



# TPS 50

EDITION 2 May 2011

## UKAS Supervision of a verifier accredited in another EU Member State

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### CHANGES SINCE LAST EDITION

| This is a full revision in light of the publication of the EMAS 3 “Regulation (EC) No 1221/2009

## 1 PURPOSE AND DURATION

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- 1.1 This Statement is to advise environmental verifiers active in a Member State other than where the accreditation or licence was granted 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 (Regulation (EC) No 1221/2009) 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 (Regulation (EC) No 1221/2009 Article 24).
- 1.3 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.
- 1.4 This document is supported by the supervision requirements for UKAS-accredited environmental verifiers contained in the UKAS EMAS Supplement and does not add any additional requirements for non-UKAS accredited environmental verifiers.

## 2 STATEMENT

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

### Notification Procedure

- 2.2 In accordance with EMAS Regulation Article 24 *“Additional requirements for supervision of environmental verifiers active in a Member State other than that where the accreditation licence was granted”* the environmental verifier shall at least four weeks before performing verification/validation activities in the United Kingdom, provide to UKAS, the following information :
  - a) its accreditation or licence details, competencies, in particular knowledge of legal requirements relating to the environment and official language of the other Member State, and team composition if appropriate;
  - b) the time and place of the verification and validation;
  - c) the address and contact details of the organisation.
- 2.3 UKAS may request clarification of the verifier’s knowledge of the necessary applicable requirement relating to the environment. This will normally include a request for:
  - 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 – Certification” to:
- UKAS  
21-47 High Street  
Feltham  
Middlesex TW13 4UN  
UNITED KINGDOM
- E-Mail: [info@ukas.com](mailto:info@ukas.com)  
Additional contact may be made by telephone on +44 (0) 20 8917 8400.

### Supervision Activity

- 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](http://www.ukas.com)). UKAS will not use its supervision fees in a discriminatory manner for notifications received by non-UKAS accredited environmental verifiers.

## 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 Assessment Report  
A typewritten report detailing the conclusions and recommendations from the UKAS supervision.
- b) UKAS Improvement Action 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.

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

2.15 In the case of any dispute the supervision report shall be transmitted to the Forum of Accreditation and Licensing Bodies (FALB) as detailed in Article 30 of the EMAS Regulation.

## 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 communicated by UKAS in writing to the environmental verifier.

## Contact

For further information about this Statement, please contact:

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## References

REGULATION (EC) No 1221/2009 OF THE EUROPEAN PARLIAMENT AND THE COUNCIL of 25 November 2009 on the voluntary participation by organisations in a Community eco-management and audit scheme (EMAS).

## UKAS EMAS Supplement