SLOVENSKA AKREDITACIJA

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PUBLISHING OF PUBLIC INFORMATION

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1   PURPOSE

The purpose of this document is to determine the types of data and information which must be publicly accessible and published, and to provide the rules and guidelines for their publishing.

2   TYPES OF INFORMATION AND THEIR PUBLISHING

2.1   Accreditation Requirements and Accreditation Procedure Data

Procedures, provisions and other information related to the accreditation acquisition procedure, its maintenance, extension or reduction, as well as the suspension or withdrawal of accreditation shall be published on the SA website. Information on complaint and appeal handling procedures are also accessible.

The SA website shall provide the stakeholders and interested public, among others, for constant publication and accessibility to *SA's internal regulations laying down the accreditation requirements and the rules of accreditation* which SA keeps as public records. The latest current set of *SA's internal regulations* is shown on the SA website at *https://www.slo-akreditacija.si/accredited-cabs/sa-general-acts-governing-accreditation-requirements-and-accreditation-rules/?lang=en*. In addition, SA shall inform the clients by e-mail about all changes of *SA's internal regulations* and any changes of accreditation requirements, as well as periods of adaptation to these changes.

Likewise, publicly accessible on the SA website shall be information on reference documents comprising accreditation requirements and technical requirements specific to each field of accreditation. If there are policies, guides, or interpretation documents for interpretation of specific requirements, information thereof shall also be published on the website.

Published on the website shall also be the personal data protection policy (at: *https://www.slo-akreditacija.si/about-us/about-sa/personal-data-protection-policy-in-carrying-out-accreditation-procedures-2/?lang=en*) and impartiality policy (at: *https://www.slo-akreditacija.si/about-us/about-sa/impartiality-policy-2/?lang=en*), emphasizing the significance of SA's impartiality in the performance of its accreditation activities, and including the commitment to the management of conflicts of interest and ensuring the objectivity of its accreditation activities.

Data on the accreditation requirements and accreditation procedure on the website shall be published, changed and maintained by the Information Technology Sector Manager upon instructions of the Quality Sector Manager. The latest versions of quality system documents shall be published on the website by the Quality Sector Manager.

2.2   Accreditation Data

Information on the accreditations granted, which are publicly accessible in conformity with the *Rules of accreditation* (S03), are available in paper format in the Catalogue of Accredited CABs at the SA Head Office, and part of the Catalogue also on the SA website. Information on the status of accreditation (i.e., active, suspended, withdrawn) shall also be shown in the Catalogue of Accredited CABs. In accordance with the document IAF MD 28, SA is additionally obligated to upload into the IAF Database information on certification bodies that have obtained accreditation for management system certification schemes that fall under the IAF MLA.

In exceptional cases (e.g., for safety reasons), the interested public's access to certain information of an accredited CAB, which is otherwise public, can be restricted upon a justified request of such accredited CAB.

The time limit for publication or updating of data in the Catalogues shall be seven days from making the decision. Any changes of data due to suspension or withdrawal shall be implemented on the third working day after the expiration of the time limit for filing an appeal. In cases where the respective decision has no immediate effect on the status of accreditation or a change in the scope of accreditation, but shall be affected with a time delay, the time limit for publication shall be counted as of the date of the decision's entry into effect.

The data on certification bodies that have obtained accreditation for management system certification schemes that fall under the IAF MLA shall be updated in the IAF Database within 7 days from making the decision on accreditation (see 2.2.3). In addition, the data in the database for all these certification bodies shall be checked once a month and updated if necessary, and the implementation confirmed by responding to an email sent by the IAF.

2.2.1   Partial Catalogue of Accredited CABs on the Web

The Information Technology Sector Manager shall be responsible for maintaining the Partial Catalogue of Accredited CABs on the web.

SA's website (at: *https://www.slo-akreditacija.si/?s=&post_type=lpacreditation&lang=en*) shall publish the latest current annexes to accreditation certificate for all holders of accreditations, annexes to accreditation certificate in suspension, and information on withdrawn accreditations. The data can be classified by the fields of accreditation and by status. According to the status, they are classified into the following groups: active accreditations, suspended accreditations and withdrawn accreditations. In addition, the Partial Catalogue enables search by keywords in the published annexes to accreditation certificate (scopes of accreditation) and their sorting by accreditation number, name of organisation or last issue date.

Active accreditations

The following data shall be published under active accreditations:
- Identification number of the accredited CAB or accreditation number;
- Name of accredited CAB (and its unit/section, when the accredited CAB holds more than one accreditation for the same field of accreditation);
- Date of granting accreditation;
- Date of the last issue of accreditation scope (Annex to the Accreditation Certificate);
- Basic accreditation mark/s used by the accredited CAB;
- Address (principal office) of the accredited CAB;
- Scope of accreditation (Annex to the Accreditation Certificate), prepared for publication on the website (in pdf form), with a watermark and a statement on access to the original Annex);
- Link to the flexible scope of accreditation, when relevant;
- For the verifiers of GHG reports, also from when till when the accreditation is valid, and in which areas (countries) the verification is conducted.

Suspended Accreditations

In the case of suspension of the entire scope of accreditation, all data on this accreditation shall be withdrawn from the list of active accreditations, and the following data shall be indicated in a separate list of suspended accreditations:
- Identification number of accredited CAB or accreditation number;
- Name of accredited CAB (and its unit/section, when the accredited CAB holds more than one accreditation for the same field of accreditation);
- Date of granting accreditation;
- Date of the last issue of accreditation scope (Annex to the Accreditation Certificate);
- Address (principal office) of the accredited CAB;
- Accreditation mark/s used by the accredited CAB;
- Scope of accreditation (Annex to the Accreditation Certificate), prepared for publication on website (in pdf form, with a watermark and a statement on access to the original Annex), indicating the suspended rights from the scope of accreditation, which are shaded and crossed out;
- Link to the flexible scope of accreditation, when relevant;
- For the verifiers of GHG reports, from when till when the accreditation is valid and in which areas (countries) the verification is conducted.

In the event of the suspension of a part of the scope of accreditation, all information in the list of active accreditations shall remain published, and in addition, the information listed in the preceding paragraph shall be published in the list of suspended accreditations.

Withdrawn Accreditations

In the event of withdrawal of accreditation all data on this accreditation shall be withdrawn from the list of active accreditations, and the following information shall be indicated in a separate list of withdrawn accreditations:
- Identification number of the accredited CAB or accreditation number,
- Name of the CAB whose accreditation has been withdrawn,
- Date of withdrawal of accreditation,
- Reason of withdrawal.

2.2.2   Contents of Catalogue of Accredited CABs in Paper Format

The Secretariat shall be responsible for maintenance and updating of the Catalogue of Accredited CABs in paper format.

The Catalogue of Accredited CABs in paper format shall be available in the Secretariat and shall be arranged by the fields of accreditation, and within the fields, by the consecutive numbers of accreditations granted. The following data or records regarding active accreditations shall be collected in the Catalogue:
- All copies of accreditation certificates,
- All issues of the scopes of accreditation (annexes to accreditation certificate) which have, in case of suspension of accreditation, the suspended rights from the scope of accreditation marked by shading and crossing out (or data on suspension published in another way as they used to be published before 2019);

and data related to withdrawn accreditations:

– A note on withdrawal of accreditation containing unambiguous information on the status of accreditation and scope to which the status refers, and which ensures safeguarding of confidential data referred to in the scope of accreditation.

The Catalogue of Accredited CABs for withdrawn accreditations can be found in the archives in the basement.

2.2.3 Contents of accreditation data in the IAF Database

The IT Sector Manager shall be responsible for updating and maintaining accreditation data in the IAF Database (IAF CertSearch).

In accordance with the IAF MD 28, the following data on certification bodies that have obtained accreditation for management system certification schemes that fall under the IAF MLA shall be publicly available in the IAF Database, except in a specific case, if a legislative act prevents it:

– Name of accredited CAB (and its unit/section, when the accredited CAB holds more than one accreditation for the same field of accreditation);
– Identification number of the accredited CAB or accreditation number;
– Address (principal office) of the accredited CAB;
– Scope of accreditation, including management system standards, schemes and IAF codes (when relevant) and, where appropriate, the countries in which the certification body can issue certificates with reference to accreditation;
– accreditation status: active, suspended or withdrawn.

2.3 Notifying on Activities and Implementation of SA Work Programme

As a rule, the public and SA's clients shall be informed of information concerning the implementation of SA's activities through the SA website, as well as by sending printed and electronic notifications.

The SA website shall also inform the public about:
– General information on the work programme for each year, its implementation (by publishing the Annual Report) and financing (at: *https://www.slo-akreditacija.si/about-us/public-information/general-information/?lang=en*),
– Information on the inclusion of SA in international integrations, events and meetings, and signatures of international agreements (e.g., about mutual recognition of accreditations – MLA, MRA) (at: *https://www.slo-akreditacija.si/international-significance/membership/?lang=en*, *https://www.slo-akreditacija.si/international-significance/signatory/?lang=en*, *https://www.slo-akreditacija.si/international-significance/international-cooperation/?lang=en* in https://www.slo-akreditacija.si/o-nas/dogodki/).

This information shall be published, changed and maintained on the website by the Information Technology Sector Manager upon the Director's instructions.

2.4 Catalogue of Public Information and Access to Other Public Information

SA shall maintain and publish on its website, and enable access to the Catalogue of Public Information (at: *https://www.slo-akreditacija.si/about-us/public-information/general-information/?lang=en*). The scope of information to be published on the website shall comply with the provisions of the *Act on the Access to Information of Public Character* and the *Decree on the Provision and Re-use of Public*

Information. The Catalogue of Public Information shall also comprise data on the legal bases for the foundation and activities of SA, and its responsibilities and powers granted to SA by its founder (the RS Government).

The provisions of the *Act on the Access to Information of Public Character* shall be observed as regards exceptions in the publishing of public information. Information referring to individual accreditation procedures and the related information shall be considered as confidential pursuant to *Regulation (EC) 765/2008*, *Accreditation Act* and the requirements of *SIST EN ISO/IEC 17011*. Only the data on the accredited CABs specified in Chapter 2.2.1 herein shall be published and made accessible to the public.

This Catalogue shall be maintained and updated by the Information Technology Sector Manager upon the Senior Sector Adviser's (II) instructions.

Pursuant to the *Act on the Access to Information of Public* Character, the Senior Sector Advisor II shall be responsible for providing public information.

3   CHANGES WITH REGARD TO PREVIOUS REVISION

In 2.2 and 2.2.3, the requirements of IAF MD 28 regarding the content and timing of uploading into the IAF Database information on certification bodies that have obtained accreditation for management system certification schemes under the IAF MLA have been implemented.

4   TRANSITORY PROVISIONS

SA shall start entering the data into the IAF Database no later than the end of the transition period for implementing the requirements of IAF MD 28, which is October 26, 2024.

5   CONTROL OF THE DOCUMENT

A valid document shall be located in i4 (SA Information System). The cleancopy is published on the SA website, and its printed form is available at SA's Head Office.

Individual copies may be controlled in physical form. The recipients or places of storage shall be shown in records on issuance of the document.

Other printouts and copies of the document shall have informative nature and shall not be considered as controlled copies. The validity of these documents should be checked in i4 or on the SA website.