

POLICY ON THE DEVELOPMENT OF NEW ACCREDITATION SCHEMES

DAK-PO-08

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1. SCOPE

This policy describes the process to be followed by the Kosovo Accreditation Directorate (DAK) when developing a new accreditation scheme or a new conformity assessment scheme under an existing accreditation scheme.

2. REFERENCES

- Law No. 05/L-117 on Accreditation;
- ISO/IEC 17011:2017 - Conformity assessment – Requirements for accreditation bodies accrediting conformity assessment bodies;
- Regulation (MTI) No. 02/2018 on Professional Council;
- [EA-1/22 A:2023 EA procedure and Criteria for the Evaluation of Conformity Assessment Schemes by EA Accreditation Body Members](#)

3. RESPONSIBILITIES

This policy is mandatory and applies to all DAK internal personnel, members of the Professional Council (PC), and Technical Committees (TC).

4. GLOSSARY AND ABBREVIATIONS

4.1 Glossary

For the purpose of this Policy, the terms and definitions given in the standard ISO/IEC 17011:2017 apply.

4.2 Abbreviations

EA	European Accreditation
IAF	International Accreditation Forum
DAK	General
GD	General Director
QM	Quality Manager
PC	Professional Council
AC	Accreditation Council
TC	Technical Committees

5. DESCRIPTION OF THE POLICY

5.1 Request for a new accreditation scheme

The development of a new accreditation scheme for the purpose of expanding DAK's activities may be initiated by DAK or by stakeholders such as:

- a) Government
- b) Regulators
- c) Technical Committees
- d) Industries

When DAK initiates the development of a new accreditation scheme or upon receipt of such a request, the DG informs the Professional Council in order to obtain support for the development of new policies related to the operation and expansion of DAK's activities at national and international level, in accordance with Article 4 (1.4 and 1.5) of Regulation (MTI) No. 02/2018 on Professional Council.

The GD requests the QM, that in cooperation with the Director of Accreditation and Development (DADD), to initiate a project for the development of the new accreditation scheme and subsequently manage the implementation of the scheme. The QM invites the PC, DAK internal staff, respective TC members, stakeholders, and external experts to participate in the project team.

5.2 Feasibility study

The project carries out a feasibility study addressing, *inter alia* the following. The feasibility study is recorded in the Activity Programme (form PO-08-F01).

a) Problem Statement

This involves stating the reasons and the need for accreditation and an investigation and identification of an economic or market failure that needs to be addressed by the scheme. Information should be provided on the nature and magnitude of the problem.

b) Statement of Desired Objectives

The objective of the new accreditation scheme should be specified. The objective should not be specified so as to align with (and thus pre-justify) the particular effects of the proposed scheme. Rather, it should be specified in relation to the underlying problem.

c) Analysis of the Regulatory Environment

This section should identify the pre-existing policy and policy authority (if any) for a possible regulatory initiative. Industry stakeholders including government and regulatory institutions involved in the industry should be identified.

d) Industry Analysis

This section should present all the industry known dynamics that could influence or affect the new accreditation scheme refer to risk of impartiality. These could include the size of the industry, the structure, geographic spread and availability of required skills and the effect of impartiality policy.

e) Resource Requirements

- Determine the required accreditation scheme (i.e. accreditation of product certification bodies in line with ISO/IEC 17065, etc.)
- Set the criteria of competence for recruiting personnel. taken into account the relevant EA, ILAC and IAF documents.
- Analyse the existing DAK's staff (internal and external) and their competence.
- Set improvement needs (including trainings), need to recruit competent staff (including external staff).
- Determine the availability of required documents such as national/ regional/ international standards, requirements of the regulator.
- Determine the availability of technical experts for the development and implementation of the scheme and also determine the number of assessors required for servicing the industry.
- Determine financial requirements to set up the scheme. This includes the cost of the recruiting, meetings, training of assessors and other set up costs. Over and above, an indication of the projected implementation cost should be provided Ministry of Trade and Industry.
- The financial requirements should be included in the DAK's budget for the subsequent financial year if it is not already covered in the current budget.

f) Implementation

Recommendations for implementation arrangements.

5.3 Decision on Launching a New Accreditation Scheme

The GD together with the PC, QM and DADD review the feasibility study and decide on its approval. If the feasibility study is approved, the DG determines the implementation arrangements, timeline, and makes these publicly available.

5.4 Evaluation of a conformity assessment scheme under an existing accreditation scheme

Currently, DAK doesn't offer accreditation of CABs for any specific conformity assessment schemes.

In case DAK is requested by a scheme owner to accredit CABs for a conformity assessment scheme, then DAK will evaluate the suitability of the conformity assessment scheme by applying EA-1/22. For the evaluation of the conformity assessment scheme, the DADD establishes a working group consisting of interested parties, TC members and technical experts. Having the conformity assessment scheme evaluated positively, it has to be implemented into the regular accreditation procedure.

5.5 Discontinuation of an Accreditation Scheme

Before DAK decides on partial or complete discontinuation of an accreditation scheme, it:

- a) consults with interested parties to learn their views
- b) consults with the PC
- c) reviews its contractual duties
- d) establishes transitional arrangements
- e) communicates the discontinuation to related bodies
- f) publishes the information on discontinuation in its website.

6. ANNEXES

Activity Programme DAK PO-F01

7. RECORDS

Not applicable

8. HISTORY

Date of Edition	Prepared by	Description of Applied Changes
26.02.2019	Ardiana Krrabaj	New document
15.11.2019	Valmira Sejdiu	Full revision in accordance with ISO/IEC 17011:2017 and DAK-PM-01
25.02.2026	Valmira Sejdiu	Partial revision in accordance with ISO/IEC 17011:2017 and DAK-PM-01