road
London
SW1W 9SS
Tel: 020 7215 1469 Fax: 020 7215 1388
Email: richard.lawson@dti.gsi.gov.uk

Directives activities are also described in the DTI's Business in Europe series of Product Standards booklets obtainable from DTI Publications [Tel No: 0845 015 0010]. Further information is available on the DTI website at <http://www.dti.gov.uk/strd/index.html>. Guidelines, product standard booklets and other relevant documents are also directly downloadable from the DTI website at <http://www.dti.gov.uk/strd/strdpubs.html>. Guidelines and booklets also contain references to the relevant UK implementing regulations.

For the Department for Transport

- The inspection of tanks for the carriage of dangerous goods by road and rail

Contact person

Mr Nigel Reader
Dangerous Goods Branch, DfT
Great Minster House
76 Marsham Street
London
SW1P 4DR
Tel: 020 7944 2772 Fax: 020 7944 2039
Email: nigel.reader@dft.gsi.gov.uk

Further information on the transport of dangerous goods by road and rail can be found at <http://www.dft.gov.uk/roads/dangerousgoods>

Department for Transport (cont'd)

- The inspection of transportable pressure receptacles for the carriage of dangerous goods by road and rail

Contact person

Mr Darren Cooper
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Great Minster House
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London
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Further information on transportable pressure receptacles can be found at http://www.hse.gov.uk/a-z/t.htm#transportable_pe until this material is relocated to the DfT Dangerous Goods website detailed above.

- Interoperability of the Trans-European high-speed rail system

Contact person

Mr Giles Thomas
Rail Standards & Safety, DfT
4/34 Great Minster House
76 Marsham Street
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SW1P 4DR
Tel: 020 7944 4741 Fax: 020 7944 2161
Email: giles.thomas@dft.gsi.gov.uk

Further information on HS Interoperability may be found at <http://www.sra.gov.uk> until this material is relocated to the DfT website

For Office of the Deputy Prime Minister

- Construction products

Special arrangements apply for construction Products Directive appointments. The appointments process is managed on behalf of the Deputy Prime Minister by FBE Management Ltd.

Contact person

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Watford
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Further information on the Construction Products Directive can be found at <http://www.odpm.gov.uk> under Building Regulations.

For National Weights and Measures Laboratory

- Non-Automatic Weighing Instruments (NAWI) and Measuring Instruments Directive (MID)

Contact person

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Stanton Avenue
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Middlesex
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Tel: 020 8943 7236 Fax: 020 8943 7270
Email: richard.frewin@nwml.gov.uk

Further information on NAWI and MID can be found at www.nwml.gov.uk

UKAS contacts

General enquiries related to the above Directives and applications:

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Application forms and publications may be downloaded from <http://www.ukas.com>.