National Accreditation Scheme

Rules of procedure on data supply in relation with performance indicators of management system certification bodies

NAR-30

Edition 3

Approved by:	Csaba Bodroghelyi vice-president

Responsible for preparation:	Rippel Endre General Department Head
Consistency of content reviewed by:	Dr. Maroda Mónika Quality Manager
Legal compliance:	Fodorné dr. Bitter Barbara Head of Legal Remedy Office

List of amendments

Amendment date	Edition REASON FOR AMENDMENT, CONTENT OF CHANGE	Amended scope
25 April 2016	**Edition 1**	
	Transformation of NAT – NAH, entry of changes	Entry of changes in legislation
29.11.2018	**Edition 2**	
	Unification of NAH Rules of Procedure	
10.01.2022.	**Edition 3**	
	Change of performance indicators	Page 4., table 1.

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1. Purpose of the Regulation

The purpose of these Rules of Procedure is to describe in what way, in what form and before what deadline are the management system certification bodies accredited by the National Accreditation Authority (hereinafter: NAH) obliged to supply performance indicators to NAH.

2. Personal and material scope

The scope of these Rules of Procedure covers the management system certification bodies accredited by the National Accreditation Authority.

3. Definitions of concepts

In interpreting the applicable concepts, NAH basically considers the Standard ISO/IEC 17011 and the Standard series ISO/IEC 17021.

4. Description of the regulation

4.1. International requirements

Pursuant to IAF MD 15:2014 document of the International Accreditation Forum (IAF), the accreditation bodies, in order to perform surveillance activity appropriately, shall, in accordance with 7.11.2 of ISO/IEC 17011, collect performance indicators from the management system certification bodies.

The accreditation bodies shall collect such data periodically and shall review the indicators supplied by the management system certification bodies and use them as an addition to the site assessments.

Analysis of indicators may result in the modification of surveillance activities, and data available shall be considered in planning surveillance audits.

4.2. Rules of application

The management system certification bodies accredited by NAH shall make the following indices available to NAH annually until 31 January each year (from 1 January to 31 December the previous year):

The following indices shall be presented according to the attached Table 1:

- ***Number of valid accredited certificates on 31 December each year (items)***
- *Number of auditors (persons)*
- *Number of transfer of certificates from one country to another (item number)*
- *Number of (overdue) audits performed with a delay (number of items)*
- *Number of auditor days performed (days)*
- *Number of certificates issued to abroad (item number)*
- *Number of withdrawn certificates (item number)*
- *Number of suspended certificates (item number)*

4.3. Aid to reporting the number of valid certificates

The number of valid certificates shall be reported in accordance with the following rules:

- When the customer has a valid accredited certificate which covers one site, it has to be considered as one certificate (certificate of one site).

- When the customer has a valid accredited certificate covering **more than one** site, it should always be considered as **one** certificate, as only one certificate was issued (multi-site certificate). If *in the case of more than one site*, the sites were certified **separately,** then **all the certificates issued shall be considered** (as in case of one site certificates).

- If the customer has **a number of one-site** valid accredited certificates (where each site has a separate certificate), or if it has **one multi-site** certificate (one valid certificate covering all the sites), the certification body shall report the numbers of all the certificates.

- If **the customer** has been certified **for a number of management systems**, and all the areas are covered by **one valid accredited certificate issued** to the certification body, the number of the certificates will be **the number of the management systems covered by the certificate**, e.g., one for each management system standard.

Note: a valid accredited certificate refers to certification which was issued on the basis of a valid certification agreement, with reference to either an active or suspended status. Withdrawn certificates and applications shall not be considered.

5. Related rules of procedure and rules of law

- Act CXXIV of 2015 on national accreditation
- Standard MSZ EN ISO/IEC 17011
- IAF MD 15

6. Annexes

Table 1. for data supply

7. Forms

NA

Table 1.

NAR-30 'Rules of Procedure on data supply of performance indicators of management system certification bodies'

Name of accredited organisation:	
Address of accredited organisation:	

Registration number of the accredited status (e.g., NAH-4-……./201X):	1.	2.	3.	4.	5.	6.	7.

Type of management system (*) / Indicators	QMS	EMS	OHS	ISO 13485	ISMS	FSMS	AQAP	Hungarian Health Standards of Care	EnMS	Anti-corr. MS	Railw. MS	...
1. Number of valid accredited certificates on 31 December every year (items)												
2. Number of auditors (person)												
3. Number of certificates transferred from one country to another (item number)												
4. Number of (overdue) audits performed with a delay (number of items)												
5. Number of auditor days performed (days)												
6. Number of certificates issued to abroad (item number)												
7. Number of withdrawn certificates (item number)												
8. Number of suspended certificates (item number)												

(*) the relevant parts are to be filled in