



TPS 50

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UKAS Supervision of a verifier accredited in another EU Member State

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CHANGES SINCE LAST EDITION

Changes from previous edition are indicated by a marginal line.

1 PURPOSE AND DURATION

- 1.1 This Statement is to advise environmental verifiers accredited in other European Union (EU) Member States of the UKAS requirements for supervision of their verification and validation activities when conducted within the United Kingdom.
- 1.2 UKAS has the responsibility under the EMAS Regulation (EC Regulation No. 761/2001)ⁱ to supervise accredited environmental verifiers performing verification/validation activities in the United Kingdom, where their accreditation is held with an accreditation body in another Member State (Annex V, Clause 5.3.2).
- 1.3 The principle of Freedom of Movement enshrined in the Treaty of Rome applies to the EMAS Regulation. Environmental verifiers accredited in any EU Member State and within the European Economic Areaⁱⁱ are entitled to provide their services in their own country or in any other EU Member State.
- 1.4 UKAS will undertake an assessment of the conformity of a non-UKAS accredited environmental verifier that has been accredited in another EU Member State with respect to the prior notification requirements, their competence and preparation, execution and reporting for their verification/validation activities undertaken within the United Kingdom.
- 1.5 This document is supported by the supervision requirements for UKAS-accredited environmental verifiers contained in the UKAS Supplementⁱⁱⁱ and does not add any additional requirements for non-UKAS accredited environmental verifiers. It describes the requirements for the notification procedure, UKAS assessment methodology, supervision fees, supervision activity, reporting and additional transmission of UKAS assessment reports.
- 1.6 This Technical Policy Statement will apply until a revised EU Regulation is published.

2 STATEMENT

- 2.1 This statement describes the requirements for the notification procedure, UKAS assessment methodology, supervision fees, supervision activity, reporting and additional transmission of UKAS assessment reports.

Notification Procedure

- 2.2 In accordance with EMAS Regulation Annex V - Accreditation, supervision and function of environmental verifiers: Clause 5.3.2, the environmental verifier accredited in another Member State, before performing its first and any subsequent verification/validation activities in the United Kingdom, shall provide to UKAS, at least four weeks in advance, notification of:
 - a) his or her accreditation details, competences and team composition, if appropriate,
 - b) when and where the verification will occur: address and contact details of the organisation, measures taken to deal with legal and language knowledge, if necessary.

- 2.3 In all cases, UKAS shall require further clarification of the necessary legal and language knowledge as detailed above and additional documentation consistent with the supervision of UKAS accredited environmental verifiers, namely:
- a) Verification
A copy of any previous verification reports and nonconformities.
 - b) Validation
A copy of the draft Environmental Statement to be submitted no later than 14 working days prior to the validation activity
- 2.4 In addition, UKAS will request a release of confidentiality to allow UKAS to communicate directly with the EMAS Accreditation Body in the other Member State on the accreditation and supervision of the environmental verifier.
- 2.5 The notification and all associated documents should be sent marked “EMAS Notification – CB/IB Section” to:
- UKAS
21-47 High Street
Feltham
Middlesex TW13 4UN
UNITED KINGDOM
- E-Mail: info@ukas.com
Additional contact may be made by telephone on +44 (0) 20 8917 8400.

UKAS Assessment Methodology

- 2.6 Following receipt of the notification, UKAS will undertake a contract review of the notification including all documentation submitted by the environmental verifier and together with any previous UKAS assessments of the environmental verifier.
- 2.7 Based on this contract review, UKAS will communicate, in writing, its assessment requirements that may consist of one or more of the following methods:
- a) A witnessed assessment of the verification / validation activity as notified by the environmental verifier.
 - b) A UKAS office-based review of the validated environmental statement following the validation by the environmental verifier.
 - c) A UKAS office-based review of the verification report following the verification by the environmental verifier
- 2.8 The UKAS contract review will cover the UKAS preparation and reporting activities in addition to the identified assessment methodology.
- 2.9 If the assessment method is a witnessed assessment at the client organisation’s site, then the organisation may not refuse the right of UKAS to supervise the environmental verifier.
- 2.10 UKAS will not undertake any supervision assessment at the location of the accredited environmental verifiers in the other EU Member State. The responsibility for this supervision lies with the accreditation body that accredited the environmental verifier.

Supervision Fees

- 2.11 UKAS will provide a quotation to the environmental verifier that will be based on the UKAS contract review and the appropriate fees from the current fee structure in the

UKAS Terms and Conditions of Business, which is available from the UKAS website (www.ukas.com). UKAS will not use its supervision fees in a discriminatory manner for notifications received by non-UKAS accredited environmental verifiers.

Supervision Activity

2.12 Based on the UKAS contract review, UKAS will conduct its assessment, which may consist of one or more of the following methods:

- a) A witnessed assessment of the verification/validation activity as notified by the environmental verifier.
- b) A UKAS office-based review of the validated environmental statement following the validation by the environmental verifier.
- c) A UKAS office-based review of the verification report following the verification by the environmental verifier.

Reporting

2.13 Upon the conclusion of the EMAS supervision, UKAS will provide a copy of its supervision report and any nonconformities or observations directly to the environmental verifier using the standard UKAS reporting forms comprising:

- a) UKAS Summary Report
A hand-written summary of the assessment.
- b) UKAS Detail Report
A document identifying any nonconformities or observations arising from the assessment.
- c) UKAS Witnessed Assessment Checklist (only applicable for witnessed assessments)
A document recording the performance of the verification / validation activity.

Following the UKAS assessment; a typewritten report will be issued to the environmental verifier.

Additional transmission of UKAS Assessment Reports

2.14 In addition, where the quality of the verification or validation work done by the environmental verifier does not meet the requirements of the EMAS Regulation, UKAS shall ensure that the supervision report comprising all of the above reports will be transmitted to the following organisations:

- a) the accreditation body which granted their accreditation to the environmental verifier,
- b) the UK Competent Body

2.15 In the case of any dispute raised by any of the above organisations including the environmental verifier, the dispute issue will be recorded on the UKAS Customer Feedback system and submitted for discussion and resolution to the Forum of Accreditation Bodies.

Non-discriminatory measures

2.16 UKAS will not require additional conditions, which would prejudice the right of the environmental verifier to provide services in the United Kingdom. In addition, UKAS will not use the notification procedure to delay the arrival of the environmental verifier.

2.17 Any difficulty to supervise the environmental verifier on the date communicated shall be adequately justified by UKAS in writing to the environmental verifier.

Contact

For further information about this Statement, please contact your Assessment Manager or:

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References

ⁱ REGULATION (EC) No 761/2001 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 19 March 2001 allowing voluntary participation by organisations in a Community, Official Journal L 114/1, 24.4.2001

ⁱⁱ EU Treaty rights/obligations extend also to the Countries of the European Economic Area that are implementing EMAS. Consequently, verifiers accredited in Norway have the same rights throughout EU as verifiers accredited in any EU Member State.

ⁱⁱⁱ UKAS Supplement to IAF Guidance on the application of ISO/IEC Guide 66 (Issued: 18 April 2002)