

**Order of the Chairman of the Committee on Technical Regulating and Metrology of
the Ministry of Industry and Trade of the Republic of Kazakhstan dd. April 22, 2005
No. 118**

**On approval of the Regulations of training and attestation of the experts-auditors on
standardization, conformity verification and accreditation**

With a view of implementation of the Law of the Republic of Kazakhstan
“On Technical Regulating”, I

ORDER:

1. Approve the enclosed Regulations of training and attestation of the experts-auditors on standardization, conformity verification and accreditation
2. The control of the execution of this Order shall be conferred to the Deputy Chairman Momyshev Talgat Amangeldiyevich.
3. This Order shall take effect ten days after the date of its first official publication.

Chairman

A.Kussainov

Approved
by the Order of the Chairman of the Committee
on Technical Regulating and Metrology of the Ministry
of Industry and Trade of the Republic of Kazakhstan
dd. April 22, 2005 No. 118

**Regulations of training and attestation of the experts-auditors on standardization,
conformity verification and accreditation**

These Regulations were elaborated in accordance with subparagraph 11) of the second paragraph of Article 7, paragraph 4 of Article 16 of the Law of the Republic of Kazakhstan “On Technical Regulating” and establish the procedure of training and attestation of the experts-auditors of standardization, conformity verification and accreditation

1. General provisions

1. In these Regulations the following basic terms are used:
 - 1) The expert-auditor on standardization, conformity verification and accreditation (further – the expert-auditor) is the expert certified in accordance with the procedure established by the authorized agency on technical regulating and metrology (further – the authorized agency);
 - 2) The certification of the expert-auditor is the activity of the third party in respect of evaluation and verification of the competence of the experts-auditors to the requirements established by the authorized agency;
 - 3) The competence of the expert-auditor is the totality of the knowledge, skills and personal features of the expert essential for the fulfillment of works on standardization, conformity verification and accreditation;

4) The certificate of the expert-auditor is the document of the established form certifying that the expert was attested for the fulfillment of the activities in the indicated field of certification;

5) The candidate for the expert-auditor is the expert who submitted for consideration to the commission of the authorized agency all documents required for his certification as an expert-auditor;

6) The field of certification is the field of the activities of the expert-auditor within the limits of one direction the competence of which is confirmed with the certificate.

2. The experts-auditors may be the experts who meet the qualifying requirements established by these Regulations, certificated by the authorized agency upon presentation of the certification commission established by it (further – the Commission).

3. The certification of the experts-auditors shall be carried out in the following directions of activities:

1) standardization;

2) verification of the conformity of the products, processes, services and management systems;

3) accreditation of the conformity verification agencies and testing laboratories.

4. The recommended directions of the activities of the experts-auditors on the verification of conformity of the products, services and management systems are shown in Annex 1 of these Regulations.

2. Qualifying requirements and training of the experts-auditors

5. The following qualifying requirements shall be made in respect of the candidate for the expert-auditor for the purpose of obtaining the certificate:

1) presence of the higher professional education when the professional experience in the declared field of certification is at least two years, or presence of the secondary professional education when the professional experience in the declared field is at least six years;

2) passing of the professional training (theoretical training and re-training) in the declared field of certification. The organization of the professional training and re-training of the experts-auditors in the field of technical regulating shall be performed by the authorized agency.

3) passing of the practical training (probation) in the declared field of certification.

6. The probation periods in respect of the direction related to the certification of the conformity verification agencies and testing laboratories (centers) as well as to the certification of the management systems shall be carried out not later than within 2 years from the completion of the theoretical training course, in other directions – within one year.

7. The content of probation periods shall be determined by the organizations on the base of which the probation periods are carried out and by the appointed managers of probation depending on the professional experience and place of employment of the candidates for the expert-auditor, their qualification.

8. The manager of probation shall be the expert-auditor certificated in the same direction and the field of certification as that in which the candidate for the expert-auditor works on probation.

9. In case of absence of the conditions for the probation of the experts-auditors in the new fields of certification in the Republic the decision about the appointment of the manager of probation shall be made by the co-ordination with the authorized agency.

10. The number of probation periods shall be not less for the experts-auditors of:

1) standardization – 4 (including training and conduction of the examination of the standards and normative instruments, analysis of the normative instruments base and preparation of proposals on its improvement);

2) certification of the management systems – at least 4, with the total duration of at least 20 workdays (including the analysis of documentation, participation in inspections and making appropriate reports);

3) verification of the conformity of the products and services – at least 5 (including the participation in the works on certification under various schedules);

4) accreditation of the conformity verification agencies, testing laboratories (centers) – at least 4, including participation in the work of the commission on evaluation inspection of the conformity verification agencies and/or testing laboratories (centers).

11. The education, theoretical training and the probation periods shall correspond to the declared field of certification.

12. Depending on the experience, education, any special course passed by the experts, advanced training and probation periods the expert may be certificated in one or several lines of activities.

3. Procedure of conducting the certification, issuance, suspension and annulment of the certificates of the experts-auditors

13. The candidate pretending to the certification as the expert-auditor shall produce to the Commission the application, the personal card and the report of probation period.

The form of the personal card and the report of probation period are shown in Annexes 2 and 3 of these Regulations.

14. The Commission shall act in accordance with the Regulations on the Experts-Auditors Certification Commission to be approved by the Head of the authorized agency or the person acting for such Head.

15. The certification of the experts-auditors shall be carried out in three stages:

- 1) checkup of the completeness of the submitted documents;
- 2) consideration of the submitted documents by the Commission and making the decision;
- 3) execution of the expert-auditor certificate and its registration in the register of the state system of technical regulating.

The total period of the documents consideration shall not exceed one month from the date of receipt by the authorized agency.

16. In case of the positive decision the candidate for the expert-auditor shall be given the certificate. The certificate shall be signed by the Head of the authorized agency or the person acting for such Head.

17. The issued certificate shall be valid during three years from its registration.

18. In case of the negative decision the Commission shall communicate to the candidate for the expert-auditor the refusal with the vindication of the reasons.

Annex 1
to the Regulations of training and attestation
of the experts-auditors on standardization,
conformity verification and accreditation

The recommended directions of the activities of the experts-auditors on the verification of the conformity of the products, services and management systems:

1. Verification of the conformance of the following products:

- 1) household chemical goods
- 2) medical purpose articles;
- 3) cable products;
- 4) light industry products;
- 5) medicinal agents;
- 6) machine building;
- 7) metallurgical;
- 8) mineral fertilizers;
- 9) petroleum;
- 10) weapon (service-regular, civil) and ammunition to it;

- 11) perfumery-cosmetics;
- 12) food industry;
- 13) radio industry;
- 14) farming industry;
- 15) communication facilities;
- 16) construction materials and structures;
- 17) woodworking goods;
- 18) fuel raw materials;
- 19) chemical;
- 20) electronic;
- 21) electrotechnical;
2. Verification of the conformity of the following services:
 - 1) hotels, motels, camping-sites;
 - 2) catering;
 - 3) hairdresser's;
 - 4) dry-cleaner's
 - 5) for the preparation for accreditation;
 - 6) maintenance and repair of the motor vehicles;
 - 7) trade;
 - 8) tourist's and excursions.
3. Verification of the conformity of the management systems:
 - 1) quality management system;
 - 2) foodstuffs quality system on the basis of the analysis of the critical check points;
 - 3) environmental protection management system;
 - 4) labor protection and occupational disease prevention management system.

Annex 2
to the Regulations of training and attestation
of the experts-auditors on standardization,
conformity verification and accreditation

**Form of the personal card of the expert-auditor's
(candidate for the expert-auditor)**

Place for photo

Personal card

_____ of the expert-auditor (candidate for the expert-auditor)

_____ name of the system in which the expert is certificated
on

_____ (field of certification)

Date of filling in _____

1. Personal information:

Surname _____ First name _____ Patronymic name _____

Year of birth _____ Education _____

Name of the educational institution completed _____

Year of graduation _____ Diploma-No. _____

Major according to Diploma _____

Qualification according to Diploma _____

Academic degree _____

Certificate _____
 _____ (of the expert-auditor)
 No. _____ issued on _____, ____ 200__
 Date of certification _____
 Place of employment _____
 Position _____ office phone number _____
 Home address _____ home phone number _____
 2. Professional activities:

Date		Organization, position	Principal duties
of beginning	of finishing		

3. Participation in the works on standardization, conformity verification and accreditation:

Name and address of the inspected enterprise (organization), description of performed works	Date of inspection (fulfillment)	Type of inspection (work)

4. Advanced training:

Date	Type of training	Major	Certificate No.

 Signature of the candidate for the expert-auditor

 Signature and name of the expert-auditor

Annex 3
 to the Regulations of training and attestation
 of the experts-auditors on standardization,
 conformity verification and accreditation

**Form
 of the report of probation period with the reference-comment**

**REPORT NO. ____
 of the probation period of candidate for the expert-auditor**

on _____
 _____ (field of certification)

 (name, first name, patronymic name of the candidate-probationer)

 (text of the report)

Probationer _____
 _____ (signature) _____ (initials, surname)

Reference-comment of the Manager of the probation:

Field of evaluation	Mark (satisfactory, unsatisfactory)
Attainments:	
Fundamentals of the legislation of the Republic of Kazakhstan	
Basic normative instruments in the field of technical regulating	
Methods and procedures of conducting works and inspections, characteristics of the inspected objects, methods and techniques of their evaluation, preparation of reports, essential documents and opinions by the results of work	
Practical skills	
Realization of personal features	
Total mark	

Manager of probation,

(expert-auditor, head of enterprise, expert,

surname, first name, patronymic name, certificate registration number,

line of activities, position, place of employment, years of experience

(signature, name)

Note:

The text of the report shall include:

- 1) date(s) of the probation period, name and address of the organization in which the probation was carried out (number of the organization accreditation certificate registered in the Register of the state system of technical regulating);
- 2) the probation was carried out according to the documents and materials on standardization, conformity verification and accreditation (name and address of the inspected organization);
- 3) pursuant to which documents establishing the rules and procedures the works were carried out;
- 4) completion of the certification procedure, numbers of the test reports and other documents on the basis of which the decision about the conformity (nonconformity) of the inspected object was made;
- 5) decision about the issuance of the certificate.