



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

Distributing of IARM's Documents

PR 05-04



Content

- 1. PURPOSE**
- 2. DISTRIBUTING OF IARM's DOCUMENTS**
 - 2.1 Information materials for the potential applicants and applicants**
 - 2.2 Materials for the assessors**

1. PURPOSE

The purpose of this procedure, issued by the Director of the Institute for Accreditation of the Republic of Macedonia (hereinafter: the IARM) based on Article 23 of the Statute of the IARM shall be to determine the type of documents delivered by the IARM to the potential applicants, applicants and assessors and the method of delivery.

2. DELIVERY OF IARM's DOCUMENTS

2.1 Informative materials for potential applicants and applicants

During the first contact with the IARM, the potential applicants and applicants are pointed towards the web site of the IARM providing informative materials of the IARM. If the potential applicant or applicants ask for informative materials to be sent via regular or electronic mail, the Coordinator for administration of the IARM shall forward materials along an accompanying delivery receipt following a previous discussion with the head of the respective department/section. Informative materials are free of charge and entail the following documents:

- Law on Accreditation.
- Regulation on Accreditation Procedure (R 03).
- Regulation on Rates for Services Provided by the IARM (R 10).
- Regulation on General Requirements for Competence of the Conformity Assessment Bodies (R 04).
- Regulation on Requirements for Participation on Proficiency Testing and Inter-laboratory Comparisons (R 06).
- Regulation on Ensuring Manner of Measurement Traceability in the Republic of Macedonia (R 11).
- Regulation on Requirements for Reference to Accreditation and the Use of the Accreditation mark (P 05).
- Regulation on Constitution and Operation of the Appeals Committee (R 08).
- Regulation for Determination of Areas of Calibration, Testing and Certification (R 15).

The web site of the IARM contains a list of major documents for accreditation of conformity assessment bodies issued by European and international accreditation organizations. The head of the department/section shall inform the potential applicant or applicant about the web sites of the European and international organizations for accreditation where other additional accreditation related documents can be found.

2.2 Materials for assessors

The assessors shall have delivered the following documents:

- Regulation on Accreditation Procedure (R 03).
- Regulation on Ensuring Manner of Measurement Traceability in the Republic of Macedonia (R 11).

- Regulation on Requirements for Participation on Proficiency Testing and Inter-laboratory Comparisons (R 06).
- Regulation for Determination of Areas of Calibration, Testing and Certification (R 15).
- Regulation on Requirements for Reference to Accreditation and the Use of the Accreditation mark (P 05).
- Assessment Procedure (PR 05-01).
- Methodology of Assessment (PR 05-02).
- Grading of nonconformities (PR 05-06).
- Procedure for sampling during assessment (PR 05-08).
- Documents of European and international organizations for accreditation (EA, ILAC and IAF).
- Documentation of assessed conformity assessment body (CAB), including methods (procedures) for testing/calibration/certification/inspection, used by CAB for performing its activities.
- Laws and accompanying secondary legislation relevant to the area and field that is assessed, if necessary.

The Coordinator for assessment is responsible for delivery of required documentation to assessors.

The employees in the IARM, in the role of lead assessors can decide whether to distribute other documents to certain assessors.

All IARM's assessors have a responsibility to use the CAB's documentation for purposes related only to the particular assessment and have obligation to return the taken documentation to IARM when the assessment is finished.