

**ACCREDITATION OF ENVIRONMENTAL (EMAS) VERIFIERS.  
SPECIFIC REQUIREMENTS**



**FOREWORD**

**PREPARED** by the National Accreditation Bureau

**APPROVED** by Director's of National Accreditation Bureau 21 October 2019 Order No. V-22

**Implementing provisions:**

The deadline for the implementation of AD 5.15:2019 and the accompanying AD document is 1 January 2020.

Applications are accepted until 1 January 2020

AD 5.15:2019 and AD 5.1:2019

or

In the order set forth in AD 5.15: 2015.

From 1 January 2020 applications will only be accepted in accordance with the procedures set out in AD 5.15:2019 and AD 5.1: 2019

**Changes to the previous edition**

The third edition of the accreditation document AD 5.15: 2019 supersedes the second edition of AD 5.15: 2010.

Substantial changes have been made to the document. Text changes not identified.

Information on the latest changes to AD documents can be found on the website of the National Accreditation Bureau (<http://www.nab.lrv.lt>).

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## 1. SCOPE OF APPLICATION

This Accreditation Document sets out the requirements for the assessment and accreditation of EU eco-management and audit Scheme's (EMAS) verifiers (hereinafter referred to as "EMAS Verifiers") and is applied in conjunction with the relevant accreditation documents AD 5.1 and AD 5.9, where applicable.

This accreditation document is intended for EMAS Verifiers seeking accreditation and accredited EMAS verifiers, as well as other interested parties.

## 2. NORMATIVE REFERENCES

The provisions of Section 2 of AD 5.1 and Section 2 of AD 5.9 and this section, as well as the normative references apply.

The following documents are required for the application of this accreditation document. For dated references only the edition cited applies, for undated references the latest edition of the referenced document, including any amendments, applies.

**2.1.** Regulation (EC) No 1221/2009 of the European Parliament and of the Council of 25 November 2009 on the voluntary participation by organisations in a Community eco-management and audit scheme (EMAS), repealing Regulation (EC) No 761/2001 and Commission Decisions 2001/681/EC and 2006/193/EC" and all supporting Commission Decisions, Recommendations and Guidance Documents and Lithuanian national law.

**2.2.** COMMISSION DECISION (EU) 2016/1621 of 7 September 2016 adopting a guidance document on notification to accreditation and licensing bodies by environmental verifiers active in a Member State other than that where the accreditation or licence was granted under Regulation (EC) No 1221/2009 of the European Parliament and of the Council.

**2.3.** COMMISSION REGULATION (EU) 2017/1505 of 28 August 2017 amending Annexes I, II and III to Regulation (EC) No 1221/2009 of the European Parliament and of the Council on the voluntary participation by organisations in a Community eco-management and audit scheme (EMAS).

**2.4.** COMMISSION DECISION (EU) 2017/2285 of 6 December 2017 Amending the user's guide setting out the steps needed to participate in EMAS, under Regulation (EC) No 1221/2009 of the European Parliament and of the Council on the voluntary participation by organisations in a Community eco-management and audit scheme (EMAS).

**2.5** COMMISSION REGULATION (EU) 2018/2026 of 19 December 2018 amending Annex IV to Regulation (EC) No 1221/2009 of the European Parliament and of the Council on the voluntary participation by organisations in a Community eco-management and audit scheme (EMAS).

**2.6.** Regulation (EC) No 765/2008 of the European Parliament and of the Council of 9 July 2008 setting out the requirements for accreditation and market surveillance relating to the marketing of products and repealing Regulation (EEC) No 339/93.

**2.7.** Regulation (EC) No 1893/2006 of the European Parliament and of the Council of 20 December 2006 establishing the statistical classification of economic activities NACE Revision 2 and amending Council Regulation (EEC) No 3037/90 as well as certain EC Regulations on specific statistical domains.

**2.8.** LST EN ISO/IEC 17011 Conformity assessment - General requirements for accreditation bodies accrediting conformity assessment bodies.

**2.9.** LST EN ISO/IEC 17021-1:2015 Conformity assessment - Requirements for bodies providing audit and certification of management systems. Part 1. (ISO/IEC 17021-1:2015).

**2.10.** LST EN ISO/IEC 17021-2:2016 Conformity assessment - Requirements for bodies providing audit and certification of management systems - Part 2: Competence requirements for auditing and certification of environmental management systems.

**2.11.** LST EN ISO 19011:2018 Guidelines for auditing management systems (ISO 19011).

**2.12.** Sectoral Reference Documents SRD documents  
[http://ec.europa.eu/environment/emas/index\\_en.htm](http://ec.europa.eu/environment/emas/index_en.htm)

**2.13.** AD 5.9 Accreditation of bodies providing management systems certification. Specific requirements

### **3. ABBREVIATIONS, TERMS AND DEFINITIONS**

The terms and definitions given in AD 5.1 section 3 (where applicable) and in the documents referred to in AD 5.15 section 2 (where applicable) shall apply.

**3.1.** EMAS Verifier – Environmental Verifier - (a) a conformity assessment body as defined in Regulation (EC) No 765/2008 or any association or group of such bodies, which has obtained accreditation in accordance with this Regulation EC No1221/2009 (2.1).

**3.2.** FALB – Forum of Accreditation and Licensing Bodies (2.1).

### **4. GENERAL PROVISIONS**

Section 4 of AD 5.1 and the following provisions shall apply:

**4.1.** EMAS Verifiers shall be accredited and supervised by the Bureau as provided for in Chapter VI of Regulation (EC) No 1221/2009.

**4.2.** Bureau informs the Competent body of the structure and procedures relating to the functioning of the Bureau and updates that information, where appropriate.

**4.3.** Assessment criteria are laid down in the Regulation (EC) No 1221/2009 and all supporting Commission Decisions, Recommendations and Guidance Documents and Lithuanian national legal acts, Regulation (EC) No 1893/2006, and the requirements of this document.

The scope of the accreditation shall be defined by reference to the NACE codes and should be made to the Group level (XX.X) or at a more detailed level of the NACE codes. When all the Groups of a Division need to be included in the scope, the Division (XX) could be used instead of the list of Groups.

**4.4.** The Bureau will not require other conditions which would prejudice the right of the EMAS Verifier to provide services in a Member State other than the one where accreditation was granted.

**4.5.** EMAS Verifiers duty is ensure that EMAS organisations not refuse the right of accreditation bodies to supervise the environmental verifier through witnessed assessments during the verification process as foreseen by Regulation (EC) Nr. 1221/2009, Article 23 paragraph 6.

### **5. INITIAL ACCREDITATION OF EMAS VERIFIER**

The provisions of Section 5 of AD 5.1 and the following provisions shall apply:  
The information regarding accredited EMAS Verifier is submitted to the Competent Authority and European Commission.

#### **5.1. Submission of Application**

Section 5.1 of AD 5.1 and the following provisions shall apply:

**5.1.1.** The EMAS Verifier seeking accreditation shall provide the Bureau with the documented information set out in Table 1 of this document, see section "Initial accreditation".

**5.1.2.** When EMAS Verifier intends to perform verification and validation in third countries, the verifier in its application asks to act in those third countries. The EMAS Verifier submits application and evidences that the EMAS Verifier has knowledge and understanding of the legislative, regulatory and administrative requirements relating to the environment and official language of the third country (Regulation (EC) No 1221/2009 Article 22).

## **5.2. Application analysis and registration**

The provisions of Section 5.2 of AD 5.1 apply.

## **5.3. Appointment of an Assessment Team**

The provisions of section 5.3 of AD 5.1 apply.

## **5.4. Assessment of EMAS Verifiers**

Section 5.4 of AD 5.1 and the following provisions apply:

**5.4.1.** The date, plan and witnessing and their location shall be agreed with the EMAS Verifier.

**5.4.2.** Witnessing of the EMAS Verifier's practical operation is planned depending on the desired scope of accreditation according to the clusters specified in Table 3 of AD 5.9.

**5.4.3.** Additional information on performance witnessing is provided in Annex LA.AD5.9 / 10 to document AD 5.9.

**5.4.4.** At least 5 working days prior the witnessing of the activities, the EMAS Verifier shall submit to the Bureau the documented information set out in Table 1 of this document; see section "Witnessing".

**5.4.5.** After the witnessing audits, the EMAS Verifier shall present to the Bureau a report for the organisation submitted in accordance with Regulation (EC) No 1221/2009 Article 25 paragraph 6 and validated environmental statement in accordance with Annex IV and other additional information as needed, such as an assessment report of the client's corrective action.

**5.4.6.** After summarizing all available information related to witnessing, the Bureau submits a report to EMAS Verifier in case of non-conformities, a report of the non-conformities; and if there were any proposals - proposals for improvements are also provided.

**5.4.7.** Whenever EMAS Verifier is composed of several units located in different locations, the initial accreditation shall cover the head office and all units.

## **5.5. Analysis of assessment results and decision making on accreditation**

Section 5.5 of AD 5.1 and the following provisions shall apply.

**5.5.1.** The Bureau shall, if necessary, consult with the Sectorial Committee of Accreditation of Certification Bodies for its decision.

**5.5.2.** Where a decision is adopted not to grant accreditation, the reasons thereof shall be specified in the written assessment report. The EMAS verifier should have possibility to participate in discussion, under necessity in consultation of Certification Committee. This report is transmitted to the EMAS Verifier and the Lithuanian Competent Body. In the case of any further dispute, the assessment report shall be transmitted to the Forum of Accreditation and Licensing Bodies.

### 5.6. Formalization and issue of accreditation documents

Section 5.6 of AD 5.1 and the following provisions shall apply.

**5.6.1.** The accredited EMAS verifier shall be included in a list of accredited verifiers, which is published on the website of the Bureau ([www.nab.lrv.lt](http://www.nab.lrv.lt)). The information regarding accredited EMAS Verifier is submitted to the European Commission according EMAS Helpdesk rules: EMAS website section “Accreditation, Licensing bodies & Environmental Verifiers” supports direct link to the list of Bureau’s accredited EMAS verifiers. The information regarding accredited Verifier is available in European Commission website <http://ec.europa.eu/environment/emas>.

## 6. SURVEILLANCE ASSESSMENTS

Section 6 of AD 5.1 and the following provisions apply:

**6.1.** Whenever EMAS Verifier is composed of several divisions, the head office shall be assessed during each surveillance. Other structural divisions shall be evaluated at least once during the accreditation cycle.

**6.2.** The EMAS Verifier shall provide annual audit programme by 15 January each year.

**6.3.** The documented information set out in Table 1 of this document (see Section "Planned surveillance") shall be submitted to the Bureau at least one month before the surveillance assessment. Depending on the EMAS Verifier’s annual activity indicators and audit program, the Bureau can update scheduled assessments program and select and plan witnessing on operational activities.

NOTE. The Bureau may request additional information.

**6.4.** The date, plan, subdivision to be assessed and witnessing during the surveillance assessment, shall be coordinated with the EMAS Verifier.

**6.5.** Witnessing of practical activity shall be made in accordance with the annual audit program provided by the EMAS Verifier. At least 5 working days prior the witnessing of the activities, the EMAS Verifier shall submit to the Bureau the documented information set out in Table 1 of this document; see section "Witnessing".

**6.6.** Surveillance shall be carried out applying one or several methods referred to hereinafter: office assessment on-site, audit witnessing in organizations, questionnaires, review of environmental statements validated by EMAS Verifiers and review of verification report. Surveillance has to be proportionate with the activities of the EMAS Verifier.

**6.7.** At least four weeks in advance of each verification activity the EMAS Verifier shall notify the Bureau the time and place of the verification.

At least six weeks before verification in a third country the EMAS verifier shall submit information to the Bureau about the time and place of verification.

**6.8.** The Bureau shall adopt a decision on the approval of the accreditation, its suspension, withdrawal or reduction of the scope of accreditation on the grounds of the conclusions submitted by the assessment team and under the necessity considering observations from certification committee. If the Bureau decides that the activities of the EMAS Verifier are not in compliance with the requirements of Regulation (EC) No 1221/2009, the supervision report shall be presented to the EMAS Verifier and the Lithuanian Competent Body.

## 7. EXTENSION OF SCOPE OF ACCREDITATION

Section 7 of AD 5.1 and the following provisions apply:

**7.1.** Possible extensions to the scope of accreditation, when the following is desired to be included in the accreditation scope:

- a) a new code of technical area
- b) a new subdivision or location of business (i.e. located in another city or state).

**7.2.** An application for an extension of the scope of accreditation shall be limited to information related to the scope of extension.

**7.3.** An accredited EMAS Verifier wishing to extend the scope of accreditation in case, specified in 7.1 a), shall provide the Bureau with the documented information set out in Table 1 of this document; see section "Extension of accreditation scope" a)".

NOTE. The Bureau can request additional information.

**7.4.** In the case of the extension of the scope of accreditation, specified in 7.1 a), the assessment of the EMAS Verifier could be limited to review of documented information and the results of the witnessing, or can cover all stages of the assessment as provided for in section 7 of AD 5.1. The Bureau decides on the volume of the assessment on a case-by-case basis.

**7.5.** An accredited EMAS Verifier wishing to extend the scope of accreditation in case, specified in 7.1 b) shall provide the Bureau with the documented information set out in Table 1 of this document; see section "Extension of accreditation scope" b)". When EMAS Verifier intends to perform verification and validation in third countries, the verifier in its an application ask to act in those third countries. The EMAS Verifier submits application and evidences that the EMAS Verifier has knowledge and understanding of the legislative, regulatory and administrative requirements relating to the environment and official language of the third country (Regulation (EC) No 1221/2009 Article 22).

NOTE. The Bureau can request additional information.

## **8. REASSESSMENT**

Section 8 of AD 5.1 and the following provisions apply:

**8.1.** An accredited EMAS Verifier seeking to be reaccredited shall provide the Bureau with the documented information set out in Table 1 of this document; see section "Reassessment".

**8.2.** Information in reaccreditation or the extension of a scope is updated on LA's website, which automatically is available on European Commission website <http://ec.europa.eu/environment/emas>.

## **9. SUPERVISION OF VERIFIERS ACTIVE IN EUROPEAN UNION MEMBER STATE OTHER THAN THAT WHERE THE ACCREDITATION OR LICENCE WAS GRANTED**

### **9.1. General Provisions**

Section 5 of AD 5.1 and the following provisions apply:

**9.1.1.** The Bureau shall supervise EMAS Verifiers who were granted accreditation in another European Union Member State and perform EMAS assessment in the Republic of Lithuania as provided in Article 24 of Regulation (EC) No 1221/2009 and take into consideration Commission Decision (EU) 2016/1621.

**9.1.2.** The EMAS Verifiers have to follow the procedure for notification defined in Article 24(1) of Regulation No 1221/2009 before taking up each new verification or validation activities in a Member State other than where the accreditation was granted.

**9.1.3.** The Bureau will not charge discriminatory fees for notification.

**9.1.4.** The Bureau will not use the notification procedure to delay the arrival of the EMAS verifier. Any difficulty to supervise the EMAS Verifier on the date communicated shall be adequately justified.



**9.1.5.** A contract for supervision is prepared following valid fee which is available in [www.nab.lrv.lt](http://www.nab.lrv.lt).

9.1.6. Supervision of EMAS Verifiers shall consist of the following main stages:

- 1) submission of information and documents;
- 2) consideration of information;
- 3) appointment of an assessment team;
- 4) analysis of documents;
- 5) office audit;
- 6) witnessing of the EMAS Verifiers' activities on-site;
- 7) review of the validated environmental statement;
- 8) review of the report on verification submitted by the EMAS verifier to the organization;
- 9) analysis of the assessment results and adoption of a decision.

### **9.2. Submission of Information**

Section 5.1 of AD 5.1 and the following provisions apply:

**9.2.1.** EMAS Verifier, prior to starting conducting verifications in the Republic of Lithuania, shall not later than four weeks in advance, submit to the Bureau information indicated in Commission decision (EU) 2016/1621 Annex chapter 2 and in the Table 1 see section "Documented information provided by foreign EMAS Verifiers working in Lithuania". The verifier shall submit information referred to in this section prior to each new verification activity.

### **9.3. Consideration of Information**

Section 5.2 of AD 5.1 and the following provisions apply:

**9.3.1.** The Bureau, having received information about EMAS Verifier and documents referred to in clause 9.2.1, shall analyse them and decide on the possibilities of the Bureau to assess the requested scope.

**9.3.2.** The Bureau may request clarification of the EMAS verifier's knowledge of the necessary legal requirements. Such requirement shall not prejudice the right of the EMAS Verifier to provide services. Where the Bureau is not able fulfil its task before the time for verification, it shall communicate a reasoned justification to the EMAS Verifier.

### **9.4. Appointment of an Assessment Team**

Section 5.3 of AD 5.1 provisions apply.

### **9.5. Supervision of EMAS Verifiers**

Section 5.4 of AD 5.1 and the following provisions apply.

**9.5.1.** The activities of EMAS Verifier can be assessed by applying one or several methods referred to hereinafter: office assessment, witnessing in organizations, questionnaires, review of environmental statement validated by the EMAS verifiers and review of the verification report submitted by EMAS Verifier to the organization.

**9.5.2.** When the Bureau notifies that witnessing is planned, the EMAS Verifier shall provide the information listed in Table 1, "Documented information for Witnessing".

### **9.6. Analysis of the Assessment Results**

Section 5.5 of AD 5.1 and the following provisions apply.

**9.6.1.** After the assessment, EMAS Verifier shall submit to the Bureau the organisation's verification report, a copy of the validated environmental statement and EMAS Verifier's declaration on verification and validation activities, if signed.

**9.6.2.** The Bureau shall, within 2 weeks, analyse the documents about the results of the verification provided by the assessment team and shall establish the compliance of EMAS Verifier to the requirements of Regulation (EC) No 1221/2009.

**9.6.3.** The results of the performed verification shall be presented in a form of a report.

**9.6.4.** If the Bureau, decides that the activities of EMAS verifier do not satisfy the requirements of Regulation (EC) 1221/2009, the EMAS Verifier has to have the possibility of a hearing and under necessity after considering observations from Certification committee. The supervision report shall be submitted to EMAS Verifier and the Lithuanian Competent Body and, if applicable, to the Accreditation or Licensing Body that granted the accreditation or licence.

## **10. REFUSAL OF APPLICATION FOR ACCREDITATION, TERMINATION OF THE ASSESSMENT PROCESS AND WITHDRAWAL OF THE APPLICATION REGISTRATION, SUSPENSION OF ACCREDITATION, LIFTING OF SUSPENSION, WITHDRAWING ACCREDITATION, REDUCTION THE SCOPE OF ACCREDITATION**

Section 10 of AD 5.1, where applicable, and the following provisions apply.

**10.1.** The scope of accreditation of an accredited EMAS Verifier shall be reduced or validity of the accreditation certificate shall be suspended or withdrawn:

- 1) at the request of the EMAS Verifier;
- 2) On the Bureau's initiative – if the activities of the verifier were not performed adequately enough to ensure compliance with the requirements of the Regulation (EC) No 1221/2009 and when the EMAS Verifier fails to meet accreditation requirements in case of nonconformities of accreditation requirements are identified during supervision and the verifier fails to timely (not longer than three months) perform corrective actions;

A written supervision report is transmitted to the verifier and the Lithuanian Competent Body. In the case of any further dispute, the supervision report shall be transmitted to the Forum of Accreditation and Licensing Bodies (FALB).

**10.2.** The Bureau informs the EMAS Verifier of the reasons for the measures taken and, if applicable, of the process of discussion with the competent authority.

**10.3.** Decision on the reduction or extension of accredited scope, suspension or withdrawal of validity of the accreditation certificate shall be notified to Competent Body. Information is updated on LA's website which automatically is available on European Commission website <http://ec.europa.eu/environment/emas>.

**10.4.** Validity of the accreditation certificate can be renewed after the Bureau assesses corrective actions performed by EMAS Verifier and assurance of the EMAS Verifier's compliance with the Regulation (EC) No 1221/2009 is obtained.

## **11. PAYMENT OF ASSESSMENT AND ACCREDITATION**

The provisions of section 11 of AD 5.1 apply.

## **12. RESPONSIBILITIES AND RIGHTS OF THE CERTIFICATION BODY**

Section 12 of AD 5.1 and the following provisions shall apply:

**12.1** The EMAS Verifier shall inform its clients about the termination of accreditation.

## **13. OBLIGATIONS OF THE BUREAU**

The provisions of Section 13 of AD 5.1 apply.

**14. COMPLAINTS**

The provisions of Section 13 of AD 5.1 apply.

**15. APPEALS**

The provisions of Section 14 of AD 5.1 and the following apply.

**15.1.** If the decision adopted by the Commission of Appeals does not satisfy the applicant of the appeal, the Bureau shall explain to the applicant the procedure for applying to the Forum of Accreditation and Licensing Bodies (FALB).

**16. USE OF ACCREDITATION SYMBOLS**

The provisions of Section 14 of AD 5.1 apply.

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**Table 1. APPLICATION DOCUMENTS FOR DIFFERENT TYPES OF ASSESSMENT**

Deadlines for submission of documented information:

**Witnessing** – 4 weeks before the audit - information on the planned assessment;  
at least 5 days before activity information on witnessing;

**Scheduled surveillance:**

- 15 January each year current year's audit program;

- 1 month before surveillance - other specified documents.

**Extension of accreditation scope:** 3 months before surveillance, if assessment is desired with surveillance;

**Reassessment:** 6 months before the end of accreditation.

No	Name	Annex or document of EMAS Verifier	Initial accreditation	Scheduled surveillance	Expansion of accreditation scope		Reassessment
					a)	b)	
<b>1.1 Documented information for on-site assessment</b>							
1	Application	Annex LA.AD5.15/1	+		+	+	+
2	Requested scope of accreditation	Annex LA.AD5.15/2	+		+	+	+
3	Information about the EMAS Verifier, its financing and distribution of funds	Annex LA.AD5.15/3	+				+
4	A copy of the regulations if the EMAS Verifier is part of a legal entity	document	+				+
5	Documented information on the structure and management; (if the EMAS Verifier is part of a group of companies (holding), indicate its place in the structure scheme and its links in the group, if the EMAS Verifier is a branch/division of a legal entity, specify authorizations and interrelations with other divisions of the same legal entity) and its most important parties involved;	document	+				+
6	Information about the EMAS Verifier staff including information on their competence according 2 part of 20 article Regulation (EC) 1221/2009	document	+		+	+	+
7	Information on subcontractors	document	+		+	+	+
8	List of documents describing the management system	document	+	+		+	+
9	The documentation describing the management system of the CB (i.e. quality manual, procedures, process descriptions, instructions, etc.);	document	+			+	+
10	Information on verified EMAS organizations (where applicable)	document	+		+	+	+
11	Information on verified or validated environmental statements	document		+			
12	Cross-reference table between the standard (s) setting out the requirements for the EMAS verifier and the quality manual and related documents	Annex LA.AD5.15/5	+				+
13	Documented information from the latest management review analysis	document	+	+			+
14	Documented information from the latest internal audits	document	+	+			+
15	Current year audit program (company name, NACE code, date, location, audit team composition, audit type, etc.)	document	+	+			+
16	Documented information on the analysis of conflict of interest and threats to impartiality	document	+	+			+

No.	Name	Annex or document of EMAS Verifier	Initial accreditation	Scheduled surveillance	Expansion of accreditation scope		Reassessment
					a)	b)	
17	Information on the information and communication technology used by the EMAS Verifier as provided by IAF MD 4, where applicable	document	+	+	+	+	+
18	Information about changes that have occurred since the last assessment	Annex LA.AD5.15/6		+	+	+	+
19	Where the EMAS Verifier wishes to provide verification and validation in third countries, information and evidence that the EMAS Verifier is familiar with the legal and regulatory requirements of the third country and knows and understands its official language (Regulation (EC) No 1221/2009 Article 22)	document	+		+	+	+
<b>1.2 Documented information for witnessing</b>							
20	Audit plan	document			+		
21	Report of previous environmental audit (where applicable)	document			+		
22	EMAS environmental statement (where applicable)	document			+		
23	Justification for the determination of the audit duration	document			+		
24	Criteria of competence for auditors in the relevant technical field	document			+		
25	An assessment of the competence of the audit team involved in the audit to demonstrate compliance with the criteria established by the EMAS Verifier	document			+		
26	Client information or client documentation allowing to understand the EMAS Verifier client's management system (s), their degree of integration; information about the client's key processes and their interactions	documents			+		
27	Verified and validated environmental statement (after witnessing)	document			+		
28	Witnessed audit report (after witnessing)	document			+		
<b>1.3 Documented information provided by foreign EMAS Verifier working in Lithuania</b>			Before each validation verification activity in Lithuania				
29	Information on planned activities in Lithuania	Annex LA.AD5.15/7					
30	Accreditation documents	document					
31	Composition of the EMAS assessment team and documented information on their competence	document					
32	Time and place of verification and validation, including audits within the organization	document					
33	Information about the EMAS organization	Annex LA.AD5.15/4					

**Annex LA.AD5.15/1. APPLICATION**

(The application has to be prepared on the official letterhead of the institution)

To: National Accreditation Bureau  
Director

Date, Registration No.

**On submission of application for accreditation**

select the appropriate wording, enter your details; delete unnecessary information

accreditation (full name of the EMAS Verifier) of Regulation (EC) No 882/2004 of the European Parliament and of the Council 1221/2009 and the standard LST EN ISO / IEC 17021-1: 2015.

to extend the scope of accreditation (full name of EMAS Verifier) to Regulation (EC) No 882/2004 of the European Parliament and of the Council 1221/2009 and the standard LST EN ISO / IEC 17021-1: 2015.

re-accreditation (full name of EMAS Evaluator) of Regulation (EC) No 882/2004 of the European Parliament and of the Council 1221/2009 and the standard LST EN ISO / IEC 17021-1: 2015.

**ATTACHED:** enter the attached documents, enter the file names, follow the links in Table 1 of this document.

Head of institution (position, signature, full name)

Note: The format of the annexes to the EMAS Verifier application may differ from those specified in AD 5.15, but all specified information shall be provided.

**Annex LA.AD5.15/2. SCOPE REQUESTED FOR ACCREDITATION**

(Name of EMAS Verifier)

Scope requested for accreditation

No	Description of the activity (NACE)	NACE code according to Regulation (EC) No 1893/2006

Identification of States where the verifier works.

Head of the institution (position, signature, full name)

Date

**Annex LA.AD5.15/3. INFORMATION ABOUT THE EMAS VERIFIER, ITS FINANCING  
AND DISTRIBUTION OF FUNDS**

(Name and address of the EMAS Verifier Body)

1. Name, address, website, telephone, fax, e-mail of the EMAS Verifier Body.
2. Bodies (companies) - the name of the legal entity that includes the EMAS Verifier body.  
Main activity of the legal entity.  
Group of companies (holding) to which the legal entity belongs, indicate the position and links within the group.  
If the EMAS Verifier is a division of a legal entity, indicate the powers and interrelationships with other divisions of the same legal entity.
3. Indicate the top management of the EMAS Verifier: name, position, telephone, mob. phone, e-mail mail.
4. Name, position, telephone, e-mail of the head of the legal entity that includes the EMAS Verifier.
5. Name, position, telephone, mob. phone, e-mail of the Head of EMAS Verifier.
6. Name, telephone, mob. telephone, fax, e-mail of the management representative responsible for establishing, implementing, maintaining and informing senior management about the activities of the management system and all improvements.
7. Name and position of the employee who will sign the contracts related to the accreditation process on behalf of the legal entity.
8. Sources of financing and distribution of funds of the EMAS Verifier body, insurance of activities.

Data \_\_\_\_\_



**ANNEX LA.AD5.15/4. INFORMATION ABOUT THE ORGANISATION SUBJECT TO VERIFICATION**

(Name of EMAS Verifier)

**Information about the organisation subject to verification and validation**

Name, locations, number of personnel of the organization subject to verification	Address, telephone, e-mail, responsible persons	Scheduled date of verification	Economic activities of the organization (NACE code)

Head of the institution (position, signature, full name)

Date

**Annex LA.AD5.15/5. INFORMATION CROSS-REFERENCE TABLE BETWEEN THE  
STANDARD (S) SETTING OUT THE REQUIREMENTS FOR THE EMAS VERIFIER AND  
THE QUALITY MANUAL AND RELATED DOCUMENTS**

*(name and address of EMAS Verifier)*

Article, chapter and point of Regulation (EC) Nr.1221/2009 and Standard LST EN ISO/IEC 17021-1	Section of the Quality Manual (QM), Procedure / Process (PR) or other document		
	QM	PR	Other document

**Annex LA.AD5.15/6. INFORMATION ON CHANGES**

(name and address of EMAS Verifier)

Period from the last assessment (date) to (date)

<b>Name of structural unit</b>	<i>Main division</i>	<i>Subdivision</i>
<b>Changes</b>		
Changes in organizational structure		
Number of key management personnel changed		
Number of new employees / auditors		
Changes in subcontracting		
Number of complaints and appeals received		
Number of non - conformities identified during the internal audit		
Other changes (e.g. areas of activity, regulations, etc.)		

Data \_\_\_\_\_

**Annex LA.AD5.15/7. INFORMATION PROVIDED IN COMPLIANCE WITH THE  
REQUIREMENTS OF ARTICLE 24 OF REGULATION (EC) 1221/2009 OF VERIFIERS  
ACTIVE IN EUROPEAN UNION MEMBER STATE OTHER THAN THAT WHERE THE  
ACCREDITATION WAS GRANTED**

(The application has to be prepared on the letterhead of the institution)

To: National Accreditation Bureau  
Director

Date, Registration No.

We inform about organization (name) foreseen to verify in compliance with requirements of Regulation (EC) No 1221/2009.

We hereby undertake to fulfil all the accreditation requirements and obligations specified in the accreditation document AD 5.15 *Accreditation of Environmental Verifiers. General Requirements*, and provide all the information required for assessment.

**ATTACHED:** enter the attached documents, enter the file names, follow the links in Table 1 of this document.

Head of institution (position, signature, full name)

Note: The format of the annexes to the EMAS Verifier application may differ from those specified in AD 5.15, but all specified information shall be provided.