

## National Accreditation System

### Preparation for EA peer evaluation and ISO/IEC 17011:2017 transition plan

#### Edition 1.

Approved by::	Devecz Miklós Director General
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Responsible for preparation:	Bodroghelyi Csaba Deputy Director General
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## 1. Purpose of the plan

The objective of the “Preparation for EA peer evaluation and ISO/IEC 17011:2017 transition plan” is to ensure that the mandatory requirements are fulfilled at NAH.

The aim of the plan is to define the tasks, the responsible persons and the deadlines to fulfil the requirements.

## 2. Personal and material scope

The personal scope of this regulation covers participants in accreditation procedures conducted by the National Accreditation Authority (NAH) such as:

- accreditation desk officers,
- experts,
- assessors,
- lead assessors and

The material scope of this plan covers all accreditation procedures and all processes conducted by the National Accreditation Authority (NAH).

## 3. 3. Felkészülési ütemterv

The table below covers the already performed activities as well.

Activity	Responsible	Featuring	Deadline
An introductory training for internal staff	Deputy Director-General		2017.10.10.
Finding of new requirements where <ul style="list-style-type: none"> <li>• NAH procedure exists</li> <li>• NAH procedure does not exist,</li> </ul> and what to modify.	Quality Manager	Deputy Director-General	2018.01.31.
Preparation of the review and creation plan for the amendment of regulations, forms	Quality Manager	Deputy Director-General, Legal Officer	2018.01.31.
Szabályozások, nyomtatványok aktualizálása, készítése Preparation of regulations and forms updating	Quality Manager	Department Heads, Department Managers	2018.02.28.
<b>1. Milestone: Regulations and forms comply with ISO/IEC 17011:2017</b>			2018.02.28.
Participation an EA HHC training	Deputy Director-General		2018.03.07.
Training for internal colleagues (including, in particular, risk management, risk-based thinking)	Organisation: HR referent Contents: Deputy Director-General	Department Heads, Department Managers	2018.03.31.

Activity	Responsible	Featuring	Deadline
Training for lead assessors and interested parties	Organisation: HR referent Contents: Deputy Director-General	Department Heads	from 2018.03.01-től, till 2018.12.31.
Training for Accreditation Board	Organisation: HR referent Contents: Deputy Director-General	Department Heads	2018.03.31.
Information to stakeholders on transition <ul style="list-style-type: none"> <li>- WAD2018 conference;</li> <li>- AT meetings,</li> <li>- for ASZEK</li> </ul>	Deputy Director General		2018.09.30.
<b>2. Milestone: Training has been organised for staff and AB members</b>			<b>2018.03.31.</b>
Introduction of new regulations, forms, operation of the system	főosztályvezetők	Department Managers	2018.02.28.
Norbert Müller audit	Quality Manager	Department Heads, Department Managers	2018.03.20-22.
Internal audit	Quality Manager	Department Heads, Department Managers	2018.05.31.
Management review	minőségirányítási vezető	Director General	2018.05.31.
Corrective action, necessary document making changes	Department Heads, Process Owners	Department Managers	2018.05.31.
<b>3. Milestone: ISO/IEC 17011:2017; We are ready for EA evaluation</b>			<b>2018.06.01.</b>

#### 4. Monitoring of implementation

The monitoring of the implementation of the plan detailed in point 3 is the responsibility of the Deputy Director-General, which he reports to the Director-General once a month.

#### 5. Related rules of procedure and rules of law

- Act CXXIV of 2015 on national accreditation
- Government Decree No. 424/2015. (XII.23.)
- ISO/IEC 17011:2017 standard