



**INSTITUTE FOR ACCREDITATION OF THE
REPUBLIC OF MACEDONIA**

**Modification of the Requirements for
Accreditation**

PR 04 - 01



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1. PURPOSE

The purpose of this procedure, issued by the Director of the IARM on the basis of Article 23 of the Statute of the Institute for Accreditation of the Republic of Macedonia is to describe activities relate to the changes in the requirements for accreditation

2. NOTIFYING THE EMPLOYEES OF IARM

The employees in the IARM shall continuously monitor changes in the accreditation requirements.

If modifications in accreditation requirements shall occur (new standards, new legal requirements, changes in standards and legal requirements, extension of activities of the IARM or changes and amendments to internal acts of the IARM (adopted by the Council or the Director of the IARM) modifying the defined accreditation requirements, the IARM, if necessary shall define the transition period of their application.

If necessary, the IARM shall organize training for the personnel for the modification in the requirements for accreditation and procedures for adjustment thereof.

3. NOTIFYING THE TECHNICAL/ SECTOR COMMITTEES

IARM shall notify the technical/ sector committees on changes and procedures for adjustment to the new requirements if it is necessary (if there are the new procedures) and, ask for their opinion if it is necessary.

4. NOTIFYING THE BENEFICIARIES OF IARM's SERVICES

In accordance with Article 13 of the Regulation on Accreditation Procedure – R 03, IARM shall notify (by post, mail, etc.) all beneficiaries of IARM's services about new modifications in the requirements for accreditation and duration of the transition period if that period is defined. The information shall be published on the web site of the IARM.

4.1 Accreditation procedure

For those beneficiaries of IARM's services had applied for accreditation or having had the start of accreditation procedure prior to the introduction of modification in requirements for accreditation actually the preliminary assessment/ assessment has been organized before the expiration of the transition period shall have to follow instructions of the IARM for procedure during the transition period given in the plan of activities for the modification of the requirements for accreditation (Annex 1).

4.2 Surveillance assessment of the accredited bodies

If the surveillance assessment is to be performed during the transition period, t and IARM is ready to perform assessment, then, the conformity assessment body shall declare in advance



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if the surveillance assessment is to be carried out in accordance with the old or new requirements for accreditation, bearing in mind that after completion of the transition period, the IARM shall ask for conformance to the new requirements.

5. NOTIFYING THE ASSESSORS OF THE ACCREDITATION PROCEDURE

The coordinator shall notify the assessors on modification of accreditation requirements and accreditation procedure as well as on plan of activities of the IARM for adjustment to the new requirements before their involvement in the assessment. . If necessary, IARM organizes training for assessors for modification of the requirements for accreditation.

If necessary, the Personnel Evaluation Committee notify the assessors (by phone, e-mail, etc.) or organize a meeting with the assessors at which the IARM shall provide interpretation of new requirements for accreditation and procedures for adjustment to the new requirements.

Annex 1. Action plan for modification of the requirements for accreditation

No.	Description of activities	The person responsible	Date of implementation	Date of realisation
1	Analysis the changes of the requirements for accreditation	Head of department		
2	Training of IARM staff as Lead Assessor(s) through: <ul style="list-style-type: none">- Self-study- IARM's Personnel- External Training	Person/s appointed by the Director		
3	Review of existing IARM internal documents	Head of department/section		
4	Preparation the new/changes documents system documents as policy, criteria, procedures and/or amending the existing	Head of department/section in collaboration with members of the Technical/Sectorial Committees if needed		
5	Adoption of the new/modifying documents by the Director/Council.	Director/Council		
6	Presentation of the new	Head of		



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	documents to the Technical Committee, IARM' clients and web site.	department/section		
7	Preparation of the new forms for assessment in accordance with the new requirements.	Head of section/coordinator		
8	Preparation the materials for training of the technical assessors	Head of department/section		
9	Training of Technical Assessors	IARM's Personnel External sources		
10	Plan for implementation in accordance of the new requirements for accreditation	Head of department		

Date

Prepared: Name and Surname

Head of department

Signature