



## **THE ASSOCIATION OF POLISH ELECTRICAL ENGINEERS (SEP)**

### **SHORT REPORT ON THE NATIONAL ACCREDITATION SYSTEM IN POLAND**

Warsaw, December 2012

## **1. Legal basis of the accreditation scheme in Poland**

In Poland, there is the Polish Centre for Accreditation (PCA) whose activity is based on the Act of 30 August 2002 on conformity assessment system. PCA is a national accreditation body authorized to accrediting conformity assessment bodies (CABs). PCA has a status of national legal personality and is supervised by the competent Ministry of Economy.

PCA acts in conformity with specific requirements set forth in (EC) 765/2008, Act on conformity assessment system, standard PN-EN ISO/IEC 17011:2006, as well as in accordance with obligations under multilateral agreements, i.e. EA MLA, ILAC MRA, IAF MLA (see below). As applies to the accreditation of EMAS approvers, PCA acts in accordance with the requirements set forth in the ordinance no. 1221/2009 and guidelines of the Forum of Accreditation and Licensing Bodies (FALB).

All PAC documents are available at [www.pca.gov.pl](http://www.pca.gov.pl) and on request in PCA. The standards can be purchased in the Polish Committee for Standardization ([www.pkn.pl](http://www.pkn.pl)), whereas documents relating to international organizations, i.e. EA, IAF, ILAC, are available in original at the following websites: EA – [www.european-accreditation.org](http://www.european-accreditation.org); ILAC – [www.ilac.org](http://www.ilac.org); IAF – [www.iaf.nu](http://www.iaf.nu). Translations of selected EA, IAF, and ILAC documents are available at PCA website. FALB documents are available on request in PCA.

## **2. Scope of the accreditation scheme**

By virtue of the Act on conformity assessment system, PCA's scope of activity includes in particular the accreditation of conformity assessment bodies, their supervision within the compliance with accreditation conditions, and keeping a register of accredited conformity assessment bodies.

A detailed scope of PCA's accreditation activity in which conformity assessment bodies can apply for an accreditation is available at PCA website.

PAC policy as to the accreditation activity, and in particular its extension, is presented in DA-09 document.

## **3. Cross-border accreditation**

As a general rule applied by PCA its accreditation activity takes place in Poland, whereas foreign activity is to be avoided. However, there are some possibilities of accrediting conformity assessment bodies abroad as well as providing services by CABs accredited by PCA; such policy is described separately in DA-07 document.

## **4. Multilateral agreements**

PCA has signed the following agreements:

- EA Multilateral Agreement for research and calibration laboratories, management system certification bodies, product and person certification bodies, and inspection bodies;
- IAF Multilateral Recognition Arrangement for certification bodies dealing with management systems in accordance with ISO 9001 and ISO 14001, as well as product certification bodies;
- ILAC Mutual Recognition Arrangement for research and calibration laboratories.

## 5. Accreditation requirements

Accreditation requirements for individual conformity assessment bodies (CAB) are listed in the documents in item 1. In case new or amended accreditation requirements are to be introduced, rules specified in DA-09 document will apply.

## 6. General rules as to the accreditation process

The following information refers just to the most significant elements of the accreditation process which always includes:

- documentation review,
- in situ assessment which is carried out in the seat and all locations where one or more key activities for a given entity are performed,
- observation of services provided under real conditions.

Detailed assessment rules to be applied during the accreditation of individual conformity assessment bodies are listed in item 1 of this document.

In a simplified view, the accreditation procedure proceeds through the following steps:

- 1) submission of an accreditation application (along with required documentation and initial fee),
- 2) application review,
- 3) preparation of the assessment process and appointment of an assessment team,
- 4) review of submitted documentation and (optionally) a preliminary visit,
- 5) in situ assessment and observation of provided services,
- 6) assessment of the implementation of corrective actions,
- 7) summary of assessment results,
- 8) decision on granting an accreditation (and its scope) or refusing an accreditation,
- 9) planned supervision and re-assessment, if any.

The entire accreditation process cannot take more than 12 months as of the application submission.

Further details associated with the accreditation process and its procedures are described in DA-01 document issued by PCA, dated 12 October 2012 “*Description of the accreditation system*” (issue 8).

The following organizations in Poland have been accredited and are entitled to grant professional qualifications for electrical engineers:

- 1) the Energy Regulatory Office which issues qualification certificates granting the right to work in the scope of the operation of equipment, systems and grids where “E” type qualifications (operation) are required, as well as qualification certificates granting the right to work in the scope of the maintenance of equipment, systems and grids where “D” type qualifications (supervision) are required.
- 2) Regional Chambers of Civil Engineers which issue construction licences for designing or managing civil works in the scope of electrical grids, systems and equipment so as to perform independent technical functions in civil engineering.
- 3) Chambers of Crafts which grant qualifications of electrical engineer in private craft business (journeyman or master electrician).

In addition, qualifications entitling to work as an electrical engineer are conferred by the following institutions which are supervised by the Ministry of National Education and the Ministry of Science and Higher Education:

- a) higher technical universities,
- b) secondary technical schools,
- c) post-lower-secondary vocational schools.