	<b>Procedure for assessment of an EMAS verifier</b>		Dok.id.:D00973
	Godkjent av: Tove Kristin Dokka	Versjon: 1.03	Gyldig fra: 26.06.2023

## Content

1	Introduction .....	1
2	Application .....	2
3	Accreditation scope .....	2
4	Accreditation assessment .....	2
4.A	Office assessment .....	3
4.B	Witnessed assessment .....	3
4.C	Accreditation decision .....	3
5	Supervision of environmental verifiers accredited by NA.....	4
6	Supervision of environmental verifiers accredited in other member states .....	4
7	Suspension and withdrawal of accreditation.....	5
8	Communication with national authorities .....	6
9	Annex 1 Checklist for office assessment (in Norwegian) .....	7
10	Annex 2 Content of the written supervision report (informative).....	9

## 1 Introduction

1.1 The procedure shall ensure that the process for accreditation and supervision of environmental verifier shall be carried out correctly in according to the requirements of Regulation (EC) No 1221/2009 of the European Parliament and of the Council (amended by Commission Regulation (EU) 2017/1505 of 28 August 2017, Commission Regulation (EU) 2018/2026 of 19 December 2018), hereinafter **EMAS Regulation**.


1.2 The procedure applies to certification bodies and environmental verifiers. All NA personnel that perform surveillance activities of accredited certification bodies and environmental verifiers are obligated to follow the procedure. This procedure is an addition to:

- Accreditation process (D00765)
- A19-sert Surveillance of accredited certification bodies, inspection bodies and environmental verifiers (D00625)
- Vilkår for å være akkreditert (D00072)
- Conditions for the use of Norwegian Accreditation logo in accreditation marks and for referring to accreditation and good laboratory practice (GLP) (D00780)
- Classification of branches to define the scope of accreditation (D00071)

1.3 Norwegian accreditation (**hereinafter NA**) provides accreditation of environmental verifiers only to legal entities established in Norway in line with the Regulation (EC) No 765/2008. NA does not provide accreditation of verification or validation in third countries.

1.4 Additionally, NA applies the following legal acts, standards, guidelines, and explanatory documents while accrediting an environmental verifier (EMAS, EA, IAF, FALB).

- a) Applicable parts of NS-EN ISO/IEC 17021-1

	<b>Procedure for assessment of an EMAS verifier</b>		Dok.id.:D00973
	Godkjent av: Tove Kristin Dokka	Versjon: 1.03	Gyldig fra: 26.06.2023

- b) Applicable IAF Mandatory Documents
- c) EA-7/04 Legal Compliance as a part of accredited ISO 14001:2015 Certification
- d) EC relevant guidance documents (EMAS Users Guide, Sectorial Reference Documents, FALB)

## 2 Application

2.1 The applicant submits to NA the application forms:

[Søknads- og akkrediteringsomfang ISO/IEC 17021-1](#)

[Samsvarsmatrise for ISO/IEC 17021-1:2015](#)

[Søknad om akkreditering og GLP](#)

and a copy of its documented procedures, including competence criteria, quality control mechanisms and confidentiality provisions.

2.2 In addition, the applicant shall make available an organisation chart detailing structures and responsibilities within the organisation and a statement of legal status, ownership, and funding sources.

## 3 Accreditation scope

3.1 Scope of accreditation of an environmental verifier is defined by the 3-digit codes according to the classification of economic activities as established by the Regulation (EC) No 1893/2006 of the European Parliament and the Council (NACE rev 2 codes).

3.2 The accreditation scope of an environmental verifier is limited by the competence of an environmental verifier. When determining the scope of an environmental verifier, NA takes into account the permanent personnel and auditors who are in contractual relationship with the applicant verifier.

3.3 In line with requirements of EMAS Regulation and related guidance of the FALB, NA allocates an accreditation number of the following format to each of its accredited verification bodies NO-V-0XXX, where 0XXX is a unique number.

3.4 The scope of accreditation of an environmental verifier is geographically restricted to the EU Member States.


## 4 Accreditation assessment

4.1 Assessment process of environmental verifiers is similar with the assessment of environmental management system's (hereinafter **EMS**) certification bodies as described in D00765 and consists of application/contract review, document review, office assessment, file review, review of environmental statement and witnessed assessment.

4.2 The assessment of an applicant requesting accreditation as an environmental verifier can be combined with the assessment of an EMS certification body.

4.3 An applicant environmental verifier shall comply with all the requirements of EMAS Regulation, and the assessment of environmental verifier is focused on the implementation of the requirements set to environmental verifiers in EMAS Regulation chapter V.

4.4 NA assesses environmental verifier's competence according to EMAS Regulation Articles 20, 21 and 22 relevant to the scope of accreditation.

	<b>Procedure for assessment of an EMAS verifier</b>		Dok.id.:D00973
	Godkjent av: Tove Kristin Dokka	Versjon: 1.03	Gyldig fra: 26.06.2023

4.5 Additionally, in the course of assessment, NA applies the requirements and guidance stated in documents referred to in cl. 1.4.

#### 4.A Office assessment

4.A.1 Office assessment is conducted and recorded by the NA assessment team in line with D00765.

4.A.2 Checklist for office assessment as referred to in Annex 1 shall be used to support evidence of compliance with the requirements of EMAS Regulation.

#### 4.B Witnessed assessment

4.B.1 NA performs witnessed assessments in line with D00765, D00625 and D00071.

4.B.2 During a witnessed assessment, NA observes the performance of the environmental verifier at verification audit to get sufficient confidence in audit team competence and how the verifier covers the requirements of the EMAS Regulation.

4.B.3 NA witnesses at least one verification audit before making the decision on granting the accreditation to the applicant environmental verifier. The exact number of witnessed verification audits depends on the applied scope.

4.B.4 Before the witnessed verification audit the environmental verifier shall submit to NA the following documentation:

- a) The organization's procedures and check lists for revision.
- b) Agenda for the revision
- c) Revision reports from the two last revisions, including non-conformity reports
- d) Confirmation/approval of the assessor's/examinator's competence (not CV)
- e) The environmental statement

Essentially, NA shall not have documentation from the company (customer's customer) subject to the observation. When needed, the technical assessor may request additional documentation in advance, this must be agreed with the project coordinator (PK)

4.B.5 After completion of the witnessed verification audit the environmental verifier shall submit the following documentation to NA


- a) the copy of an environmental verifier's report for the organisation on the outcome of the verification
- b) the final version of organisation's environmental statement subject to validation

4.B.6 NA reviews the submitted documents to verify whether the reporting presents an appropriate reflection of the witnessed verification audit.

4.B.7 Results of the witnessed assessment and review of the environmental verifier's report incorporates into NA witnessing report.

4.B.8 After witnessing the environmental verification audit and reviewing all submitted documents, NA makes a conclusion whether the verification team followed the rules of EMAS Regulation and whether the environmental verifier obtained enough evidence for making a decision whether the audited organization meets the requirements or not.

#### 4.C Accreditation decision

	<b>Procedure for assessment of an EMAS verifier</b>		Dok.id.:D00973
	Godkjent av: Tove Kristin Dokka	Versjon: 1.03	Gyldig fra: 26.06.2023

4.C.1 NA D00765 applies.

4.C.2 In the case of refusal of granting accreditation the environmental verifier will be given a possibility of a hearing and NA informs the environmental verifier of the reasons for the decision.

4.C.3 The environmental verifier has a right to appeal against the NA's decisions according to the NA's appeal procedure that is publicly accessible at NAs website.

4.C.4 Decision on granting, restriction or extension of the accreditation scope will also be notified to the EMAS Helpdesk and to the Norwegian Competent Body.

## 5 Supervision of environmental verifiers accredited by NA

5.1 Supervision may consist of office assessment, document review, file review, review of environmental verifier's report, review of environmental statement and witnessing. NA decides the combination of assessment methods to be applied to be proportionate to the activity undertaken by the environmental verifier.

5.2 Risk based approach is considering the accreditation scope, volume of the activity undertaken by the environmental verifier and the results of previous surveillance/extension assessments. The regular interval for surveillance assessment shall not exceed 24 mnd (Art 23 cl.4).

5.3 According to the EMAS Regulation Article 23, at least 4 weeks in advance of each verification, the environmental verifier shall notify NA about its accreditation details and the time and place of the verification.

5.4 If NA, after the witness was performed, is of the opinion that the quality of work of an accredited environmental verifier does not meet the requirements of EMAS Regulation, NA will send a written supervision report to the environmental verifier and to the Norwegian Competent Body. The elements of such report are given in Annex 2.

In case of any further dispute, the supervision report shall be transmitted to the Forum of Accreditation and Licencing Bodies referred to in EMAS Regulation Article 30.

## 6 Supervision of environmental verifiers accredited in other member states


6.1 According to the EMAS Regulation Article 23.1, NA shall supervise verification and validation activities carried out in Norway by environmental verifiers accredited in Member States other than Norway.

6.2 According to the EMAS Regulation Article 24.1 the environmental verifier accredited or licenced in another Member State shall, at least 4 weeks before performing each verification and validation activities in Norway, provide NA with the information listed in the Commission Decision (EU) No 2016/1621.

6.3 NA may request clarification of the verifier's knowledge of the necessary applicable legal requirements relating to the environment.

6.4 NA will not require any other conditions which would prejudice the right of the environmental verifier to provide services in Norway.

6.5 NA will not use the procedure referred to in cl. 6.2 to delay the arrival of the environmental verifier. NA communicates a reasoned justification to the environmental verifier if NA is not able to fulfil its tasks referred in cl. 6.2 before the time for verification and validation as notified by the environmental verifier.

	<b>Procedure for assessment of an EMAS verifier</b>		Dok.id.:D00973
	Godkjent av: Tove Kristin Dokka	Versjon: 1.03	Gyldig fra: 26.06.2023

6.6 Supervision may consist of a document review, file review, review of environmental statement and witnessing. NA decides the combination of assessment methods to be applied in order to be proportionate to the activity undertaken by the environmental verifier.

6.7 According to the EMAS Regulation Article 23.6 organisations must allow NA to supervise the environmental verifier during the verification and validation process.

6.8 NA may decide not to witness operations of an environmental verifier accredited in another Member State based on the following:

- a) it has already been witnessing assessment of the same environmental verifier in the same organisation and there are no changes in the verification team and no appeals or complaints have been received
- b) verifier has already been witnessed by NA in the same industrial sector (EA codes)
- c) if the notification of verification is on time, but it is unsuitable for NA it may request adaptation of the scheduling. If it is not possible to adapt of the scheduling, other method of supervision will be exercised.

6.9. If NA decides not to perform witnessed assessment of performance of the environmental verifier accredited in another Member State, other supervision methods can be applied. In order to conduct document review, file review or review of environmental statement, the following documentation can be asked to be submitted to the NA by environmental verifier:

- a) the copy of an environmental verifier's report for the organisation on the outcome of the verification
- b) the final version of organisation's environmental statement subject to validation

6.10 If NA is of the opinion that the quality of the work of an environmental verifier does not meet the requirements of EMAS Regulation, a written supervision report will be transmitted to the environmental verifier concerned, the Accreditation or Licencing Body which granted the accreditation or license and to the Norwegian Competent Body (see Annex 2).

In case of any further dispute, the supervision report shall be transmitted to the Forum of Accreditation and Licencing Bodies referred to in EMAS Regulation Article 30.


6.11 Making the decision regarding accreditation is up to Accreditation or Licensing Body that granted the accreditation to the environmental verifier.

6.12 The costs of the supervision shall be borne by the verification body. NA provides a quotation to the environmental verifier that will be based on the information received and NA price list: [Forskrift om gebyrer for Norsk akkrediterings tjenester](#). The final cost to be invoiced will be based on the actual time spent on the supervision. NA will not use its supervision fees in a discriminatory manner for notifications received by non-NA accredited environmental verifiers.

## 7 Suspension and withdrawal of accreditation

7.1 NA suspends or withdraws accreditation in line with [Akkrediteringsprosessen](#) (English version D00765) Chapter 9.

7.2 Normally scopes in which an accredited environmental verifier does not have any activity undertaken during last 2 accreditation periodes are withdrawn. However, environmental verifier accredited for EMAS may be able to continue to demonstrate competence in other technical areas (NACE codes) through an accreditation for EMS certification.

	<b>Procedure for assessment of an EMAS verifier</b>		Dok.id.:D00973
	Godkjent av: Tove Kristin Dokka	Versjon: 1.03	Gyldig fra: 26.06.2023

7.3 While NA considers suspension or withdrawal of accreditation, consultations of concerned parties are required, including environmental verifier, in order to provide with the necessary evidence for taking its decisions. Concerned parties may include the Norwegian Competent Body or a party involved in a complaint which had led to the proposed decision for suspension or withdrawal. This will be decided on a case-by-case basis.

7.4 NA informs the environmental verifier of the reasons of the measures to be taken prior the decision.

7.5 The withdrawal decision will be notified to the EMAS Helpdesk and to the Norwegian Competent Body.


7.6 Environmental verifier has a right to appeal against the suspension or withdrawal decision according to NA's appeal procedure.

## 8 Communication with national authorities

8.1. A formal agreement is establish between NA, Norwegian Environment agency and the Brønnøysund Register Centre . Requirement for communication is described in the agreement.

8.2 NA sends an annual report to the Norwegian Environment agency and the Brønnøysund Register Centre.

8.3 The Norwegian Environment Agency is represented in NA's Forum for regulative authorities.

	<b>Procedure for assessment of an EMAS verifier</b>		Dok.id.:D00973
	Godkjent av: Tove Kristin Dokka	Versjon: 1.03	Gyldig fra: 26.06.2023

## 9 Annex 1 Checklist for office assessment (in Norwegian)

### Forordning 1221/2009 - sjekkliste for evaluering av EMAS-sertifiseringsorganer.

Verifikatørnummer / søker:

Akkrediteringsnummer:

Evalueringsdato:

Assessor:

#### Generelle krav til verifikatør


Art 20 p.1  
 Art 20 p.4  
 Art 20 p.5  
 Art 20 p.6  
 Art 20 p.7  
 Art 23 p.3  
 Art 23 p.6  
 Art 25 p.10

#### Kompetansekrav

Art 20 p.2  
 a)  
 b)  
 c)  
 d)  
 e)  
 f)  
 g)  
 h)  
 i)  
 j)  
 Art 20 p.3

#### Krav til verifiseringsprosessen

Art 18 p.1.  
 Art 18 p. 2.  
 Art 18 p. 3.  
 Art 18 p. 4.  
 Art 18 p. 5.  
 Art 18 p. 6.  
 Art 18 p. 7.  
 Art 19 p. 1.  
 Art 19 p. 2.  
 Art 7 p.1.  
 Art 23 p.2  
 Art 24 p.1  
 Art 25 p.1  
 Art 25 p.2  
 Art 25 p.4  
 Art 25 p.5  
 Art 25 p.6  
 Art 25 p.7  
 Art 25 p.8  
 Art 25 p.9

	Procedure for assessment of an EMAS verifier		Dok.id.:D00973
	Godkjent av: Tove Kristin Dokka	Versjon: 1.03	Gyldig fra: 26.06.2023

Annex VII

Art 26 p.1


Art 26 p.2

Art 26 p.3

Art 27 p.2

Art 51 p.2



	<b>Procedure for assessment of an EMAS verifier</b>		Dok.id.:D00973
	Godkjent av: Tove Kristin Dokka	Versjon: 1.03	Gyldig fra: 26.06.2023

## 10 Annex 2 Content of the written supervision report (informative)

Elements of the written supervision report to the Norwegian Competent Body and Accreditation or Licensing Body which granted the accreditation or license:

- Environmental verifier's name and address
- Details about accreditation or license of environmental verifier – Member State, accreditation/licensing body, No of accreditation certificate/license
- Organisation under verification – name, address, description of activity, NACE rev 2 code
- Details about notification by environmental verifier (see cl. 6.2)
- Documents submitted to NA (see cl. 6.2)
- Dates of supervision
- Applied supervision methods and activities (see cl. 6.6 and 6.8)
- Results of supervision, according to the applied methods
- Conclusion

### Changes in this version

Lagt inn at perioden mellom to bedømmingsaktiviteter ikke kan overstige 24 måneder.

Lagt inn info om avtalen mellom NA, MDir og BR.

Forlenget gyldighet til 26.06.2025

### References

- [Forskrift om gebyrer for Norsk akkrediterings tjenester](#)
- [.1 Søknad om akkreditering og GLP](#)
- [.8 Søknads- og akkrediteringsomfang ISO/IEC 17021-1](#)
- [.18 Samsvarsmatrise for ISO/IEC 17021-1:2015](#)
- [Akkrediteringsprosessen](#)