PRIJAVA za akreditacijo certifikacijskega organa

za certificiranje proizvodov / PROCESOV / STORITEV

**Application for accreditation of certification body for products, processes and services**

**Izpolnjeno ter podpisano prijavo natisnite in pošljite v tiskani obliki po navadni pošti in v elektronski obliki (Word formatu) po elektronski pošti (prijavo za pridobitev akreditacije na** **info@slo-akreditacija.si****, prijavo za širitev pa vašemu koordinatorju).** **Če prijavljate širitev obsega akreditacije, lahko izpolnite le tiste rubrike, ki so specifične za prijavljeno širitev. */*** *Print the completed and signed application form and send it in paper by ordinary mail and in electronic format (Word document) by E-mail (initial application to info@slo-akreditacija.si; application for extension of scope to your coordinator). If you are applying for an extension of accreditation scope, you can only fill in those sections that are specific to the registered extension.*

**VRSTA PRIJAVE / Type of application**:

[ ]  pridobitev akreditacije / initial application

|  |  |
| --- | --- |
| Identifikacijska številka akreditacije / *Accreditation ID no.*: |  |

[ ]  spremembe pri že akreditiranem strokovnem področju / changes to already accredited technical field

[ ]  širitev obsega akreditacije / extension of accreditation scope:

[ ]  novi postopki v okviru že akreditiranega strokovnega področja / *new procedures within already accredited technical field*

[ ]  širitev na drugo strokovno področje/shemo / *extension to another technical field/scheme*

[ ]  vključitev drugih lokacij / *sites*

# SPLOŠNI PODATKI O PRIJAVITELJU / General data about the applicant

|  |  |
| --- | --- |
| **Naziv organizacije** / *Company* name |  |
| Naslov / Address |  |
| Matična številka / Registration No. |  |
| Davčna številka / VAT No. |  |
| Naslov za pošiljanje računa / Invoicing Address |  |
| Številka TRR / Account No. |  |
| Odprt pri banki / Opened at Bank |  |
| Telefon / Phone |  |
| Ime in priimek pravnega zastopnika / Name and surname of Legal Representative |  |
| Funkcija/položaj pravnega zastopnika / Function/position of Legal Representative |  |

|  |  |
| --- | --- |
| **Naziv certifikacijskega organa /** *Name of certification body* |  |
| Naslov / Address |  |
| Telefon / Phone |  |

|  |  |
| --- | --- |
| **Kontaktna oseba /** *Contact Person*(Ime in priimek / *Name and Surname*) |  |
| Položaj, funkcija / Position, function |  |
| Naslov / Address |  |
| Telefon / Phone |  |
| Elektronski naslov / E-mail Address |  |

# PRAVNA IDENTITETA, POLOŽAJ, ORGANIZACIJA / Legal identity, position, organization

## Certifikacijski organ je / *The* certification body is:

[ ]  samostojna pravna oseba / independent legal entity

[ ]  državni organ / *governmental authority*

[ ]  samostojni podjetnik / sole trader

[ ]  drugo (opišite) / other (describe)

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|  |

Certifikacijski organ dela za / *The* certification body works for:

[ ]  lastno organizacijo (notranjega naročnika) / own company (internal client)

[ ]  zunanjega naročnika / external client

## Opišite razloge za pridobitev akreditacije za prijavljeni obseg oziroma posamezne dele obsega. V primeru, da je akreditacija pogoj za pridobitev pooblastila/imenovanja/statusa priglašenega organa, ga navedite in opredelite, na katere dele prijavljenega obsega se to nanaša. / *Please describe the reasons for obtaining accreditation for the applied scope or individual parts of the scope. If accreditation is a condition for obtaining the authorization/appointment/notification, please specify it and identify to which parts of the applied scope this refers to.*

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## Opišite organizacijsko strukturo certifikacijskega organa in položaj dejavnosti certificiranja v organizaciji (priložite organizacijski diagram). / *Please* describe organizational structure of the certification body and the position of certification activities in the company (attach organizational chart).

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## Navedite pravne subjekte, s katerimi ima certifikacijski organ lastniške, finančne, upravljavske in druge povezave, oziroma subjekte, ki so pod organizacijskim nadzorom certifikacijskega organa ter njihove dejavnosti. / *Please indicate the legal entities with which the certification body has ownership, financial, governmental or other relationships, or entities that are under the organizational control of the certification body and their activities.*

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## Opišite, kakšna je povezava med dejavnostjo certificiranja in drugimi dejavnostmi certifikacijskega organa (priložite izpis dejavnosti iz sodnega registra). / *Please* describe activities of the certification body and *the relationship between certification and any other activities in which certification body is engaged* (attach extract of activities from judicial record).

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# SISTEM VODENJA KAKOVOSTI / Quality management system

## Kdaj je bil v certifikacijskem organu vpeljan sistem vodenja kakovosti po zahtevah standarda SIST EN ISO/IEC 17065? / When was the quality management system according to standard SIST EN ISO/IEC 17065 implemented in the certification body?

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## Je sistem vodenja v certifikacijskem organu vpeljan skladno s še drugimi standardi? / Is the certification body's management system implemented according to any other standards?

[ ]  ne / *no*

[ ]  da / *yes*

[ ]  v skladu z zahtevami standarda ISO 9001, za kar ima certifikacijski organ pridobljen certifikat akreditiranega certifikacijskega organa / *in accordance with the requirements of the standard ISO 9001, for which the certification body holds a certificate from an accredited certification body*

[ ]  v skladu z zahtevami standarda ISO 9001, za kar certifikacijski organ nima pridobljenega certifikata akreditiranega certifikacijskega organa / *in accordance with the requirements of the standard ISO 9001, for which the certification body doesn't hold a certificate from an accredited certification body*

[ ]  drugo / *other*

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|  |

# OSEBJE / Personnel

## Vodja certificiranja (izpolniti prilogo 1) / *Head of certification (fill in Annex 1)*

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|  |

## Namestnik vodje (izpolniti prilogo 1) / *Deputy of head (fill in Annex 1)*

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## Število ostalega osebja certifikacijskega organa, ki sodeluje pri certificiranju / Number of other personnel of the certification body, which participate in certification activities:

|  |  |
| --- | --- |
|  | Število osebja / Number of personnel |
| - zaposleni v certifikacijskem organu / *employed by certification body* |  |
| - pogodbeno zaposleni (presojevalci) / *contracted personnel (auditors)* |  |
| skupno / total |  |

## Ali je osebje (presojevalci) usposobljeno, da kompetentno pokriva vsa področja certificiranja, na katera se nanaša prijava za akreditacijo? (priložiti seznam presojevalcev z informacijo o področju, ki ga posameznik pokriva) / *Is the personnel (auditors) trained to competently cover all areas of certification referred to in the application for accreditation? (attach a list of auditors with information about the area which covers the individual)*

[ ]  DA / YES [ ]  NE / NO

# LOKACIJE / Sites

## Lokacije (v Sloveniji in/ali v tujini), kjer izvajate aktivnosti postopka certificiranja iz prijavljenega obsega akreditacije (npr. prejem prijave, pregled prijave, odločanje o presojevalcih …). Podajte informacije za lokacije ne glede na to, za kakšno pravno obliko gre (npr. pravna oseba, podpogodbeno razmerje z izvajalcem, predstavništvo, zastopnik). / Sites (in Slovenia and/or foreign) where certification activities are performed for applied accreditation scope (e.g. receipt of the application, review of application, decision-making on auditors …). Please state the sites regardless of their legal form (e.g. legal entity, sub-contractual relationship with operator, representation, agency).

|  |  |
| --- | --- |
| Naziv in naslov lokacije / Name and address of site | Aktivnosti postopka certificiranja, ki se jih tam izvaja /Activities of the certification process carried out there |
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## Ali se za katero od vaših strank/naročnikov izvaja certificiranje/presojanje iz prijavljenega obsega akreditacije v tujini (npr. na lokaciji stranke/naročnika oziroma na terenu)? / *Is certification/audit from the applied scope of accreditation carried out for any of your clients abroad (e.g. at the client's location or in the field)?*

[ ]  ne / *no*

[ ]  da / *yes*

|  |  |
| --- | --- |
| Država, v kateri izvajate certificiranje/presoje / Country in which you are certifying/auditing | Področja akreditirane dejavnosti\*, ki se jih tam izvaja /Fields of accredited activities\* carried out in this country |
|  |  |
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\* pri navedbi področij izhajajte iz opredelitev v dokumentu D05-11 oz. v vaši Prilogi k akreditacijski listini / *for specifying fields of accreditation activities see the definitions in the document D05-11 or in your Annex to Accreditation Certificate*

# IZVAJANJE DRUGEGA UGOTAVLJANJA SKLADNOSTI IN PODPOGODBENIKI / *Other conformity assessment activities and outsourcing*

## Ali izvaja certifikacijski organ kot del postopka certificiranja tudi drugo ugotavljanje skladnosti (npr. preskušanje, kalibriranje, kontrolo)? / *Does the certification body perform as a part of the certification process also other conformity assessment activities (e.g. testing, calibration, inspection)?*

[ ]  DA / YES [ ]  NE / NO

Če je odgovor da, prosimo, da naštejete te aktivnosti in navedete, za katere aktivnosti imate že pridobljeno akreditacijo v skladu z relevantnim standardom. / *If yes, please, list these activities and specify which activities are accredited according to the relevant standard.*

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## Ali certifikacijski organ oddaja del dejavnosti certificiranja (npr. izvajanje preskušanja ali kontrole) drugemu organu? */ Does the certification body subcontract to another organization to provide part of the certification activity on behalf of certification body (e.g. testing, inspection)?*

[ ]  DA / YES [ ]  NE / NO

Če je odgovor da, prosimo, da navedete, katere aktivnosti v postopku certificiranja izvajajo vaši podpogodbeniki, kateri so vaši podpogodbeniki in kako ugotavljate njihovo usposobljenost. / *If yes, please, list the activities that certification body subcontract, your subcontractors and describe how does certification body verify subcontractor’s competence.*

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# PRIJAVLJENI OBSEG AKREDITACIJE / *Scope applied for accreditation*

**Navodila / *Instructions***

Pri opredelitvi obsega upoštevajte določila dokumentov S14 – Obseg akreditacije in S14d2 – Obseg akreditacije pri certifikacijskih organih in preveriteljih. / *In specifying the scope, please observe the provisions of the documents S14 – Scope of accreditation and S14d2 – Scope of accreditation in certification bodies and verifiers.*

Navedite **naslov lokacije** (v Sloveniji ali v tujini), kjer se dejavnost izvaja. Če se aktivnosti certificiranja izvajajo na različnih lokacijah, tudi če so te del iste organizacije, podajte ločen seznam za vsako od lokacij. / *Please indicate the address of the site (in Slovenia or another country) at which the activity is performed. When the certification activities are performed at different sites, even if they are part of the same organization**,* *provide a separate list for each location.*

V spodnjih tabelah jasno in nedvoumno definirajte oziroma označite obseg želene akreditacije. Zgledujte se po obsegih že akreditiranih certifikacijskih organov, dostopnih na: / *In the tables below, clearly and unambiguously define or indicate the scope of the desired accreditation. Check the scopes of already accredited certification bodies available at:* <https://www.slo-akreditacija.si/?s=&post_type=lpacreditation>.

Če ni drugače določeno, je obseg akreditacije certifikacijskega organa za proizvode/procese/storitve definiran z opredelitvijo / *Unless otherwise specified, the accreditation scope of the certification body for products/processes/services is defined by*:

* certifikacijske sheme / *certification scheme*,
* proizvoda/procesa/storitve in / *product/process/service and*
* normativnim dokumentom (standard, tehnična specifikacija) / *normative document (standard, technical specification).*

Certifikacijska shema določa pravila, postopke in vodenje za izvajanje certifikacije proizvodov, procesov in storitev. Pri opredelitvi certifikacijske sheme upoštevajte seznam v dokumentu D05-11, *Klasifikacija področij dejavnosti akreditiranih organov*. Če vaše dejavnosti ne morete uvrstiti v nobeno od opredeljenih shem certificiranja, navedite vaš predlog novega področja (glej S14d2). / *A certification scheme sets out the rules, procedures and management for implementing products, processes and services certification. When defining a certification scheme, consider the list in document D05-11, Classification of accredited bodies' activities. If your activity cannot be classified in any of the identified certification schemes, please indicate your proposal for a new field (see S14d2).*

Za dele obsega, za katere veljajo **dodatne zahteve za usposobljenost**, le-te navedite v prvi vrstici tabele, v ostalih tabelah pa to vrstico izbrišite. V drugi vrstici tabele navedite shemo certificiranja in oznako vašega dokumenta sheme oz. njihovih relevantnih delov. / *For parts of the scope that are subject to additional requirements for competence, list them in the first row of the table, and delete this row in other tables. In the second row of the table, state the certification scheme and the designation of your scheme document or its relevant parts.*

Obseg želene akreditacije vpisujte tako, da bo za vsako shemo certificiranja oblikovana ena tabela. Dodajte toliko tabel, kot jih potrebujete. / *Please enter the applied accreditation scope so that each certification scheme occupies one table. Add as many tables as you need.*

V glavi vsake tabele opredelite, ali prijavljate obseg **fiksnega ali fleksibilnega tipa** (glej S14). Pri delih obsega s fleksibilnostjo dodajte tudi opis, na kaj se fleksibilnost nanaša (glej primere v S14d2). / *In the header of each table, specify whether you are applying for fixed or flexible type of scope (see S14). For parts of the flexible scope, add a description of limitations of flexible scope (see examples in S14d2).*

Za **področje certificiranja proizvodov** pri oznaki tabele navedite **skupino proizvodov** s seznama v D05-11. Za **področje certificiranja procesov** opredelite **skupino procesov** s seznama v D05-11 oziroma uporabite tabele z že opredeljenimi skupinami procesov. Za **področje certificiranja storitev** in **akreditacijo za namen priglasitve** uporabite že pripravljene tabele, v katerih v potrditvenih poljih označite vašo prijavo/širitev obsega akreditacije. / *For certification of products, indicate the group of products listed in D05-11 next to the table number. For certification of processes, define a process group from the list in D05-11 or use tables with already defined process groups. For certification of services and for accreditation for notification purposes, use the already prepared tables in which you mark your application/extension of the accreditation scope in the checkboxes.*

V **prvem stolpcu** tabel so navedeni proizvodi, skupine proizvodov oz. storitve. Podatke **v tabelo** vpisujte tako, da bo **vsak proizvod, skupina proizvodov oz. storitev vpisana v eno vrstico tabele.** Dodajte toliko vrstic, kot jih potrebujete. / *The products, group of products and services are stated in the first column of the tables. Please enter the data so that each product, group of products and service occupies one line of the table. Add as many lines as you need.*

V **drugem stolpcu** navedite oznako standarda ali normativnega dokumenta, pri akreditaciji za namen priglasitve pa sistem ocenjevanja in preverjanja nespremenljivosti lastnosti (AVCP). / *In the second column, indicate the designation of the standard or normative document, and in the case of accreditation for notification purposes, indicate the system of assessment and verification of constancy of performance (AVCP).*

V **tretjem stolpcu** podajte originalen naslov in podnaslov standarda ali normativnega dokumenta. Če gre za tehnično specifikacijo, navedite tudi izdajatelja. / *In the third column, provide the original title and subtitle of the standard or normative document. If the normative document is a technical specification, also indicate the issuer.*

Prosimo, da v poševni pisavi dodate tudi angleški prevod besedila. */ Please add also the English translations of text and use italics format.*

# Naslov lokacije, kjer se izvajajo aktivnosti / *Site address where activities are performed*

## **Certificiranje proizvodov / Certification of products**

Tabela / *Table* 1 – Skupina proizvodov / *Group of products*

| Dodatne zahteve za usposobljenost / *Additional requirements for competence*: **oznaka referenčnega dokumenta oz. njegovih delov / *identification of reference document/its parts*** |
| --- |
| Certificiranje v skladu s shemo / *Certification in accordance with scheme*: **Opis sistema certificiranja skladno s shemo, oznaka dokumenta sheme oz. njegovih delov / *Description of certification system in accordance with the scheme, identification of scheme document/its parts*** |
| Tip obsega: **fiksni / fleksibilni (opis)\*** / *Type of scope:* ***fixed / flexible (description)\**** |
| Št.*No.* | **Materiali** oz. **proizvodi****Materials** or **Products** | **Oznaka standarda** ali normativnega dokumenta (v celoti ali delno)**Reference** to standard or normative document (entirely or partly) | **Naslov standarda** ali normativnega dokumenta v celoti oz. delno (npr. poglavje, del, točka)**Title** of standard or normative document entirely or partly (e.g. part, chapter, article) |
|  |  |  |  |
|  |  |  |  |

\* opis omejitev fleksibilnega obsega / *description of limitations of flexible scope*

Certificiranje proizvodov po drugih shemah (navesti shemo) / *Certification of products according to other schemes (name the scheme)*:

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| --- | --- |
| [ ]  |  |

## **Certificiranje procesov / Certification of processes**

Tabela / *Table* 2 – Proces / *Process*

| Dodatne zahteve za usposobljenost / *Additional requirements for competence*: **oznaka referenčnega dokumenta oz. njegovih delov / *identification of reference document/its parts*** |
| --- |
| Certificiranje v skladu s shemo / *Certification in accordance with scheme*: **Opis sistema certificiranja skladno s shemo, oznaka dokumenta sheme oz. njegovih delov / *Description of certification system in accordance with the scheme, identification of scheme document/its parts*** |
| Tip obsega: **fiksni / fleksibilni (opis)\*** / *Type of scope:* ***fixed / flexible (description)\**** |
| Št.*No.* | **Proizvodi / skupine proizvodov****Products / Group of products** | **Oznaka standarda** ali normativnega dokumenta (v celoti ali delno)**Reference** to standard or normative document (entirely or partly) | **Naslov standarda** ali normativnega dokumenta v celoti oz. delno (npr. poglavje, del, točka)**Title** of standard or normative document entirely or partly (e.g. part, chapter, article) |
|  |  |  |  |
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\* opis omejitev fleksibilnega obsega */ description of limitations of flexible scope*

[ ]  Certificiranje ekološke pridelave in predelave kmetijskih proizvodov oziroma živil znotraj EU / *Certification of organic production and processing in EU*

Tabela / *Table* 3 – Kmetijski proizvodi in živila / *Agricultural products and foodstuffs*

| Dodatne zahteve za usposobljenost / *Additional requirements for competence*: **Uredba (EU) 2018/848 z dopolnitvami, Uredba (EU) 2017/625 z dopolnitvami, relevantna nacionalna zakonodaja / *Regulation (EU) 2018/848 with amendments, Regulation (EU) 2017/625 with amendments, relevant national legislation*** |
| --- |
| Certificiranje v skladu s shemo / *Certification in accordance with scheme*: **Opis sistema certificiranja skladno s shemo, oznaka dokumenta sheme oz. njegovih delov / *Description of certification system in accordance with the scheme, identification of scheme document/its parts*** |
| Tip obsega: **fiksni / fleksibilni (opis)\*** / *Type of scope:* ***fixed / flexible (description)\**** |
|  | **Proizvodi / skupine proizvodov****Products / Group of products** | **Oznaka standarda** ali normativnega dokumenta (v celoti ali delno)**Reference** to standard or normative document (entirely or partly) | **Naslov standarda** ali normativnega dokumenta v celoti oz. delno (npr. poglavje, del, točka)**Title** of standard or normative document entirely or partly (e.g. part, chapter, article) |
| [ ]  | A: nepredelane rastline in rastlinski proizvodi, vključno s semeni in drugim rastlinskim razmnoževalnim materialom / *unprocessed plants and plant products, including seeds and other**plant reproductive material* | Uredba (EU) 2018/848 Evropskega parlamenta in Sveta z dne 30. maja 2018 o ekološki pridelavi in označevanju ekoloških proizvodov in razveljavitvi Uredbe Sveta (ES) št. 834/2007 z dopolnitvami*Regulation (EU) 2018/848 of the European Parliament and of the Council of 30 May 2018 on organic production and labelling of organic products and repealing Council Regulation (EC) No 834/2007 with amendments* |
| [ ]  | B: živina in nepredelani proizvodi iz živinoreje / *livestock and unprocessed livestock products* |
| [ ]  | C: alge in nepredelani proizvodi iz akvakulture / *algae and unprocessed aquaculture products* |
| [ ]  | D: predelani kmetijski proizvodi, vključno s proizvodi iz akvakulture, namenjeni za hrano / *processed agricultural products, including aquaculture products, for**use as food* |
| [ ]  | E: krma / *feed* |
| [ ]  | F: vino / *wine* |
| [ ]  | G: drugi proizvodi, navedeni v Prilogi I k tej uredbi, ali proizvodi, ki niso zajeti v prejšnjih kategorijah / *other products listed in Annex I to this Regulation or not covered by the previous categories* *NAVESTI PROIZVODE, ko ne gre za vse iz priloge I / LIST THE PRODUCTS if not all from Annex I are applied* |  |
| [ ]  | Skupinsko certificiranje / *Group of operators* |  |

\* opis omejitev fleksibilnega obsega */ description of limitations of flexible scope*

[ ]  Certificiranje ekološke pridelave in predelave kmetijskih proizvodov oziroma živil v tretjih državah / *Certification of organic production and processing in third countries*

Tabela / *Table* 4 – Kmetijski proizvodi in živila / *Agricultural products and foodstuffs*

| Dodatne zahteve za usposobljenost / *Additional requirements for competence*: **Uredba (EU) 2018/848 z dopolnitvami, Delegirana uredba Komisije (EU) 2021/1698, relevantna nacionalna zakonodaja / *Regulation (EU) 2018/848 with amendments, Commission Delegated Regulation (EU) 2021/1698, relevant national legislation*** |
| --- |
| Certificiranje v skladu s shemo / *Certification in accordance with scheme*: **Opis sistema certificiranja skladno s shemo, oznaka dokumenta sheme oz. njegovih delov / *Description of certification system in accordance with the scheme, identification of scheme document/its parts*** |
| Tip obsega: **fiksni / fleksibilni (opis)\*** / *Type of scope:* ***fixed / flexible (description)\**** |
|  | **Proizvodi / skupine proizvodov****Products / Group of products** | **Oznaka standarda** ali normativnega dokumenta (v celoti ali delno)**Reference** to standard or normative document (entirely or partly) | **Naslov standarda** ali normativnega dokumenta v celoti oz. delno (npr. poglavje, del, točka)**Title** of standard or normative document entirely or partly (e.g. part, chapter, article) |
| [ ]  | A: nepredelane rastline in rastlinski proizvodi, vključno s semeni in drugim rastlinskim razmnoževalnim materialom / *unprocessed plants and plant products, including seeds and other**plant reproductive material* | Uredba (EU) 2018/848 Evropskega parlamenta in Sveta z dne 30. maja 2018 o ekološki pridelavi in označevanju ekoloških proizvodov in razveljavitvi Uredbe Sveta (ES) št. 834/2007 z dopolnitvami*Regulation (EU) 2018/848 of the European Parliament and of the Council of 30 May 2018 on organic production and labelling of organic products and repealing Council Regulation (EC) No 834/2007 with amendments* |
| [ ]  | B: živina in nepredelani proizvodi iz živinoreje / *livestock and unprocessed livestock products* |
| [ ]  | C: alge in nepredelani proizvodi iz akvakulture / *algae and unprocessed aquaculture products* |
| [ ]  | D: predelani kmetijski proizvodi, vključno s proizvodi iz akvakulture, namenjeni za hrano / *processed agricultural products, including aquaculture products, for**use as food* |  |
| [ ]  | E: krma / *feed* |
| [ ]  | F: vino / *wine* |
| [ ]  | G: drugi proizvodi, navedeni v Prilogi I k tej uredbi, ali proizvodi, ki niso zajeti v prejšnjih kategorijah / *other products listed in Annex I to this Regulation or not covered by the previous categories* *NAVESTI PROIZVODE, ko ne gre za vse iz priloge I / LIST THE PRODUCTS if not all from Annex I are applied* |
| [ ]  | Skupinsko certificiranje / *Group of operators* |  |

\* opis omejitev fleksibilnega obsega */ description of limitations of flexible scope*

Seznam tretjih držav, kjer se bo predvidoma izvajalo certificiranje ekološke pridelave in predelave. / *List of third countries where certification of organic production and processing is expected to take place.*

|  |
| --- |
|  |

[ ]  Certificiranje kmetijskih proizvodov in živil, aromatiziranih vinskih proizvodov, žganih pijač in vin / *Certification of protected agricultural products and foodstuffs,* *aromatised wine products, spirits and grapevines products*

Tabela / *Table* 5 – Kmetijski proizvodi in živila iz Uredbe (EU) 1151/2012 (Izvedbena Uredba (EU) 668/2014, Priloga XI) / *Agricultural products and foodstuffs covered by Regulation (EU) 1151/2012 (classification Delegated Regulation (EU) 668/2014)*

| Dodatne zahteve za usposobljenost / *Additional requirements for competence*: oznaka referenčnega dokumenta oz. njegovih delov / *identification of reference document/its parts* |
| --- |
| Certificiranje v skladu s shemo / *Certification in accordance with scheme*: **Opis sistema certificiranja skladno s shemo, oznaka dokumenta sheme oz. njegovih delov / *Description of certification system in accordance with the scheme, identification of scheme document/its parts*** |
| Tip obsega: **fiksni / fleksibilni (opis)\*** / *Type of scope:* ***fixed / flexible (description)\**** |
|  | **Kategorija proizvodov****Product category** | **Naslov specifikacije** ali normativnega dokumenta (v celoti ali delno)**Title of** specification or normative document (entirely or partly) | **Vrsta** zaščite **Type** of protection |
| [ ]  | Sveže meso in klavnični izdelki*Fresh meat and offal*Navesti ime proizvoda */ Name of product* |  | [ ]  ZOP/PDO[ ]  ZGO/PGI[ ]  ZTP/TSG |
| [ ]  | Mesni proizvodi (kuhani, soljeni, dimljeni itn.)*Meat products (cooked, salted, smoked, etc.)*Navesti ime proizvoda */ Name of product* |  | [ ]  ZOP/PDO[ ]  ZGO/PGI[ ]  ZTP/TSG |
| [ ]  | Siri*Cheeses*Navesti ime proizvoda */ Name of product* |  | [ ]  ZOP/PDO[ ]  ZGO/PGI[ ]  ZTP/TSG |
| [ ]  | Drugi proizvodi živalskega izvora (jajca, med, različni mlečni proizvodi razen masla itn.)*Other products of animal origin (eggs, honey, various dairy products except butter, etc.)*Navesti ime proizvoda */ Name of product* |  | [ ]  ZOP/PDO[ ]  ZGO/PGI[ ]  ZTP/TSG |
| [ ]  | Olja in masti (maslo, margarina, olje itn.)*Oils and fats (butter, margarine, oil, etc.)*Navesti ime proizvoda */ Name of product* |  | [ ]  ZOP/PDO[ ]  ZGO/PGI[ ]  ZTP/TSG |
| [ ]  | Sadje, zelenjava in žita, sveži ali predelani*Fruit, vegetables and cereals fresh or processed*Navesti ime proizvoda */ Name of product* |  | [ ]  ZOP/PDO[ ]  ZGO/PGI[ ]  ZTP/TSG |
| [ ]  | Sveže ribe, mehkužci in raki ter iz njih pridobljeni proizvodi*Fresh fish, molluscs, and crustaceans and products derived therefrom*Navesti ime proizvoda */ Name of product* |  | [ ]  ZOP/PDO[ ]  ZGO/PGI[ ]  ZTP/TSG |
| [ ]  | Ostali proizvodi iz Priloge I k Pogodbi (začimbe itn.)*Other products listed in Annex I to the Treaty (spices etc.)*Navesti ime proizvoda */ Name of product* |  | [ ]  ZOP/PDO[ ]  ZGO/PGI[ ]  ZTP/TSG |
| [ ]  | Skupine od 2.1 do 2.8 in od 2.21 do 2.27 iz Priloge I k Uredbi (EU) 1151/2012 (hrana)*Classes 2.1 to 2.8 and 2.21 to 2.27 as referred to in Annex I to Regulation (EU) No 1151/2012 (food)*ZOP in ZGO(pivo, čokolada in izdelki iz nje, kruh, fino pecivo, slaščice, keksi in drugi pekovski izdelki, pijače iz rastlinskih izvlečkov, testenine, sol, naravne gume in smole, gorčična pasta, aromatizirana vina (člen 3(2) Uredbe (EU) št. 251/2014), druge alkoholne pijače, čebelji vosek)ZTP (pripravljene jedi, pivo, čokolada in izdelki iz nje, kruh, fino pecivo, slaščice, keksi in drugi pekovski izdelki)Navesti ime proizvoda */ Name of product* |  | [ ]  ZOP/PDO[ ]  ZGO/PGI[ ]  ZTP/TSG |
| [ ]  | Skupine od 2.9 do 2.20 iz Priloge I k Uredbi (EU) 1151/2012 (neživila)*Classes 2.9 to 2.20 as referred to in Annex I to Regulation (EU) No 1151/2012 (non-food)*ZOP in ZGO(seno, eterična olja, pluta, košeniljka, cvetje in okrasne rastline, bombaž, volna, protje, trt lan, usnje, krzno, perje)Navesti ime proizvoda */ Name of product* |  | [ ]  ZOP/PDO[ ]  ZGO/PGI[ ]  ZTP/TSG |

\* opis omejitev fleksibilnega obsega */ description of limitations of flexible scope*

Tabela / *Table* 6 – Aromatizirana vina, žgane pijače in vinski proizvodi / *Aromatised wines, spirits and grapevine products*

| Dodatne zahteve za usposobljenost / *Additional requirements for competence*: oznaka referenčnega dokumenta oz. njegovih delov / *identification of reference document/its parts* |
| --- |
| Certificiranje v skladu s shemo / *Certification in accordance with scheme*: **Opis sistema certificiranja skladno s shemo, oznaka dokumenta sheme oz. njegovih delov / *Description of certification system in accordance with the scheme, identification of scheme document/its parts*** |
| Tip obsega: **fiksni / fleksibilni (opis)\*** / *Type of scope:* ***fixed / flexible (description)\**** |
|  | **Kategorija proizvodov****Product category** | **Naslov specifikacije** ali normativnega dokumenta (v celoti ali delno)**Title of** specification or normative document(entirely or partly) | **Vrsta** zaščite **Type** of protection |
| [ ]  | *Vina / Wines*Navesti ime proizvoda */ Name of product* | Uredba (EU) 1308/2013 z dopolnitvami / *Regulation (EU) 1308/2013 and amendments*Navesti naslov specifikacije / Title of specification | [ ]  ZOP/PDO[ ]  ZGO/PGI[ ]  ZTP/TSG |
| [ ]  | *Žgane pijače / Spirits*Navesti ime proizvoda */ Name of product* | Uredba (EU) 787/2019 z dopolnitvami / *Regulation (EU) 787/2019 and amendments*Navesti naslov specifikacije **/** Title of specification | [ ]  ZOP/PDO[ ]  ZGO/PGI[ ]  ZTP/TSG |
| [ ]  | *Aromatizirana vina / Aromatised wines*Navesti ime proizvoda */ Name of product* | Uredba (EU) 1151/2012 z dopolnitvami, Uredba (EU) 251/2014 z dopolnitvami / *Regulation (EU) 1151/2012 with amendments, Regulation (EU) 251/2014 and amendments*Navesti naslov specifikacije **/** Title of specification | [ ]  ZOP/PDO[ ]  ZGO/PGI[ ]  ZTP/TSG |

\* opis omejitev fleksibilnega obsega */ description of limitations of flexible scope*

[ ]  Certificiranje trajnostnega gospodarjenja z gozdovi po Slovenski shemi za certifikacijo gozdov PEFC / *Certification of sustainable forest management system against PEFC Slovenian scheme for forest certification scheme*

Tabela / *Table* 7 – Gozdovi / *Forests*

| Dodatne zahteve za usposobljenost / *Additional requirements for competence*: **PEFC SLO 05:2012, PEFC SLO 06:2012** |
| --- |
| Certificiranje v skladu s shemo / *Certification in accordance with scheme*: **Opis sistema certificiranja skladno s shemo, oznaka dokumenta sheme oz. njegovih delov / *Description of certification system in accordance with the scheme, identification of scheme document/its parts*** |
| Tip obsega: **fiksni / fleksibilni (opis)\*** / *Type of scope:* ***fixed / flexible (description)\**** |
|  | **Raven certificiranja****Level of certification** | **Oznaka standarda** ali normativnega dokumenta (v celoti ali delno)**Reference** to standard or normative document (entirely or partly) | **Naslov standarda** ali normativnega dokumenta v celoti oz. delno (npr. poglavje, del, točka)**Title** of standard or normative document entirely or partly (e.g. part, chapter, article) |
| [ ]  | Individualna certifikacija / *Individual certification* | PEFC SLO 04:2012 | Merila in indikatorji za trajnostno gospodarjenje z gozdovi na skupinski in individualni ravni / *Criteria and indicators for sustainable forest management at group and individual level* |
| [ ]  | Skupinska certifikacija / *Group certification* | PEFC SLO 04:2012 | Merila in indikatorji za trajnostno gospodarjenje z gozdovi na skupinski in individualni ravni / *Criteria and indicators for sustainable forest management at group and individual level* |
| [ ]  | Regionalna certifikacija / *Regional certification* | PEFC SLO 03:2012 | Merila in indikatorji za trajnostno gospodarjenje z gozdovi na regionalni ravni / *Criteria and indicators for sustainable forest management at regional level* |

\* opis omejitev fleksibilnega obsega */ description of limitations of flexible scope*

Certificiranje procesov po drugih shemah (označiti oz. navesti shemo) / *Certification of processes according to other schemes (mark or name the scheme)*:

|  |  |
| --- | --- |
| [ ]  | PEFC ST 2002:2020 – Sledljivost izvora lesa in ostalih gozdnih proizvodov / *Chain of custody of forest based products* |
| [ ]  | Drugo / *other*:  |

## **Certificiranje storitev / *Service* Certification**

[ ]  Certificiranje kvalificiranih storitev zaupanja in gradnikov storitve zaupanja iz Uredbe (EU) št. 910/2014 / *Certification of qualified trust services and trust service components based on Regulation (EU) No. 910/2014*

Tabela / *Table* 8 – Kvalificirane storitve zaupanja / *Qualified trust services*

| Dodatne zahteve za usposobljenost / *Additional requirements for competence*: **ETSI EN 319 403-1, izdaja V2.3.1** |
| --- |
| Certificiranje v skladu s shemo / *Certification in accordance with scheme*: **Opis sistema certificiranja skladno s shemo, oznaka dokumenta sheme oz. njegovih delov / *Description of certification system in accordance with the scheme, identification of scheme document/its parts*** |
| Tip obsega: **fiksni / fleksibilni (opis)\*** / *Type of scope:* ***fixed / flexible (description)\**** |
|  | **Kvalificirana storitev zaupanja / *Qualified trust service*** | **Oznaka standarda** ali normativnega dokumenta (v celoti ali delno)**Reference** to standard or normative document (entirely or partly) | **Naslov standarda** ali normativnega dokumenta v celoti oz. delno (npr. poglavje, del, točka)**Title** of standard or normative document entirely or partly (e.g. part, chapter, article) |
| [ ]  | Izdaja kvalificiranih potrdil za elektronske podpise / *Creation of qualified certificates for electronic signatures* |  |  |
| [ ]  | Potrjevanje veljavnosti kvalificiranih elektronskih podpisov / *Validation of qualified electronic signatures* |  |  |
| [ ]  | Hramba kvalificiranih elektronskih podpisov / *Preservation of qualified electronic signatures* |  |  |
| [ ]  | Izdaja kvalificiranih potrdil za elektronske žige / *Creation of qualified certificates for electronic seals* |  |  |
| [ ]  | Potrjevanje veljavnosti kvalificiranih elektronskih žigov / *Validation of qualified electronic seals* |  |  |
| [ ]  | Hramba kvalificiranih elektronskih žigov / *Preservation of qualified electronic seals* |  |  |
| [ ]  | Hramba kvalificiranih elektronskih časovnih žigov / *Preservation of qualified electronic time stamps* |  |  |
| [ ]  | Kvalificirana storitev elektronske priporočene dostave / *Qualified electronic registered delivery services* |  |  |
| [ ]  | Kvalificirana potrdila za avtentikacijo spletišč / *Qualified certificates for website authentication* |  |  |

\* opis omejitev fleksibilnega obsega */ description of limitations of flexible scope*

Certificiranje storitev po drugih shemah (navesti shemo) / *Certification of services according to other schemes (name the scheme)*:

|  |  |
| --- | --- |
| [ ]  |  |

## **Akreditacija za namen priglasitve / *Accreditation for notification purposes***

[ ]  Ocenjevanje in preverjanje nespremenljivosti lastnosti (AVCP) gradbenih proizvodov na podlagi Uredbe (EU) št. 305/2011 / *Assessment and verification of constancy of performance of construction products in accordance to Regulation (EU) No. 305/2011*

Tabela / *Table* 9 - Gradbeni proizvodi / *Certification products*

| Dodatne zahteve za usposobljenost / *Additional requirements for competence*: **Uredba (EU) št. 305/2011 / *Regulation (EU) no 305/2011*** |
| --- |
| Certificiranje v skladu s shemo / *Certification in accordance with scheme*: **Ocenjevanje in preverjanje nespremenljivosti lastnosti gradbenih proizvodov skladno s shemo, oznaka dokumenta sheme oz. njegovih delov / *Assessment and verification of constancy of performance of construction products in accordance* *with the scheme,* *identification of scheme document/its parts*** |
| Tip obsega: **fiksni** / *Type of scope:* ***fixed*** |
| Št.*No.* | **Sklep komisije*****Commission Decision*** | **Družina proizvodov, proizvod / predvidena uporaba****Product family, Product / Intended use** | **Ocenjevanje in preverjanje nespremenljivosti lastnosti*****Assessment and Verification of Constancy of performance (AVCP)*** | **Standard / specifikacija*****Standard / specification*** |
|  | Sklep komisije / *Commission Decision*(navedba številke sklepa) |  | Sistem / *System* 1+, 1, 2+ | navedba standarda(identičen z / *identical with* *EN* navedba standarda) |
|  |  |  |  |  |

# [ ]  Certificiranje po uredbi/direktivi / *Certification according to Regulation/Directive* \*\*

Tabela / *Table* 10

| Dodatne zahteve za usposobljenost / *Additional requirements for competence*: **Uredba/Direktiva / Regulation/Directive** |
| --- |
| Certificiranje v skladu s shemo / *Certification in accordance with scheme*: **Opis sistema certificiranja skladno s shemo, oznaka dokumenta sheme oz. njegovih delov / *Description of certification system in accordance with the scheme, identification of scheme document/its parts*** |
| Tip obsega: **fiksni / fleksibilni (opis)\* /** *Type of scope:* ***fixed / flexible (description)\**** |
| Št.*No.* | **Družina proizvodov, proizvod / predvidena uporaba / nabor izdelkov****Product family, product / Intended use / Product range** | **Postopek / Moduli****Procedure / Modules** | **Priloge ali členi direktive/uredbe****Annexes or articles of the****Directive/Regulation** |
|  |  |  |  |
|  |  |  |  |

\* opis omejitev fleksibilnega obsega */ description of limitations of flexible scope*

\*\* Navesti za vsako Uredbo, Direktivo v posebni tabeli / *List for each Regulation, Directive in a separate table*

# INFORMACIJA O IZDANIH CERTIFIKATIH / *Information on* *issued certificates*

## Ali obstaja spisek certificiranih proizvodov/procesov/storitev? / *Is there a list of certified products/processes/services?*

[ ]  DA / YES [ ]  NE / NO

Kako je ta spisek dostopen? / *How is this list accessible?*

[ ]  na voljo je na internetni strani / *available on the Internet*:

|  |
| --- |
|  |

[ ]  na voljo je pri certifikacijskem organu (prosimo, da priložite seznam certificiranih proizvodov/procesov/storitev) / *available at certification body (please attach a list of certified products/processes/services)*

# ŽELIMO, DA SA IZVEDE PREDOCENJEVANJE / *We want that SA performs pre-assessment*

[ ]  DA / YES [ ]  NE / NO

**ŽELIMO, DA SA OCENJEVANJE ZA ŠIRITEV OBSEGA AKREDITACIJE IZVEDE IZVEN TERMINA REDNEGA NADZORA KOT IZREDNO OCENJEVANJE (to možnost lahko izkoristite le enkrat v akreditacijskem ciklu) / *We want that SA performs assessment for extension of accreditation scope outside the regular surveillance period as an extraordinary assessment (this option can be used only once in accreditation cycle)***

[ ]  DA / YES [ ]  NE / NO

1. **IZJAVA / Statement**

**Izjavljamo, da smo seznanjeni z naslednjimi pogoji za izvedbo postopka akreditiranja in jih sprejemamo / We hereby declare that we are aware of and accepting the following conditions for the performance of accreditation procedure:**

* vzpostavljen in delujoč sistem vodenja kakovosti, ki omogoča izpolnjevanje vseh zahtev standarda SIST EN ISO/IEC 17065 in dodatnih zahtev za usposobljenost / implemented and operational quality management system which fulfils all requirements of the standard SIST EN ISO/IEC 17065 and additional requirements for competence;
* sistem vodenja kakovosti dokumentiran v obsegu, ki ga zahteva standard SIST EN ISO/IEC 17065 in dodatne zahteve za usposobljenost / management system documented as required by the standard SIST EN ISO/IEC 17065 and additional requirements for competence;
* izvedena najmanj ena notranja presoja v celotnem obsegu in najmanj en vodstveni pregled, upoštevajoč zahteve standarda SIST EN ISO/IEC 17065 in dodatne zahteve za usposobljenost / *performed* at least one complete internal audit and at least one management review respecting all requirements of the standard SIST EN ISO/IEC 17065 and additional requirements for competence:;
* aktivno izvajanje postopkov certificiranja v celotnem obsegu, ki je naveden v tej prijavi / *active performance of certifications specified in the applied scope of accreditation*;
* izpolnjevanje zahtev za akreditacijo in obveznosti do SA v zvezi z akreditacijo / fulfilling the requirements for accreditation and other obligations to SA relating to accreditation.

**Poleg tega izjavljamo, da smo seznanjeni s splošnimi pogoji za izvedbo postopka akreditiranja, vezanimi na informacije in dostop do osebnih podatkov, ki so dostopni na spletni strani SA:** [**https://www.slo-akreditacija.si/o-nas/o-slovenski-akreditaciji/politika-varstva-osebnih-podatkov/**](https://www.slo-akreditacija.si/o-nas/o-slovenski-akreditaciji/politika-varstva-osebnih-podatkov/)**, in jih sprejemamo. / We in addition hereby declare that we are aware of and accepting the conditions for the performance of accreditation procedure regarding information and access to personal data, which are available at SA website:** [**https://www.slo-akreditacija.si/about-us/about-sa/personal-data-protection-policy-in-carrying-out-accreditation-procedures-2/?lang=en**](https://www.slo-akreditacija.si/about-us/about-sa/personal-data-protection-policy-in-carrying-out-accreditation-procedures-2/?lang=en)**.**

# PRILOGE / Attachments

**Ob prvi prijavi za akreditacijo** priložiti vsa navedena dokazila, v ostalih primerih pa le tista, ki so relevantna za prijavljeno širitev obsega: / *When first applying for accreditation attach all listed evidence, and in other cases only those that are relevant to the applied scope for extension*:

[ ]  Potrdilo o nekaznovanosti pravne osebe oz. Potrdilo o nekaznovanosti fizične osebe, kadar gre za samostojnega podjetnika (za pridobitev se obrnite na Ministrstvo za pravosodje RS) (opomba: dokazila ne priložite, če spadate med državne organe) / *Certificate of non-conviction for legal person or – in the case of sole trader – certificate of impunity of natural person* (contact the Ministry of Justice of the Republic of Slovenia) *(note: no certificate needed if you belong to state authority)*

[ ]  Izpisek iz evidence o pravnomočnih odločbah o prekrških, iz katerega izhaja, da niste bili pravnomočno spoznani za odgovorno za storitev prekrška, ki je v povezavi s področji dejavnosti, prijavljenimi za akreditacijo (za pridobitev se obrnite na Ministrstvo za pravosodje RS) / *Extract from the Criminal Record to certifiy that the client has not been finally held liable for committing an offence related to the fields of activities applied for accreditation* (contact the Ministry of Justice of the Republic of Slovenia)

[ ]  Organizacijski diagram / Organizational chart

[ ]  Izpis dejavnosti iz sodnega registra / *Extract of activities from judicial record*

[ ]  Podatki odgovornega osebja certifikacijskega organa (Priloga 1 tega dokumenta) / *Annex 1: Information regarding responsible personnel of certification body (Annex 1 of this document)*

[ ]  Seznam presojevalcev z informacijo o področju, ki ga posameznik pokriva / A list of auditors with information about the area, which covers the individual

[ ]  Seznam certificiranih proizvodov/procesov/storitev / *A list of certified products/processes/services*

[ ]  (za ekološko pridelavo/predelavo v tretjih državah) opis enakovrednega proizvodnega standarda in ukrepov v tretji državi ter razlik med enakovrednim standardom in EU zakonodajo / (*for organic production/processes) a description of their equivalent production standard and control measures, side by side comparison between the production standard and control measures of the certification body and the EU regulation*

|  |  |  |
| --- | --- | --- |
| ,  |  |  |
| Kraj, datum*Place, date* |  | Ime in podpis odgovorne osebe*Name and signature of responsible person* |

 Žig

 *Stamp*

PRILOGA / *ANNEX* 1: Podatki odgovornega osebja certifikacijskega organa / *Information regarding responsible personnel of certification body*

|  |  |
| --- | --- |
| **Vodja certificiranja /** *Head of certification*(Ime in priimek / *Name and Surname*) |  |
| Datum in kraj rojstva / *Date and place of birth* |  |
| Izobrazba / Education |  |
| Delovne izkušnje (leta) / Working experience (years) |  |
| Položaj, funkcija v organizaciji / Position, function in organization |  |
| Izkušnje na področju certificiranja (leta) / Experience in the field of certification (years) |  |

|  |  |
| --- | --- |
| **Namestnik vodje /** *Deputy of head*(Ime in priimek / *Name and Surname*) |  |
| Datum in kraj rojstva / *Date and place of birth* |  |
| Izobrazba / Education |  |
| Delovne izkušnje (leta) / Working experience (years) |  |
| Položaj, funkcija v organizaciji / Position, function in organization |  |
| Izkušnje na področju certificiranja (leta) / Experience in the field of certification (years) |  |