



PROCEDURE FOR THE CONTROL OF BELAC RECORDS

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: 15.05.2018

HISTORY OF THE DOCUMENT

Revision and date of approval	Motivation of the revision	Scope of the revision
0 CC - e-mail consultation 17.01.2011 - meeting 27.01.2011	This document includes, without changes, the information that was previously presented in the BELAC quality manual BELAC 1-01 Rev 4 – 2008 Information on the recourse to electronic archiving has been added.	
1 Secretariat 25.06.2014	Amendments of editorial nature , in order to take the evolution of the practice into account.	Full document
2 CC 19.04.2018	Punctual amendments and modification of the retention times for archives	Full document

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1. AIM OF THE DOCUMENT AND REFERENCES TO STANDARDS

This document aims to define the provisions for the management of the records related to the accreditation procedure in order to provide evidence that the accreditation requirements have been complied with. The document concerns in particular the following types of records:

- individual files of bodies applying for accreditation;
- files of assessors, experts en BELAC staff;
- documents relating to the meetings of the BELAC organs;
- monitoring activities as part of the management system

The concerned documents are further defined in the documentation of the management system.

Where applicable, the concepts of identification, approval, distribution, confidentiality and archiving are dealt with.

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

The control of records associated with the BELAC management system documents is described in BELAC 3-01.

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 PROVISIONS

Paper records as well as electronic records may be considered.

In the present document, the term “document” covers all means of registration, paper copies or electronic files.

All critical records with respect to the control of the functioning of BELAC are available in paper version and these are considered as the authentic document.

BELAC has several IT tools at its disposal in order to generate data and facilitate their control and their distribution.

These IT tools include in particular:

- an internal network for the archiving of documents;
- a database for the daily handling of the accreditation files;
- a database for the management of the information on assessors and experts.

The principles for distribution and archiving described in this document are valid for both types of documents (paper copies or electronic files).

4. INDIVIDUAL ACCREDITATION CASES

4.1. Identification

Upon receipt of a completed application form for accreditation, an individual file is opened under the applicant’s name and a unique identification number allocated. This number is referred to in any subsequent handling of the case.

The file is maintained in paper or electronic format by using the following tools:

- Electronic files for documents on the IT server (z-drive)
- The mailbox “BELAC dossiers”
- Maps with documents available on paper

4.2. Content

The following documents are added to the file:

- all relevant correspondence (by post or by mail) between BELAC and the applicant, the members of the assessment teams, the public authorities concerned and any other interested parties;
- the evaluation reports;
- all other documents related to the management of the file and the preparation of the decision making.;
- copies of the accreditation certificates and accreditation schedules.

4.3. Confidentiality

All items relating to an accreditation case are handled confidentially.

The secretariat is responsible for the file that is only accessible to members

- of the secretariat, as part of the administrative follow-up to the case;
- of the Accreditation Board called upon to make a decision concerning the accreditation;
- of the Appeal Board called upon to rule in the case of a complaint or an appeal linked to this case;
- of an international assessment team as part of an evaluation with regard to multilateral agreements.

Any other dispatch or consultation of part or all of the file by a third party is subject to the written consent of the applicant or accredited organism and requires registration.

4.4. Archiving

The registered documents are retained for a period of minimum 30 years for as long as the organisation is the holder of an accreditation and for a period of minimum 15 years after a withdrawal. However, for the accreditation cycles prior to the current cycle and to that which immediately precedes it, archiving may be limited to the

- evaluation reports;
- accreditation decisions;
- copies of certificates and technical appendices.

5. FILES OF ASSESSORS AND EXPERTS

5.1. Content

For each assessor or expert, the secretariat keeps updated a file that contains at least:

- a standardised CV form and an appraisal form that establishes whether the person complies with the personal requirements for becoming an assessor in the different accreditation fields and technical sectors;
- information on the training and information sessions the assessor has taken part in;
- the qualification status;
- the reports of monitoring of the level of performance of the assessor and the related actions if any.

5.2. Confidentiality

Information concerning assessors and experts is subject to confidentiality; with the exception of the assessor's or expert's professional activities, this information may not be made available to third parties without the written consent of the person concerned.

Information is placed under the responsibility of the secretariat and is only accessible to members

- of the secretariat, as part of the administrative follow-up to the file;
- of the Accreditation Board;
- of the Appeal Board called upon to rule in the case of a complaint or an appeal involving the assessor;
- of an international assessment team as part of an evaluation with regard to multilateral agreements.

5.3. Archiving

Information relating to assessors is retained for as long as the assessor or expert is employed and for a period of minimum 15 years after their removal from the list of assessors.

6. DOCUMENTS RELATING TO MEETINGS OF THE BELAC ORGANS

6.1. Elements

Are meant those documents related to meetings of the Accreditation Board, the Coordination Commission, the Appeal Board, sector committees and working groups.

The documents are identified by a code, indicating the organ concerned, and a sequential number.

6.2. Practical means

The document type, the responsibility for content, together with the ways of distribution and respect for confidentiality are defined in the Rules of Order of each organ and/or in the specific management procedures.

6.3. Archiving

The secretariat is responsible for archiving a copy of the agendas and minutes of meetings for a minimum period of 15 years.

7. DOCUMENTS RELATING TO THE MANAGEMENT OF THE MANAGEMENT SYTEM

7.1. Elements

Are meant those documents relating to

- the management of complains and appeals, as well as of disputes and observations;
- the organisation, implementation and monitoring of internal audits and management reviews.

7.2. Distribution

May access the documents relating to the evaluation of the management system :

- the secretariat responsible for the daily management;
- the Accreditation Board , especially with respect to the management of complaints and disputes;
- the Coordination Commission, especially with respect to the evaluation of internal audits and the management review;
- an international evaluation team as part of a peer review for the multilateral agreements.

7.3. Archiving

The secretariat is responsible for archiving of all information for a minimum period of 15 years.
