

 <small>የኢትዮጵያ ኢንሰክሪቴሽን አገልግሎት</small> <small>ETHIOPIAN ACCREDITATION SERVICE</small>	Requirements of Nominated Representative, Technical and Management Signatory	Copy No.
		Page 1 of 9
		Document No. Re07/02
		Revision No.1.3
		Effective Date 2023-02-07

Reviewed by: Zewdu Ayele	Approved by: Meseret Tessema
Position: Quality Manager	Position: Director General
Signature:	Signature:

Contents	Page
1. Purpose.....	2
2. Scope	2
3. References.....	2
4. Acronym.....	2
5. Responsibility	2
6. General.....	2
7. Nominated Representative (NR)	3
8. Signatories	4
8.1. Technical Signatory (TS).....	4
8.2. Contracted Technical Signatory (CTS).....	5
8.3 Management Signatory (MS)	6
9. Application and Approval Procedure.....	7

Requirements of Nominated Representative, Technical and Management Signatory

Copy No.

Page 2 of 9

Document No. Re07/02

Revision No.1.3

Effective Date 2023-02-07

1. Purpose

This document covers the competence criteria for Nominated Representatives, Management signatories and Technical Signatories of Accredited / Applicant CABs.

2. Scope

This document is applicable for all Conformity Assessment Bodies.

3. References

EAS Policy Manual PM 09.0

EAS Accreditation Process P07.0

Sampling for Assessment P07.03

4. Acronym

NR- Nominated Representatives,

MS- Management signatories

TS- Technical Signatories

CTS- Contracted in Technical Signatories

5. Responsibility

It is the responsibility of Accreditation Director / the respective Team Leaders to ensure the effective implementation of this requirement by CABs.

6. General

- a. The staff of EAS accredited/applicant Conformity Assessment Bodies (CABs) must be able to demonstrate their competence to EAS assessors for the fields for which the organization is accredited. Accredited CABs shall ensure that all signatories to certificates

Requirements of Nominated Representative, Technical and Management Signatory

Copy No.

Page 3 of 9

Document No. Re07/02

Revision No.1.3

Effective Date 2023-02-07

or reports are approved by EAS .

- b. The lack of suitable and competent staff shall result in the CABs failing to initially obtain or losing existing accreditation (either suspended until they find suitable and competent nominated representative and technical signatory otherwise withdrawn the accreditation granted).
- c. Have authority to notify EAS of any planned changes which may affect the CAB's compliance with any of the requirements, or which may potentially affect the CAB's capability or scope of accreditation or compliance; and notify EAS of any changes to key personnel.

For the application of approval of a person as Nominated Representative (NR) and/or Technical Signatory (TS) the CABs should be aware of the criteria for approval.

6.1. These criteria are based on the desire of EAS to:

- a) provide the NR with the necessary authority within the CABs to ensure that the granted scopes of accreditation maintained and whenever there is change shall communicate between EAS and CABs ;
- b) define desirable capabilities and competence, which the NR should have to actively promote EAS and its declared objectives;
- c) define requirements to aid an applicant or accredited CABs to select/ appoint a TS based on required competence.

7. Nominated Representative (NR)

- a. All EAS Accredited and Applicant CABs shall appoint a NR (in some cases referred to as the Management Representative or Contacted Person) who shall have the authority and responsibility to maintain all communication between the CAB and EAS .

b. The Nominated Representative shall:

- a) have the competency on the required scope of accreditation for which the CAB seeks accreditation.
- b) The competence of the NR shall comprise at least have an in-depth knowledge, skill and

experience for the understanding of all requirements relating to accreditation standard, guide, regulatory document as well as any EAS policies, procedures and requirements, which applies to the scope of accreditation

c) know what accreditation is and have a positive attitude to promote accreditation

d) irrespective of other duties and responsibilities, have a defined responsibility and authority to ensure that the management system / principles are implemented and followed at all times to support their current accreditation / compliance scope (in the case of accredited CABs, this includes ensuring results released are authorized by the EAS approved TS

e) have direct access to the highest level of management at which decisions are made on the organization's policy or resources)

8. Signatories

8.1. Technical Signatory (TS)

- i. A Technical Signatory (TS) is a person whose competency, as declared by the accredited or applicant CAB, is confirmed by EAS , and who verifies the reliability of CAB's certificates, reports and/or results and whose signature confers validity on the CAB's certificates, reports and/or results issued under its EAS accreditation scopes. Technical signatories include those individuals authorized by regulations to sign certificates/reports (i.e. Inspectors, Competent Persons, Verification Officers etc.) in addition to these, they shall be confirmed as competent by EAS to sign results/ report/certificate issued on the accreditation scope.

ii. The Technical Signatory shall:

a) have taken training on the specific national or international standard requirements for accreditation.

b) have competency on the required scope of accreditation for which the CAB seeks

accreditation.

c) accountable for the trueness of contents (i.e. results and/or measurements) of the Certificate/ Report which he/she signs;;

d) have sufficient knowledge and skill on the method/s and certified sub-scope.

e) be able to verify and interpret the data;

f) be confident when authorizing results or measurements, that all the necessary checks had been completed as required by the management system to ensure the quality of the results;

g) have knowledge of EAS 's requirements relevant to their scheme were they request accreditation, in addition to these they shall have a knowledge on relevant regulatory requirements and AFRAC/ILAC/IAF mandatory requirements.

h) be conversant with the quality management system implemented within the organization.

l) have knowledge on the quality management system implemented within the organization.

iii. All technical signatories are preferably fulltime employees, but CABs can have contracted-in or par time Technical signatories (CTS) who fulfill the requirements specified in 7.1.2 above.

iv. In the case of regulated testing, inspection, certification and verification the CABs technical signatory shall comply all the regulatory requirements in addition to what has been specified in 7.1.2 above.

v. All Technical Signatories including Contracted in Technical signatories (CTS) should be evaluated by EAS at least once within the accreditation cycle.

8.2. Contracted Technical Signatory (CTS)

vi. EAS will automatically accept Contracted in Signatories if they are technical signatories in another CABs of the same scope of accreditation.

vii. The CAB shall inform EAS to verify the CTS competency as TS.

viii. In addition to the CTS complying with all requirements as defined in 7.1.2 above, the

accredited CABs intending to make use of a CTS shall:

Requirements of Nominated Representative, Technical and Management Signatory

Copy No.

Page 6 of 9

Document No. Re07/02

Revision No.1.3

Effective Date 2023-02-07

- a) inform EAS of its intent to use as a CTS;
 - b) have a formal agreement covering the arrangements, including confidentiality and conflict of interest between the accredited CABs and the contracted-in person;
 - c) take full responsibility for authorizations made by the CTS on its behalf;
 - d) ensure that the CTS meets all the requirements as defined in 7.1 above;
 - e) have records of the proof of competence of the CTS permanently available at the premises where the CTS operates;
 - f) ensure that the CTS has sufficient presence within the accredited organization to be able to demonstrate satisfactory control of his/her function;
 - g) Shall have a formal agreement covering the arrangements for the period that the CAB requires them, including confidentiality and conflict of interest between the accredited organization and the contracted person.
- ix. It is the responsibility of the accredited CAB wishing to use CTS to have documented procedures covering the above mentioned requirements as well as maintaining records to demonstrate full implementation thereof.

8.3 Management Signatory (MS)

- x. In the case where CABs want to impart official company status using EAS Symbol on Certificate/Report, some CABs require that a senior representative from management also sign the Certificate/Report. EAS recognizes this requirement as a token of the status and significance of EAS Certificates/ Reports within a CAB. This signature alone, however, does not confer validity on a Certificate/Report or results generated under EAS accreditation. Management signatory shall have a deep knowledge of the EAS requirements on obligation of CABs (R04.3) and Reference to and use of ILAC/EAS accreditation symbol (R04.1 or R04.2)
- xi. Certification Bodies certify compliance to a specific standard. In the case of their processes require the involvement of a decision making committee, there is no need for a TS. Senior management responsible for running the certification

scheme are required to have knowledge of certification and this is sufficient to allow the Management Signatory's signature to confer validity on the certificate. The signatory to EAS endorsed certificate needs to be "approved" by EAS .

9. Application and Approval Procedure

- a. Applications for approval of MS, TS, CTS and NR (or contact person) must be made by completing the relevant sections of the EAS F07.01A-D application form, and submitting it to EAS . Applicant MS, NR, TS and CTS are also required to include a signed declaration of competence for the methods applied for.
- b. Where the personnel evaluation is required to take place during the initial or follow up assessment visit, the completed application must be forwarded to the EAS Office at least two weeks prior to the planned visit.
- c. Based on the information supplied for an application for TS or MS or NR or CTS, the relevant EAS Team would normally appoint an Assessor(s) to assess the competency of TS or MS or NR or CTS. This may be done by interview, witnessing, evaluation of relevant competency records generated by the applicant, or a combination of these.
- d. The Director General/deputy Director General/Quality Manager/Team leader shall decide based on the review outcome to the applicant signatories.

 <small>የኢትዮጵያ ኢንሰሪቴሽን አገልግሎት</small> <small>ETHIOPIAN ACCREDITATION SERVICE</small>	Requirements of Nominated Representative, Technical and Management Signatory	Copy No.
		Page 8 of 9
		Document No. Re07/02
		Revision No.1.3
		Effective Date 2023-02-07

Revision No.	Date approved	Revision History
1	23-03-2107	<p>Clause 6.2 was amended to exclude the Nominated Representative shall:</p> <p>Have at least BSC degree in science or Engineering or related fields, at least have two years work experience or diploma with above indicated fields having 8 years work experience in that organization (accredited or applicant CAB) or two (BSC)/ six (diploma) years experience in similar CABs and additional one (BSC)/two (diploma) years work experience in the accredited or applicant CAB, and take training on the relevant international or national standard required for accreditation.</p>
1.1	2018-10-17	<p>Note: If the newly hired personnel has been working in accredited as NR in previous CAB then six month work experience is sufficient.</p> <p>Clause 7.1.1 was amended to exclude The Technical Signatory shall: a) have at least diploma in relevant qualification with four years work experience in relevant fields or BSC degree relevant qualification with two years work experience in specific fields, and have taken training on the specific national or international standard requirements for accreditation</p> <p>Clause 8.4 was amended to include Director General/ deputy Director General /Quality Manager /Team leader in addition to Director General shall</p>

 የኢትዮጵያ ኢንሰክሪቴሽን አገልግሎት ETHIOPIAN ACCREDITATION SERVICE	Requirements of Nominated Representative, Technical and Management Signatory	Copy No.
		Page 9 of 9
		Document No. Re07/02
		Revision No.1.3
		Effective Date 2023-02-07

1.2.	2021-05-17	<p>decide based on the review outcome to the applicant signatories.</p> <p>This document was revised because of the new ISO/IEC 17011:2017</p> <p>Separated Purpose and Scope</p> <p>Remove requests of CV for management signatory, Nominative representative and Contracted or permanent Technical signatory.</p>
1.3	2022-05-09	<p>The document is revised due to the name ENAO change to EAS and new logo developed.</p>
1.4	2023-02-07	<ul style="list-style-type: none"> • Correction done on page 1 that, this document was prepared by Meseret Tessema replaced by Zewdu Ayele (new quality manager). • Former director general was resigned and replaced by Mrs. Meseret Tessema.