



**LOVAG**  
**Operational Document for**  
**ASSESSMENT OF CERTIFICATION BODIES**

This Guidance is based on the following standards:

Standard: **EN 45011:1998** (ISO/IEC Guide 65:1996)

It provides additional information to be used in the assessment of Certification Bodies to the requirements of EN 45011 and the requirements of the LOVAG Agreement and the LOVAG Rules

<b>LOVAG OD 00-05</b> <b>Edition 1.0</b>	<b>Approved by LOVAG Management Committee on 21 October 2010</b>  Signed: ..... <b>Michel Brenon, Chairman of LOVAG</b>
---	--

**LOVAG Operational Document OD 00-05  
for Assessments of Certification Bodies  
for compliance to EN 45011 and  
to LOVAG Agreement and to LOVAG Rules**

<b>Contents:</b>	<b>Page</b>
Preamble	3
LOVAG Assessment Report Forms	
1. General Information	4
2. Information about the scope for which the accreditation is applied for	5
3. Staff	6
4. Results	7

**Appendices:**

General comments to completion of questionnaire	1 page
Section A: Questionnaire EN 45011	35 pages
Section B: Questionnaire LOVAG Agreement and LOVAG Rules	2 pages
Section C: Questionnaire Supervised Testing	6 pages

## **Preamble**

This LOVAG Operational Document provides questionnaires that can be used to assess the acceptability of a Certification Body to sign the LOVAG Agreement and for ongoing assessments under the terms of the LOVAG Agreement and the LOVAG Rules.

It is to be used in conjunction with the LOVAG Agreement and the European Standard EN 45011 to record the results of the assessment in a common form.

The report shall include the completed questionnaire shown in the appended sections A, B and C as appropriate with the completed forms given on pages 4 to 7.



## LOVAG REPORT

### for the Assessment of Certification Bodies

### according to EN 45011 and LOVAG Agreement and LOVAG Rules

#### 1. General Information

<b>1.1 Reference documents:</b>
EN 45011 (date) LOVAG Agreement (issue and date) LOVAG Rules (issue and date) ... ...

<b>1.2 Date of assessment:</b>

<b>1.3 Name of the applicant organisation:</b>

<b>1.4 Address:</b>

<b>1.5 Name of the certification body which carries out the certification for the scope applied for:</b>

<b>1.6 Address of the Certification Body:</b>

<b>1.7 Assessment Team:</b>

<b>1.8 Participants from assessed organisation:</b>

<b>1.9 Legal status and/or position of the certification body within the organisation:</b>

<b>1.10 Organisational structure and main activities of the certification body:</b>

**2. Information about the scope for which the accreditation is applied for**

<b>2.1 Detailed description of the scope for which the accreditation is applied for:</b>

<b>2.2 Underlying technical specifications (e.g. standards):</b>

<b>2.3</b> Do any correspondence recognition arrangements exist?

<b>2.4</b> Testing methods and testing equipment which will be used:

### 3. Staff

<b>3.1</b> Name of the head of the certification body:

<b>3.2</b> Name of the deputy:

<b>3.3</b> Name of the quality manager:

<b>3.4</b> Number of the employees:

<b>3.5</b> Number of the specialist staff, which qualification?

<b>3.6</b>	<b>Name of the manager responsible for the certification:</b>

**4. Results**

<b>4.1</b>	<b>General result</b>

<b>4.2</b>	<b>Recommendations</b>

<b>4.3</b>	<b>Findings</b>

<b>Date:</b>	
--------------	--

<b>Signature</b>		<b>Signature</b>
Name:		Name.
Lead Assessor		Assessor

<b>List of Attachments.</b>	