



**PROCEDURE FOR THE MANAGEMENT
OF THE DOCUMENTS OF THE BELAC MANAGEMENT
SYSTEM**

The only valid versions of the documents of the BELAC management system are those available from the internet website.

English translation for information only.
French and Dutch versions remain the authoritative documents.

Date of implementation: 10.02.2021

HISTORY OF THE DOCUMENT

Revision and date of approval	Motivation of the revision	Scope of the revision
0 CC 21.11.2003	This document replaces documents BKO/OBE A023, BELTEST P09 and BELCERT BCT P01/P02	Full text but without significant modification of the content
1 Secr. 31.01.2004	Update of format and lay-out	Full text
2 CC 18.05.2006	Implementation of R.D. BELAC: - limited formal adjustments, no adjustments with respect to content - adjustment of the provisions and responsibilities for drafting, approval, check and revision of documents	- chapters 1 to 4: - chapter 5:
3 CC 19.12.2006	Revision of the provisions dealing with the distribution of documents in the original language only.	Point 4.3
4 CC 12.05.2011	Documents included in series 1 Revision of the status of the paper copies of the documents	Point 3.2.2 Point 6.3
5 CC 03.05.2016	Update of the rules for approval of documents	Point 5.2 and 5.4
6 CC 20.04.2017	Update of the provisions for approval of documents when regulatory requirements have to be included in a document of the series 2-405-xxx	Point 5.2
7 CC 10.02.2021	Editorial update: Addition of "reference material producers and proficiency testing providers" to series 2-1xx	Point 3.2.3

PROCEDURE FOR THE MANAGEMENT OF THE DOCUMENTS OF BELAC

1. AIM OF THE DOCUMENT AND REFERENCES TO STANDARDS

This document aims to define the provisions for the management of the documents that are part of the BELAC management system.

The term management covers the following aspects:

- identification and presentation;
- drafting, approval, checking and revision;
- distribution;
- archiving.

This document refers to and complies with the relevant sections of the standard EN ISO/IEC 17011.

All arrangements hereafter are applicable for all documents issued after the date of effectiveness of the present document.

2. RECIPIENTS

With follow-up of modifications:

- The members of the Coordination Commission
- The members of the Accreditation Board
- The BELAC Secretariat
- The assessors

Without follow-up of modifications:

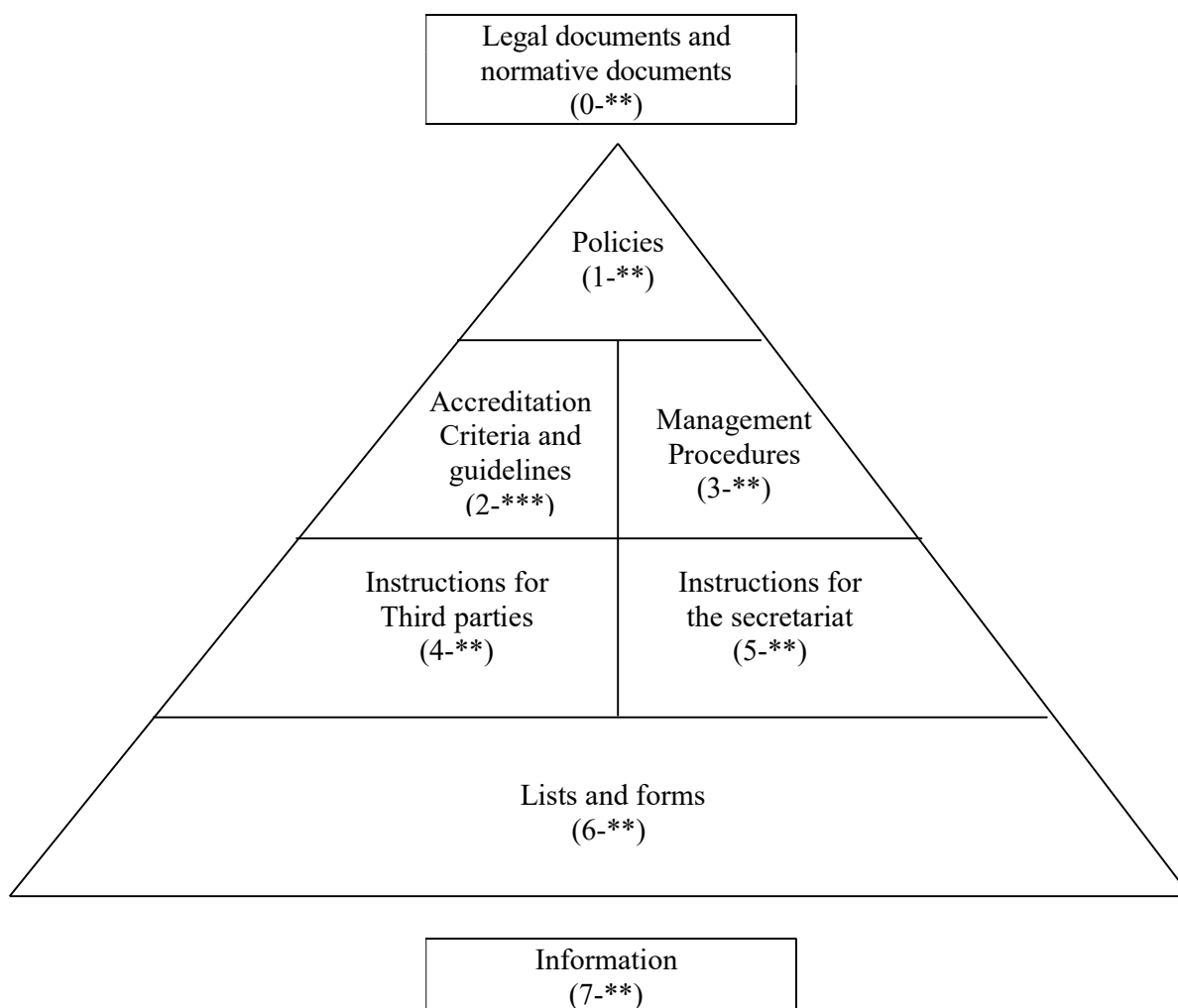
- Every petitioner

3. GENERAL REMARKS AND ORGANISATION OF THE DOCUMENTATION

3.1. Documentation of the management system

The documentation of the management system incorporates the general policies and the provisions implemented to guarantee the quality of its services.

3.2. Organisation of the documentation



The numbering ** is from 01 up to 99.

The numbering 2-*** is organised as follows:

- 001 up to 099: Common
- 101 up to 199: Laboratories, reference material producers and proficiency testing providers
- 201 up to 299: Inspection
- 301 up to 399: Certification

- 401 up to 499: Applications for specific sectors

The numbering 6-*** is organised as follows:

- 001 up to 099 : Lists related to the working of BELAC
- 101 up to 199 : Check lists related to the evaluation of the compliance with the accreditation requirements
- 201 up to 299 : Forms used in the accreditation system
- 301 up to 399 : Forms used by the secretariat
- 401 up to 499 : Models of assessment reports

The documentation is organised into 6 levels.

3.2.1. Legal base and normative documents for accreditation, series 0-**

This level presents the legal documents that are the basis of the accreditation:

- the laws, royal decrees and ministerial decrees that form the legal basis of the functioning;
- national and international regulations and decisions or other legal texts in relation with the activities of accreditation, when not easily retrievable from other documentation sources.

Due to the nature of these documents, they have a mandatory character and may not be modified by BELAC.

3.2.2. Policies, series 1-**

This series includes the documents describing the general policies of BELAC. The quality manual is the main document of this series; it

- can be completed by documents describing specific policies;
- makes reference to documents detailing the requirements and the procedures for accreditation, as well as other provisions aiming to guarantee the quality of the services.

These documents have a mandatory character.

3.2.3. Guidelines and specific accreditation criteria, series 2-***

This series is composed of documents detailing:

- the guidelines for the implementation of the general requirements for accreditation;
- sectorial or specific requirements.

Most documents are specific for an accreditation field, and they are structured as follows:

- 001 up to 099: Common
- 101 up to 199: Laboratories, reference materials producers and proficiency testing organisers
- 201 up to 299: Inspection
- 301 up to 399: Certification
- 401 up to 499: Applications for specific sectors

These documents have a mandatory character.

3.2.4. Accreditation procedures, series 3-**

This series comprises procedural documents directly applicable to the management of BELAC and for the execution of the accreditation procedures.

These documents have a mandatory character.

3.2.5 Instructions, series 4-** and 5-**

The procedures can be complemented by instructions whose mandatory or guidance character is clearly defined in function of the subject in the document itself.

These instructions include:

- Instructions for accredited bodies, assessors and experts, series 4-**. These documents describe the arrangements for assessments (drafting of the reports, check list,...), information related to the way to take various general criteria into account , ...
- Instructions that describe the activities of the secretariat, series 5-**. These instructions cover the management of:
 - the meetings of the organs and committees;
 - the individual files of the assessors;
 - the individual files of the accredited or applicant bodies.

3.2.6. Lists and forms, series 6-**

Only the lists of names, databases and standard forms resulting from the implementation of the procedures are handled according to this procedure.

Series 6-001 to 6-099 includes lists directly related to BELAC, e.g.:

- the list of accredited bodies;
- the lists of members of the organs and committees;
- the list of assessors and experts;
- the list of documents in force.

Series 6-101 to 6-199 includes check lists related to evaluation of compliance with the requirements of a specific application, e.g.:

- check list for the evaluation of compliance with the requirements of the standard NBN EN ISO/IEC 17025.

Series 6-201 to 6-209 includes forms related to accreditation procedure, e.g.:

- application form;
- form for refund of expenses.

Series 6-301 to 6-309 includes lists used by the secretariat for the management of the files.

The series 6-401 to 6-499 are models of assessment reports for each type of accreditation application.

3.2.7 Information, series 7-**

This level comprises two series of documents:

- documents for information or promotion purposes, issued by BELAC;
- guidance documents, issued by other organisations, and intended as information either for the accreditation system itself or for the accredited bodies.

4. IDENTIFICATION, PRESENTATION AND TERMINOLOGY/LANGUAGE

4.1. Identification

4.1.1. Identification code

e.g.: BELAC 1-23 Rev 4–yyyy

All documents belonging to the management system have an identification code that mentions the following documents:

- the series to which the documents belongs (e.g. 1), and its number within this series (e.g. 23);
- the revision status of the document (e.g. 4), with index “0” for the initial document;
- the year of approval of the relevant version of the document (e.g.: yyyy).

The revision index and the year of approval are replaced by the date of adjustment for documents that are subject to frequent changes (e.g.: lists).

e.g.: BELAC 1-23 Rev yyyy.mm.dd

The identification codes specific for each series of documents, as described in 3.2, are as follows:

- | | | |
|---|--------------------|--|
| - | BELAC 0-xx | Legal and normative documents |
| - | BELAC 1-xx | Policies |
| - | BELAC 2-xxx | Guidelines and specific accreditation criteria |
| - | BELAC 3-xx | Procedures |
| - | BELAC 4-xx | Instructions for third parties |
| - | BELAC 5-xx | Instructions for the secretariat |
| - | BELAC 6-xxx | Lists and forms |
| - | BELAC 7-xx | Information |

During the period that a document is set up or reviewed, this (non-valid) version or draft, is identified as follows:

e.g.: BELAC 1-23 Rev 4 Draft 5-yyyy.mm.dd

4.1.2. Linguistic versions

The various linguistic versions of the same documents will bear the same identification code.

4.2. Presentation

As much as possible and in any case for documents of series 1, 2 and 3, documents are presented in a uniform matter. The essential characteristics are listed below:

4.2.1. Coversheet (example : see the coversheet of this procedure)

The coversheet includes:

- the symbol of BELAC;
- the title of the document and its identification code;
- the date of effectiveness: this one is defined according to the content of the document, so that the users concerned have a reasonable time to integrate the new rules in their daily practice.

4.2.2. Page numbering

Each page number will repeat the identification code of the whole document.

4.2.3. Structure of the document

Each document comprises the following parts:

- a history of the document (see 4.2.4);
- an introduction defining the aim and scope of application and referring to the legal texts, standards and procedural documents concerned. Unless otherwise specified, the reference is to the most recent version of the document quoted;
- the groups of recipients concerned;
- the body of the document.

A table of contents will be drawn up if the text of the document exceeds ten pages.

4.2.4. Follow up of the modifications

The parts of a document, modified with respect to their previous version, are identified in the history of the document with an argumentation of the reasons for modification and an identification of the affected parts.

In the course of the development of a new revision, during the “draft phase”, the modifications are explicitly indicated:

- by putting the deleted text in blue and striking it out in blue;
- by putting the new text in red and underlining it in red.

4.3. Terminology and languages

All procedures are available in Dutch and French. Some documents are translated to English, e.g. when the documents are requested as part of a MLA requirements or for accreditation abroad.

In case BELAC provides the translation of a document into a non-national language, the original version remains the authoritative version and this is mentioned on the document. Only documents presented in the national languages are legally binding.

BELAC may decide, subject to the approval of the Coordination Commission, to distribute documents in the original language only, in particular in case of

- documents with an informative character issued by other organisations;
- international documents with a mandatory character , provided they are identified as BELAC documents with a mandatory status and the text is presented in the original language, in full and without any modification.

5. PROVISIONS FOR DRAFTING, APPROVAL, CHECKING AND REVISION

5.1. Drafting

The composition of a new document or the revision of an existing document will be carried out by the secretariat, if necessary in cooperation with the Accreditation Board, a sectorial committee or an authorised body. The quality manager

- will make sure that the proposition that will be presented to the BELAC organ that is responsible for the approval, complies with the requirements of chapter 4 of this document;
- is responsible for keeping the quality documentation up to date.

5.2. Approval (new and revised documents)

5.2.1. Documents of the series 1, 2 and 3

The documents of the series 1, 2 and 3 have to be formally approved by the Coordination Commission according to the provisions of its Rules of Order (BELAC 3-08).

A formal approval of the Coordination Commission is however not required in case of integration of mandatory EA, ILAC, IAF or FALB documents in the BELAC documentations, without any modification or interpretation of these documents.

This provision is also applicable when regulatory requirements have to be included in a document of the series BELAC 2-405.

Adjustments can be made by the BELAC secretariat without formal approval by the Commission if the changes are limited to updates or small formal changes without significant amendment of the content.

The Commission is informed of the modifications made.

5.2.2. Documents of the series 4,5,6 and 7

The documents of the series 4, 5, 6 and 7 are approved by the BELAC secretariat .

5.3. Checking

The quality manager makes sure that for the definitive version of a document, among other things, the following is ensured:

- taking into account the modifications requested during the examination prior to the approval;
- the consistency of the presentation and terminology used throughout the quality documentation;
- the consistency between the various linguistic versions.

6. DISTRIBUTION

6.1. Responsibility for distribution

The secretariat is the only body authorised to distribute the authentic versions of the documents belonging to the BELAC management system.

6.2. Recipients

Each document will state precisely the groups of recipients concerned.

6.3. Ways of distribution

The distribution is realised by making the documents available on the website in a systematic way.

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The versions in electronic format as available from the website are the only valid ones.

The members of the organs and committees, the BELAC secretariat staff, the applicants or already accredited bodies as well as the assessors are informed about the modifications of the documents that directly concern them.

A list of the applicable documents (BELAC 6-001) is regularly updated and is available on the website or on paper if requested.

7. ARCHIVING

For each document, the quality manager is responsible for keeping archive of the original valid version and one copy of the superseded versions.

The archive of the documents will be kept for a minimum period of 12 years.
