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**Guide on the Publication
of Data on Accredited
Verifiers According to Article
75 of Commission Regulation
(EU) No 600/2012**

PURPOSE

This document provides guidance supporting harmonized implementation of Article 75 of Commission Regulation (EU) No 600/2012 about publication of data on accredited verifiers. This concerns accreditation scopes as well as information to be published and made available in the national accreditation bodies' databases.

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This document has been written by the EA Communications and Publications Committee.

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The publication may be translated into other languages as required. The English language version remains the definitive version.

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Further information

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1. INTRODUCTION

Article 75 of the Commission Regulation (EU) No 600/2012 requires

- a) the national accreditation bodies to set up and manage a database of accredited verifiers with the purpose to publish information about verifiers accredited by the national accreditation body;
- b) the database shall among others contain information on the scope of accreditation for each accredited verifier;
- c) the national accreditation bodies to provide access to related parties to this database. In Article 75 (2) the minimum content of this database is defined. In addition to the data of the accredited verifiers and the Member State(s) where the verifier is operating it is an obligation that the national accreditation body also includes information about any administrative measures imposed on the verifier in this database and make all this information publicly available.

EA shall facilitate and harmonise access to the databases of accredited verifiers set up by the national accreditation bodies to enable efficient and cost-effective communication between National Accreditation Bodies, national authorities, verifiers, operators, aircraft operators and competent authorities. The provision in article 75 (1) further states that EA may reconcile those data into a single and central database.

For harmonization purposes, supported by the Specific Agreement No FPA/EA/ENTR/2010/30-CE-0361584/00-68//2013/658105 on a Grant for Action for “Implementation of accreditation and peer evaluation of National Accreditation Bodies according to EN ISO 14065 and Commission Regulation (EU) No 600/2012” EA has elaborated a guide for implementation by the EA member national accreditation bodies.

The Guide consists of 3 main sections following the activities of the Part 6 of the Specific Agreement referred above including an analysis of the subject and EA guidance:

- a) Publication of data on each accredited verifier.
- b) Presentation of the scope each verifier is accredited for.
- c) Publication of any information on administrative measures imposed on each accredited verifier.

2. NAB PUBLICATION OF DATA ON EACH ACCREDITED VERIFIER

2.1 Analysis of different options for publication of data on each accredited verifier

Article 75 of the Regulation requires the national accreditation bodies to set up and manage a database of accredited verifiers with the purpose to publish information about verifiers accredited by the national accreditation body.

Therefore, each NAB must set up and manage a database that provides access to that database to other accreditation bodies, national and competent authorities, verifiers, operators and aircraft operators. This will enable these parties to look into the accreditation status of the accredited verifiers in the Member State.

The information – as a minimum – to be communicated from the database is specified in Article 75 (2) of the Regulation.

This provision in the Regulation concerning publication of information about accredited verifiers is in line with the provision in section 8.2.1 of ISO/IEC 17011 and requires in addition the national accreditation body to publish:

- The Member States in which the verifier is carrying out verifications (Article 75 (2)(b)), and
- Any information on administrative measures that have been imposed on the verifier (Article 75 (2)(e)).

Article 75 (2)(b) requires national accreditation bodies to publish the Member States in which the verifier is carrying out verification. This information needs to be updated on a regular basis and the frequency of up-date should take into account the timeframe agreed with the verifier according to article 76 (2) stating that where changes occur in the scheduled verification activities, the verifier shall notify those changes to the accreditation body.

For publication of information on administrative measures imposed on the verifier, see section 4.

National accreditation bodies shall note that according to Article 48 (2) last part in the Regulation the accreditation certificate shall be valid for a period not exceeding 5 years after the date on which the national accreditation body has issued the certificate.

National accreditation bodies shall further note Article 48 of the Regulation which states that an accreditation certificate shall at least contain the information required on the basis of the harmonised standard referred to in Annex III. The harmonised standard referred to in Annex III is ISO/IEC 17011 and this reference may have an impact on which information national accreditation bodies is publishing for each accredited verifier.

2.2 EA Guidance on Publication of data on each accredited verifier

National accreditation bodies shall meet the obligation in ISO/IEC 17011 (clause 8.2.1) and Article 75 of the Regulation by establishing a database of accredited verifiers and to publish the following information concerning each accredited verifier.

Publication of data on each verifiers accredited by the national accreditation body

Following Article 76 (2), Article 63 (1) and also the reference Article 48 of the Regulation to Annex III and its reference to ISO/IEC 17011 concerning the content of the accreditation certificate and the fact that national accreditation bodies shall make publicly available part of the information contained in the accreditation certificate, the following information concerning accredited verifiers shall be registered in the database and made publicly available:

1. The unique identification of each verifier accredited (incl. name and address);
2. The unique accreditation number of the verifier;
3. All premises from which one or more key activities are performed by the verifier and which are covered by the accreditation;
4. The Member States in which the verifier is carrying out verification;
5. The verifier's scope of accreditation (for detailed information on presentation of scope, see section 3);
6. A statement of conformity with the standard EN ISO 14065 and referencing the Regulation and other normative documents, including issues or revisions used for assessment of the verifier;
7. Date on which accreditation or certification was granted and the due expiry date of the accreditation;

8. Any information on administrative measures that have been imposed on the verifier (for detailed information on presentation of administrative measures, see section 4).

The national accreditation body shall facilitate and harmonize access to the databases with a view to enable efficient and cost-effective communication between national accreditation bodies, national and competent authorities, verifiers, operators and aircraft operators.

For this efficient and cost effective communication it is recommended that the national accreditation body:

- i. Have a direct link from the front page of its web-site to the database of accredited bodies from where data on accredited verifiers are clearly and easily accessed.
- ii. Published information concerning accredited verifiers in the local language of the Member State and in English.
- iii. The contact person assigned by the national accreditation body for EU ETS verification activities.

3. PRESENTATION AND PUBLICATION OF SCOPE OF ACCREDITATION

3.1 Analysis of options for presentation of the scope each verifier is accredited for

According to Article 75 of the Regulation national accreditation bodies shall set up and manage a database of accredited verifiers and the database shall among others contain information on the scope of accreditation for each accredited verifier (Article 75 (2)(c)).

This provision in the Regulation is in line with the provision in ISO/IEC 17011, clause 8.2.1 requiring national accreditation bodies to make publicly available information on the current status of the accreditations it has granted to conformity assessment bodies including scopes of accreditation¹, condensed and/or in full. If only the condensed scopes are provided, information shall be given on how to obtain full scopes (ISO/IEC 17011 clause 8.2.1 c)).

In Guidance Document “Accreditation and Verification Regulation – Explanatory Guidance AVR Explanatory Guidance (EGD I), Version of 19 September 2012” (page 44) it is stated that scope of accreditation determines in what group of operator’s activities the verifier may carry out verification and issue verification reports.

Scope of accreditation	Regulation (AVR) requirement
<i>Scope of accreditation means activities referred to in Annex I of the AVR, for which accreditation is sought or has been granted</i>	Article 3(7)
<i>A verifier issuing a verification report to an operator or an aircraft operator shall be accredited for the scope of activities referred to in Annex I for which the verifier is carrying out the verification of an operator’s or aircraft operator’s report</i>	Article 43

The activities listed in Annex I of the AVR mainly refer to the activities laid down in Annex I of the EU ETS Directive. These activities have been categorized in various groups. Each group forms a

¹ In ISO/IEC 17011 scope of accreditation is defined as: Specific conformity assessment services for which accreditation is sought or has been granted (clause 3.17)

specific scope of accreditation. The categorization of groups of activities in scopes of accreditation has been based on similarities in the complexity, industry type, processes and technical characteristics of the sectors. Each scope requires different technical competence and expertise of the verification team involved.

The analysis of presentation and publication of scopes of accreditation is based on the grouping of activities (including sub-activities) listed in Annex I to the Regulation as the annex define and identify the scope of activities a verifiers can be accredited for. Verifiers may be accredited for only parts of an Activity Group e.g. group No 6 Cement or Glass.

The scope of accreditation a verifiers is accredited for shall be presented in the accreditation certificate (or in an annex to the accreditation certificate) using the following groups of activities pursuant to Annex I of Directive 2003/87/EC and other activities pursuant to Article 10a and 24 of Directive 2003/87/EC.

Activity Group No.	Scopes of Accreditation
1a	Combustion of fuels in installations, where only commercial standard fuels as defined in Regulation (EU) No. 601/2012 are used, or where natural gas is used in category A or B installations.
1b	Combustion of fuels in installations, without restrictions
2	Refining of mineral oil
3	<ul style="list-style-type: none"> – Production of coke – Metal ore (including sulphide ore) roasting or sintering, including pelletisation – Production of pig iron or steel (primary or secondary fusion) including continuous casting
4	<ul style="list-style-type: none"> – Production or processing of ferrous metals (including ferro-alloys) – Production of secondary aluminium – Production or processing of non-ferrous metals, including production of alloys
5	Production of primary aluminium (CO ₂ and PFC emissions)
6	<ul style="list-style-type: none"> – Production of cement clinker – Production of lime or calcination of dolomite or magnesite – Manufacture of glass including glass fibre – Manufacture of ceramic products by firing – Manufacture of mineral wool insulation material – Drying or calcination of gypsum or production of plaster boards and other gypsum products
7	<ul style="list-style-type: none"> – Production of pulp from timber or other fibrous materials – Production of paper or cardboard
8	<ul style="list-style-type: none"> – Production of carbon black – Production of ammonia – Production of bulk organic chemicals by cracking, reforming, partial or full oxidation or by similar processes – Production of hydrogen (H₂) and synthesis gas by reforming or partial oxidation – Production of soda ash (Na₂CO₃) and sodium bicarbonate (NaHCO₃)
9	<ul style="list-style-type: none"> – Production of nitric acid (CO₂ and N₂O emissions) – Production of adipic acid (CO₂ and N₂O emissions)

Activity Group No.	Scopes of Accreditation
	<ul style="list-style-type: none"> – Production of glyoxal and glyoxylic acid (CO₂ and N₂O emissions) – Production of caprolactum
10	<ul style="list-style-type: none"> – Capture of greenhouse gases from installations covered by Directive 2003/87/EC for the purpose of transport and geological storage in a storage site permitted under Directive 2009/31/EC – Transport of greenhouse gases by pipelines for geological storage in a storage site permitted under Directive 2009/31/EC
11	Geological storage of greenhouse gases in a storage site permitted under Directive 2009/31/EC
12	Aviation activities (emissions and tonne-kilometre data)
98	Other activities pursuant to Article 10a of Directive 2003/87/EC
99	Other activities, included by a Member State pursuant to Article 24 of Directive 2003/87/EC, to be specified in detail in the accreditation certificate

3.2 EA Guidance on Presentation and publication of scope of accreditation for verifiers

The activity a verifier is granted accreditation to carry out is defined in the accreditation certificate (or in an annex to the certificate) and national accreditation bodies are obliged to publish the accreditation scope for each accredited verifier.

National accreditation bodies shall meet the obligation in ISO/IEC 17011 to make publicly available information about accreditations by presenting accreditations on the web-site. Presentation of each accreditation can be made by transferring data from a database to the web-site or by publishing a pdf document containing the information. If the publicly available information is transferred to the web-site from a database any change in the data will normally be made available immediately. If information of accreditations is published on the web-site in a pdf document there may be some delay in up-date of the web-site depending on the procedures the national accreditation body has for up-date of its web-site.

Publication of each verifiers scope of accreditation

Based on the analyses of the provisions in the Regulation national accreditation bodies shall make publicly available information about the scope of accredited verifiers in the form of mentioning the concerned activities listed in Annex I to the Regulation.

In addition, the national accreditation bodies are recommended:

1. To make publicly available a presentation of the scope of accreditation of verifiers both in the local language and in English allowing foreign parties to have access to information about accredited verifiers in the Member State as the accredited verifier can operate at the European market. Presentation of the scope of accreditation in English does not mean issuing an English version of the accreditation certificate.
2. To publish information about the scope of accredited verifiers by transferring data from the database to its web-site. This will ensure that any change of scope of accreditation will be publicly available immediately. Storing data on scopes for accredited verifiers in a database structured according to the activities listed in Annex I to the Regulation will also facilitate

transfer of data to a European database in case EA decides to establish a central European database of accredited verifiers.).

3. To specify and publish the verification activities performed at *different sites* (scope of activities performed by the site) if accreditation of the verifier covers key activities (including verification activities) performed from different sites (according to clause 7.9.4 c) in ISO/IEC 17011). It is especially important for key activities performed at foreign sites.

4. PUBLICATION OF INFORMATION ON ADMINISTRATIVE MEASURES

4.1 Analysis of models for publication of any information on administrative measures imposed on each accredited verifier

Article 75 of the Regulation requires the national accreditation bodies to set up a database of accredited verifiers and provide access to related parties to this database. In Article 75 (2) the minimum content of this database is defined. In addition to the data of the accredited verifiers and the Member State(s) where the verifier is operating it is an obligation that the national accreditation body also includes information about any administrative measures imposed on the verifier in this database and make all this information publicly available.

The provisions in Article 75 of the Regulation are more comprehensive than the requirements in ISO/IEC 17011 concerning publication of the “current status of the accreditations” and “this information shall be updated regularly” (cf. clause 8.2.1 in ISO/IEC 17011).

Article 53 (1) of the Regulation defines the administrative measures that can be imposed on accredited verifiers in cases where the accredited verifier does not meet the requirements in the Regulation. The Regulation further contains a list of cases where the national accreditation body shall impose administrative measures on a verifier such as to suspend or reduce the scope of accreditation or withdraw accreditation of a verifier.

The information to be published about administrative measures imposed on accredited verifiers shall form part of the database of accredited verifiers and shall be published.

For national accreditation bodies to fulfil the requirements of Article 75 of the Regulation is to extend their web-site to include specific information of administrative measures imposed on accredited verifiers.

An important issue for national accreditation bodies to take into account before publishing any information on imposed administrative measure is given in Article 53 (5) which states that a decision to suspend, withdraw or reduce the scope of an accreditation shall take effect upon its notification to the verifier. National accreditation bodies shall not publish any information about the imposed administrative measure before notification to the verifier and when a verifier has been notified on an administrative measure taken by the national accreditation body the administrative measure shall be made public and accessible on the web-site.

4.2 EA Guidance on Publication of administrative measures

The national accreditation bodies, according to Article 53 of the Regulation, shall publish the following types of administrative measure imposed on an accredited verifiers:

1. Suspension of accreditation
2. Reduction of accredited scope
3. Withdrawal of accreditation

The date of the administrative measure decided or effective of and also the duration of the administrative measure (i.e. the period the accredited status is/was suspended) are important data to be published with the administrative measure.

In some cases suspension and reduction measures may mean a limitation of the accredited scope or a limitation on the geographical coverage of the verifier activities (Member States where the verifier is carrying out verification activities).

The followings are also recommended to publish:

- i. Whether the administrative measure is imposed upon the request of the verifier or following a decision taken by the national accreditation body.
- ii. Any information published on the administrative measures imposed is recommended to be available also in English.