

# Guide for using technical standards and accreditation in public procurement

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**ASOCIACIÓN ESPAÑOLA DE NORMALIZACIÓN (UNE)  
ENTIDAD NACIONAL DE ACREDITACIÓN (ENAC)**

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## 1. Introduction

The Publication of Law 9/2017 (8 November) on Public Sector contracts, aims to make public procurement more transparent and provide better value for money. Thus, it helps *the contracting authorities to ensure that the award criteria design enables them to obtain high quality work, supplies and services, by including qualitative, environmental, social and innovative aspects linked to the contract.*

The law incorporates in various articles thereby mentions the use of technical standards and accredited conformity assessment bodies. Those articles (93, 94, 124, 125, 126, 127 and 128) transposes articles 62, 42, 43, 44 and annex VII of Directive 2014/24/EU. For this reason, the Spanish Association for Standardisation, (Asociación Española de Normalización, UNE), and the Spanish National Accreditation Body (Entidad Nacional de Acreditación, ENAC) have jointly developed this guide to support implementation of the mentioned articles effectively and efficiently.

This guide is practical, to be used directly by persons responsible for drafting the procurement documents or assess compliance by tenderers.

It includes a series of annexes with specific examples of the standards and accreditation in procurement documents, and information on the global role of standardisation and accreditation.

### **About the Spanish Association for Standardisation, UNE**

The Spanish Association for Standardisation, UNE, is the standardisation body in Spain and the only one recognised by the Ministry of Industry to the European Commission<sup>1</sup>. It is the Spanish representative to the international standardisation bodies (ISO and IEC), European (CEN and CENELEC) and the Pan-American Commission of Technical Standards (COPANT). It is also the Spanish standardisation body in the European Telecommunications Standards Institute (ETSI), carrying the voice of Spanish experts to global forums which discuss important standards for companies and sectors of activity.

A standard is a document of voluntary application containing technical specifications based on the results of experience and technological advances. It is the result of consensus between all stakeholders involved in the activity, including the relevant Public Administrations, and overarching approval by a standardisation body.

UNE has a catalogue of more than 32,000 standards with effective solutions that are within the reach of everyone. These have been put together by more than 200 Standardisation Technical Committees, involving more than 12,000 experts, both in the public and private sectors, under the principles of consensus, openness and transparency.

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<sup>1</sup> Royal Decree 1072/2015, November 27, amending the Royal Decree 2200/1995, that approves Quality Infrastructure and Industrial Safety Regulation.

## About the National Accreditation Body (ENAC)

The Spanish National Accreditation Body, ENAC, is the only Government recognised accreditation body and is the Spanish representative in international organisations that draw up accreditation's global infrastructure. It is a non-profit, public utility organisation, whose governing bodies involve the process stakeholders, i.e. accredited bodies, industry service users and public administrations. Accreditation is the internationally-established tool to build trust for proper performance of a certain type of activity called conformity assessment including testing, calibration, inspection, certification or verification activities, among others. In general, any activity that aims to assess whether a product, service, system, installation etc. conforms with certain requirements may be subject to accreditation<sup>2</sup>. These requirements may be set out by legislation, and consequently have regulatory features or be specified in standards, specifications or other documents on a voluntary basis.

Therefore, ENAC conducts its assessments in a rigorous process based on international standards, with experts participating in each activity to determine the technical competence of the assessment bodies. This process includes regular monitoring via follow-up visits and reassessment audits to assure the body maintains its technical competence.

### 2. The requirements or technical specifications: standards in Law 9/2017

Within Law 9/2017, articles 124 and 125 highlight requirements or technical specifications which define the required characteristics to be referenced in public procurement; one of the preferred ways being a reference to standards. Quoting standards in public procurement ensures there are no trade barriers, as the referenced document is publicly available and is drafted with stakeholder's consensus.

Article 124 indicates *the contracting authority will approve (...) the specifications and documents containing the specific technical provisions that ought to govern the realisation of the features and defines its qualities, its social and environmental conditions (...).*

The different requirements or technical specifications to be employed, plus their order of precedence are defined in articles 125 and 126. In the order of preference, the articles related to the standards are:

- 1) **National standards that include European standards.** UNE, as a member of CEN and CENELEC, has obligations to adopt both European standards (EN) and national, UNE-EN, and can override national provisions that are in conflict with European ones. This ensures one standard to access EU and Free Trade Association markets. Around 80% of the UNE standards are identical adoptions of European standards.

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<sup>2</sup> Royal Decree 1715 / 2010, December 17, which refers to the National Accreditation Body (ENAC) as national accreditation body in accordance with Regulation (EC) n° 765/2008 of the European Parliament and the Council, 9 July 2008

- 2) **International standards.** These are developed by an international Standardisation Organisation (ISO, IEC and ITU). Approximately 6% of the UNE catalogue standards are adopted international standards.
- 3) **Other technical references systems developed by European standardisation bodies,** different to the standards. These documents may be technical specifications (TS), technical reports (TR), guides, harmonization documents (HD) or CEN/CENELEC Workshop Agreements (CWA).
- 4) **Purely national standards.** These are rules that are produced within the UNE framework, in its Standardisation Technical Committees.
- 5) **Technical references.** In addition to national standards, UNE puts together other standard documents to respond to specific needs and allow more agile handling. These are: experimental standards, UNE reports and UNE specifications.

#### **The reference to standards in public procurement tenders guarantees:**

- Equal access, given that they are documents available to the public.
- Avoids technical barriers to trade.
- Takes into account the state of the art in different sectors.
- Stakeholder consensus and participation in preparing the technical provisions.
- The use of a document subject to high transparency and participation requirements.

Standardisation has a huge impact on industrial development and the economy in general, this is why the Spanish Ministry of Industry has a full document on frequently asked questions about Standardisation on their website and the European Commission has its own page on Standardisation.

#### **2.1 How to find the applicable standards**

The Spanish standards catalogue has more than 32,000 valid documents. You can access them through the UNE web page: [www.une.org](http://www.une.org).

To identify suitable standards for public procurement, it is beneficial to learn some search techniques and basic recommendations. Figure 1 shows the UNE browser screen ([www.une.org](http://www.une.org)).

Generally, it is preferable to use the specific standardisation body's search engines or combine their use with the generic ones (Yahoo, Bing, Google, etc.). Consulting generic search engines usually gives fairly inaccurate results, but they can help find other standards in the same field. With most search engines, as in the figure 1, the reference is helpful only to find details of what is previously known.

## Standards



- UNE    ISO    IEC  
 ASTM    IEEE

### Reference

### Title / Word / Key

### Equivalence

### Committee for standardisation

### Topic type

### Status

- Currently in force    Cancelled  
 Projects (only for UNE)

From

Up to

### Language

- Spanish    English    French  
 Bilingua    Trilingua    Catalan  
 Euskera    Galician    Polish  
 German    Arabic    Russian

The field title/word/key can give good results, but only if you use the same term as in the standard. For example, it is unlikely to find a standard for footwear looking up the word "shoe". It is recommended to try with different synonyms.

The standards are developed by technical committees, so most of the documents dealing with the same topic or field will be in the same committee. It is useful to filter by committees to limit the search. In the case of committees with many standards, it is best to use their classification, the International Classification of Standards or ICS. It is a classification moving from more general topics to more specific ones. You can directly search the ICS corresponding to the interest topic or select from a known standard, as a basis to find others of the same theme.

On the search engine, equivalence is used to find the equivalent national standard to a European or international one. Finally, it may be of interest to expand the search to standards under development or withdrawn standards; which are also available to the public.

In order to ease the correct identification of the standard, it is often possible to see part of the content: the frontpage, table of contents, the scope and normative references. Figure 2 shows the link for this function.

UNE standards can be published in different languages such as English, Catalan, French, Galician or Basque, among others, and those with an available specific standard are specified in the catalogue. Should you need to have the standards in a given language, UNE has agreements with

different institutions for translations into different regional languages.

Standards are also available at UNE's premises (Calle Genova 6 - Madrid), where the whole catalogue of standards is available for consultation. Additionally, many public institutions have access to the standard's texts. They can also be accessed through AENOR [www.aenor.com](http://www.aenor.com) and AENORMás <http://aenormas.aenor.es/>



## UNE-EN ISO 9001:2015

 Sistemas de gestión de la calidad. Requisitos (ISO 9001:2015).

 Quality management systems - Requirements (ISO 9001:2015)

 Systèmes de management de la qualité - Exigences (ISO 9001:2015)

 [Ver parte del contenido de la norma >](#)

<b>Fecha Edición:</b>	2015-09-23 / <b>Vigente</b>
<b>ICS:</b>	03.100.70 / Sistemas de gestión 03.120.10 / Gestión y aseguramiento de la calidad
<b>CTN:</b>	CTN 66/SC 1 - SISTEMAS DE GESTIÓN
<b>Equivalencias internacionales:</b>	EN ISO 9001:2015 (Idéntico) ISO 9001:2015 (Idéntico)
<b>Anulaciones:</b>	Anula a: <a href="#">UNE-EN ISO 9001:2008</a> Anula a: <a href="#">UNE-EN ISO 9001:2008/AC:2009</a>

## 2.2. How to cite standards

Technical standards should be properly cited so that they can support public procurement. Therefore, it is necessary to know the meaning of the standard codes, explained in Figure 3.

European standards (EN) have the same code and are identical in all CEN, CENELEC and ETSI Member countries, with the special feature that each country tends to be preceded by their national identifier. So, Figure 3 standard will have the code:

- NF-EN ISO 12345-2:2018 in France

(NF= Norme français)

- DIN-EN ISO 12345-2:2018 in Germany

(DIN= Deutsches Institut für Normung)

- BS-EN ISO 12345-2:2018 in the UK

(BS= British Standard)

The adoption of the ISO and IEC standards is voluntary for all countries, so it is possible that not all standards are translated into Spanish. It is good to check if the standard you want to cite is available in the country or in the local language.

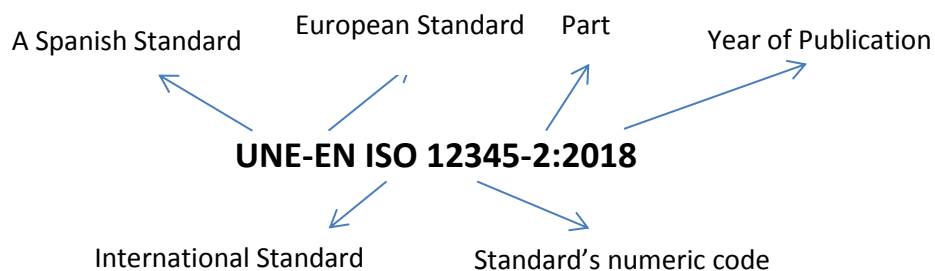
It is unadvisable to copy the technical standard text on a procurement tender, since standards are documents protected by intellectual property rights, which in many cases are shared by European or international bodies.

Annex 1 provides examples of how to quote technical standards in public procurement tenders.

### 2.3. How to show compliance with the standard

Once the technical standard has been selected and properly cited, the question is what is required for compliance or how the compliance is to be inspected. In most cases, the contracting authority will require compliance with the established standard to be demonstrated and it is here where conformity assessment bodies are invaluable help.

The conformity assessment that usually inspires more confidence is known as third party assessment, i.e. certification, testing or inspection carried out by an independent body (more information about the Conformity Assessment Body in annex 5).



The Conformity Assessment Bodies are public or private organisations that provide public administrations and the market with information on products' and services' conformity with certain requirements, usually established by standards, and related with their quality, safety, sustainability, respect for the environment, etc.

The conformity assessment bodies' technical competence is inspected by accreditation, as explained in the next chapter.

In other cases, there may not be third party assessment nor accreditation of the products or services requested, or at least of some part of their technical requirements. In such cases, it is recommended to reference the standards and leave the checking section open.



An example would be purchasing office paper, whose only certified feature usually is the origin of sustainable forest management, but apart from that, many other requirements may be applied, such as those cited below:

- Humidity: < 6% (UNE-EN ISO 287)
- PH: 6 < pH <8 Tappi 529
- Transverse moisture expansion: < 3% (UNE 57049)
- Resistance to bending: DL > 180; DT > 140 (UNE 57042)
- Opacity: > 95% (UNE-ISO 2471)

### **3. Conformity Assessment in Law 9/2017**

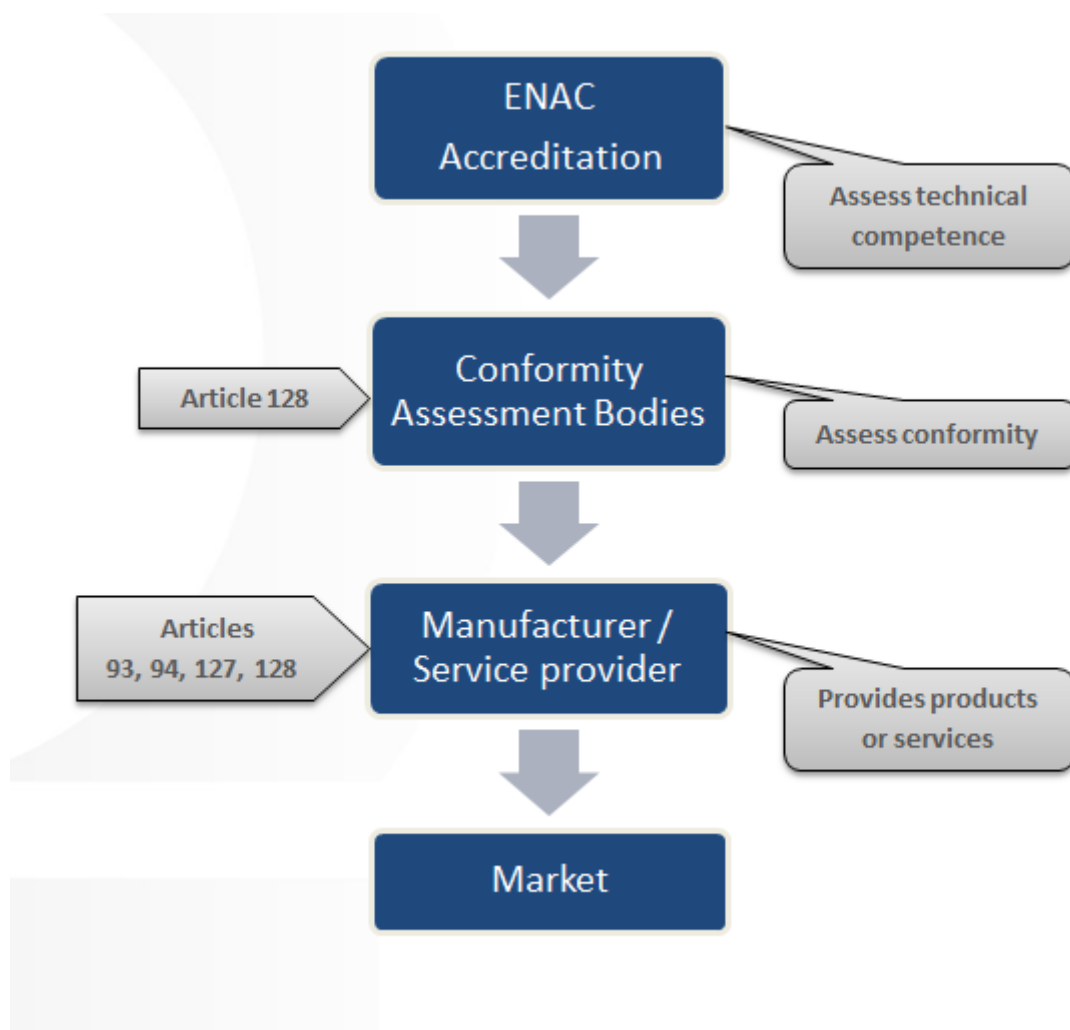
The requirements to which conformity assessment bodies assess compliance may be established by law and therefore are regulatory, or are specified in standards, specifications or other documents on a voluntary basis. Activities such as testing of any kind (water, atmosphere, food, construction, noise, etc.), installation and environmental inspections, and management system certifications (ISO 9001, ISO 14001, etc.) are some examples.

In regards to this, the Public Sector Contracts Law details in Article 128; for the purposes of this law, 'conformity assessment body' means that ***which carries out activities of calibration, testing, certification and inspection, and is accredited in accordance with Directive 765/2008/EC of the European Parliament and the Council.***

In this context, the following two situations may arise for the awarded powers:

- I. The tenderer is a conformity assessment body (see in annex 7, article 128 of the Law).
- II. The tenderer must provide a report or certificate, issued by a conformity assessment body, as a means of proof of completion of the required technical requirements, or the award criteria, or the conditions for carrying out the contract (see in **annex 7** articles 93, 94, 127 and 128 of the law).

Therefore, in the procurement documents, the conformity assessment body can be referred to by two "levels": directly, when the conformity assessment body is the tenderer, or indirectly, when the tenderer is a manufacturer or service provider that must provide evidence of compliance with certain requirements by means of certificates or reports issued by a conformity assessment body. Figure 4 displays the two levels.



#### 4. How to reference accreditation in public procurement documents.

Formulas are proposed to reference the conformity assessment bodies activity in the two above mentioned levels: Level 1, when the tenderer must be accredited; Level 2, when the tenderer is a manufacturer or service provider and the product or service must have a certification or accredited report.

Level 1: "The tenderer must demonstrate they have the appropriate technical expertise to run the tests covered by this contract. To do so, they must provide a valid accreditation certificate in compliance with the UNE-EN ISO/IEC 17025 Standard<sup>3</sup>, issued by ENAC or, in the case of being based in another Member State, of its National Accreditation Body (appointed pursuant to Directive 765/2008/EC and under the conditions laid down in article 11). Accreditation must be issued with a scope covering the activities subject to this contract."

<sup>3</sup> Include the standard corresponding to each activity's conformity assessment. See annex 5.

A similar text could be used if the tenderer engages in other activities such as inspection certification or verification by referencing the relevant standard (see annexes 1 and 5). If you set out in the document that the conformity assessment body must carry out activities other than those for which it is accredited, you must take into account that some accreditation standards, in particular the inspection and certification standards, include impartiality and independence requirements which prohibit accredited bodies from carrying out certain activities. Therefore, for example, the set of UNE-EN ISO/IEC 17021 standards, relating to management system certification, do not allow the certification body to consult on such systems or the UNE-EN ISO/IEC 17020 standard, concerning inspection bodies, which does not allow some types of bodies, identified as type A <sup>4</sup>, to be, among other things, installers, maintainers, or manufacturers of products which they inspect.

Level 2: "When tenderers must demonstrate the product/service conforms with certain technical reports or award criteria, they must provide a certificate/report issued by an accredited conformity assessment body by any Member State's National Accreditation Body (pursuant to Directive 765/2008/EC and under the conditions laid down in article 11). The certificate must include the accreditation body's mark, or reference to accredited status, and the accreditation number".

## **5. How to identify whether a particular activity has been carried out in an accredited way**

### **5.1. When the Conformity Assessment Body is the tenderer**

The tenderer must provide evidence of its accreditation status with the accreditation certificate, which includes the name of the body and accreditation number, the standard that regulates the conformity assessment activity, which the Conformity Assessment Body performs, and references to a technical annex describing the accreditation scope in terms of the specific competence-proven activities.

For example, in the case of a testing laboratory, accreditation will always reference the UNE-EN ISO/IEC 17025 standard, which sets out the general requirements to be met by a laboratory and an accreditation scope including testing or specific test group for which it has obtained accreditation (for example, heavy metals determination in water). The accreditation scopes are public and are available on the ENAC website ([www.enac.es](http://www.enac.es))

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<sup>4</sup> In this category you can find most inspection bodies operating in the regulatory field such as, for example, industrial safety control agencies.

## 5.2. How to identify whether a particular activity is accredited

Only certificates/reports that include the ENAC mark or accredited reference status can be considered evidence that the activity was performed under accreditation.

Please note, in many cases accreditation is a voluntary activity, so the Conformity Assessment Body decides freely which part of its activity is accredited and which is not. Therefore, the certificates and reports without accreditation reference mark or any accreditation reference, even if they were issued by an accredited Conformity Assessment Body for another activity, may not be considered "accredited documents". Consequently, their working procedures cannot be guaranteed to comply with the same requirements of competency and technical soundness, nor that they adhere to best practices for the type of service they offer their customers and users. Accredited activity is therefore, only which is carried out within the accreditation scope. This is why it is necessary to know how to identify accredited activities.



### 5.3. When the tenderer must demonstrate compliance with the label's technical requirements

The law includes the term label as any document or certificate indicating compliance with the requirements. In such cases, what is said in the preceding paragraph is applicable.

In the market there are numerous marks and signs, known also as "conformity marks". As stated in section 5.2, if they are based on compliance to standards and granted by an accredited certification body, it should be assumed they comply with the provisions of article 127 of the Law.

To know if a conformity mark meets these requirements, the tenderer must provide a valid certificate issued by the certification body that endorses the label and complies with the provisions of the preceding paragraph. In addition, ENAC allows certification bodies to make use of an "accredited certification mark" (marca de certificación acreditada, MCA). A product having an MCA is a demonstration the certifier who has granted it controls its use and is accredited by ENAC. It does not endorse the certification has been granted with reference to standards for which, in any case, the tenderer should submit the valid certificate.



## **ANNEX 1. Examples of public procurement lists making use of standards and accreditation.**

This annex shows some specific examples of how to reference standards and accreditation in public procurement documents.

### **A.1. Water quality testing service procurement documents**

“Water property testing must be carried out according to the following standards:

- *UNE-EN ISO 10523 Water Quality.*

*pH determination.*

- *UNE-EN ISO 7887 Water Quality.*

*Colour examination and determination.*

- *UNE-EN ISO 7980 Water Quality.*

*Calcium and magnesium determination. By atomic absorption spectrometry method.*

- *UNE-EN ISO 9562 Water Quality.*

*Absorbable halogenated organic compound determination.*

The tenderer must demonstrate they have the appropriate technical expertise to run the tests covered by this contract. To do this, they must provide a valid certificate in compliance with the UNE-EN ISO/IEC 17025 standard issued by ENAC. If based in another Member State, the valid certificate from its National Accreditation Body, designated pursuant to Directive 765/2008/EC, under the conditions laid down in article 11. The certificate must be issued with a scope covering the activities covered by this contract.”

### **A2. A general supply procurement document**

“The tenderer must submit a certificate showing they have implemented quality and environmental management systems, in accordance with the UNE-EN ISO 9001 and UNE-EN ISO 14001 standards or their equivalent. The certificate must have a similar range to the activities in this specification or in its absence, the company's generic activity.

The certificates must be valid and have been issued by a body accredited by ENAC (National Accreditation Body) or by another national accreditation body if in another Member State.”

### **A3. Playground maintenance service document**

“The service must comply with the UNE-EN 1176-7 Standard: *Play areas and surfaces equipment. Part 7: Guide for the installation, inspection, maintenance and use.* The tenderer must show compliance, by means of a valid certificate issued by a certification body accredited by ENAC or by a National Accreditation Body if in another member State (according to that set

out in Directive 765/2008/EC and under the conditions laid down in article 11). The certificate must include the accreditation body's logo or reference to the accredited condition, the accreditation number, and must be issued with a scope covering the activities covered by this contract."

#### **A4. Certified product purchase document**

"XX points are attributed to tenderers who prove they have a valid product certificate, according to the UNE-EN 1796 Standard: *Pressurised or non-pressurised plastic pipeline water supply systems. Fiberglass-reinforced thermoset plastics (FRP) based on unsaturated polyester resin (UP)*, offered for each and every one of the offered diameters, operations and rigidity.

For this quality certificate to be considered valid for these specification purposes, it must have been issued by a body accredited in accordance with the UNE-EN ISO/IEC 17065 Standard. This accreditation must have been carried out by ENAC or by accreditation bodies in another member State (with the necessary documentation that justifies this point) and the procured product must be included in the same scope, or at least the same field of product activity.

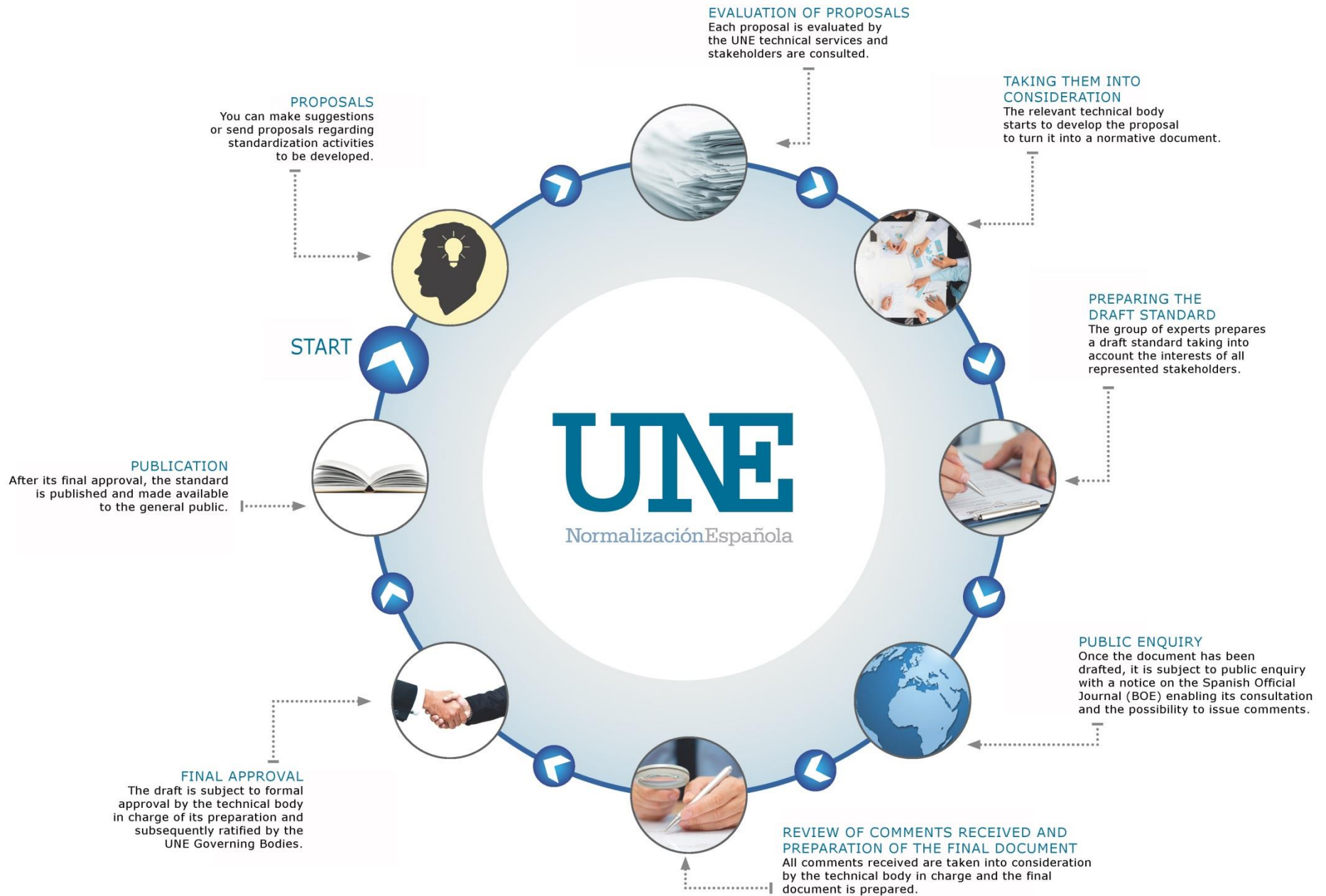
For the purposes of valuation, it is compulsory that the quality certificate is within the certification scope and fits the content set out in section 7.7.1 of the UNE-EN ISO/IEC 17065 Standard, with details of the pipe covering type, breakdown of the DN, PN, SN and production centre."

#### **A5. Example of when the tenderer must make use of labels as a means of proof of compliance to the required technical requirements**

"The product/service must have a label, mark, sign, certificate or similar, indicating their subject to standard(s) XXX. The label must be granted by a conformity assessment body accredited by ENAC or by a National Accreditation Body in another Member State (pursuant to Directive 765/2008/EC and under the conditions laid down in its) Article 11)."

### **ANNEX 2. The Standardisation Process**

It is the same standardisation process (Figure 5) that gives the standards greater solvency. In Spain, these are produced at the heart of the UNE's Standardisation Technical Committees (Comités Técnicos de Normalización, CTN), which are open to all stakeholders' participation to promote a plural debate. Decisions are always made under very demanding conditions of consensus (two-thirds for standard projects) for guarantee of impartiality and documents undergo a public consultation period in the Official State Gazette (Boletín Oficial del Estado, BOE), accessible on the UNE website. All these factors ensure transparency in the standards' development and that they have the best possible technical solution.





Given the special nature of standardisation activities, the Public Sector Legal Regime Law 40/2015 provides exceptional treatment **as it allows the Public Administration to participate in the standardisation agency's governing bodies**. Thereby, the fifteenth final provision of Law 9/2017 modifies article 84 of Law 40/2015, highlighting again the possibility for the State to participate in the national standardisation body.

Currently, the Spanish Ministry of Economy, Industry and Competitiveness (MINECO) is a member of UNE's Board of Directors and its Standing Committee; and various Ministries of the General State Administration and Autonomous Communities participate in the Body's Board of Directors. In addition, more than 1,100 Public Administration representatives participate in UNE's technical bodies. This participation in governing and technical bodies shows the Public Administration's confidence in technical standards and the standardisation process.

With standardisation's shoring up of public policies, it is worth mentioning the role that it plays in the scope of objectives Law 20/2013 in guaranteeing market unity.

### **ANNEX 3. Standardisation on the European and international stages**

European standardisation activity is defined by the Directive 1025/2012/EU of the European Parliament and the Council of 25 October 2012, according to two sector participation models. The European Committee for Standardisation (CEN) and The European Committee for Electrotechnical Standardisation (CENELEC), which UNE is a full member of. State stakeholder participation is via national representation, while the European Telecommunication Standards Institute (ETSI) is via direct industry participation.

The international standardisation structure has a clear parallel with the European structure, with three standardisation bodies: The International Organisation for Standardisation (ISO), The International Electrotechnical Commission (IEC) and The International Telecommunication Union (ITU), which belongs to the United Nations Organisation (UN). The UNE's presence in the main European and international standardisation bodies enables Spanish representatives to participate in developing European and international standards and offers the possibility of leading these standardisation projects.

The standards are a key element for innovation, progress and trade. They are essential for supporting competitiveness and growth and help keep European countries' technical leadership in global trade. They also enable an agile and effective response to society's and the economy's needs, while including public policy interests. For this reason, the European Commission together with EU Member countries, European Association of Free Trade, Standardisation bodies, European industry (also represented by their associations) small and medium-sized companies and the main European social representatives, pushed the Joint Initiative on Standardisation to be framed in the Single Market strategy in which UNE actively participates.

European standards are recognised by the European Commission and national Public Administrations as a means of demonstrating compliance to legal obligations. More than 20% of European standards are used to support public authorities' policies and laws; and more than

12% of the Spanish standard catalogue are cited in national legislation. Standards favour trade and service provision in the European Single Market. International standards also enable access to the global market and are backed by the World Trade Organisation, which considers them mechanisms to prevent trade barriers.

Such is the Public Administration's confidence in standards that on occasion, not only does it cite them in regulation, but even requests express standards - as in the case of the standardisation requests, where the European Commission requests the European Standardisation bodies (CEN, CENELEC, ETSI) to make standards supporting public policies. A good example of this collaboration is the CE marking-related harmonized product standards, which provides presumption of conformity with the essential requirements of European directives, or the wording of the UNE-EN 301549 V1.1.2 Standard. This includes product and service accessibility requirements applicable to public procurement in Europe.

At the national level, there are also several examples of standards developed under pressure from the Public Administration, an example of its confidence in standardisation. To cite just a few examples: the standards developed at the CTN 178 on smart cities; the UNE 85635 concerning the installation, use and maintenance of industrial doors; the UNE 66102 for tachograph technical centre management systems, or the UNE 173300, which is the best practice guide for slaughter of fish.

The European Commission provides a wide-range of standardisation information on its website, as well as a "Blue Guide" on implementing the European legislation to products.

#### **ANNEX 4. Using standards to strengthen public procurement**

The Public Procurement of Innovation is the administrative intervention to foster innovation, aimed at promoting innovative solutions from the demand side, using the instrument of public procurement, and could be structured basically in:

- Public Procurement of Innovative technology (Compra Pública de Tecnología Innovadora, CPTI). This is the procurement of goods and services not existing at the time of purchase but can be developed in a reasonable time period.
- Pre-commercial public procurement (Compra Pública Pre-comercial, CPP). This refers to research solutions for future needs.

In both cases, innovation and its acquisition in an award procedure can be promoted from the outset, by defining the contract subject using proper requirements or technical specifications. These specifications can be defined by referencing the appropriate standards obtaining the same benefits, as explained above for public procurement in general. In addition, especially within the pre-commercial public procurement, future acceptance of the developed solutions and the generated knowledge transference might be encouraged, if the purchase process together with it anticipates the beginning of standardisation of such solutions as one phase of the process.

## **ANNEX 5. Types of conformity assessment activities**

### **Testing**

Testing consist of experimentally determining one or more characteristics of a product.

Terms such as measurement, determination, analysis or even control can be used instead of "testing" in different sectors. A testing laboratory accreditation is based on the UNE-EN ISO/IEC 17025 international Standard.

### **Calibration**

Calibration is determining the error of an instrument by measuring a known value pattern and its associated uncertainty. A calibration laboratory accreditation is based on the UNE-EN ISO/IEC 17025 international Standard.

### **Medical Analysis**

Medical analyses consist of analysis and determinations made on biological-origin material, usually with diagnostic purposes made by independent laboratories or the clinic/hospital's own internal laboratories. The reference standard for medical or clinical laboratory accreditation is the UNE-EN ISO 15189.

### **Inspection**

Inspection is intended to assess the conformity of the object inspected with demands, on the basis of (sometimes) a professional judgement issued by an expert. The inspection may include visual controls, measures or functional testing of physical objects, documentary tests of specifications or comparisons of results with specific requirements or good practices in the area. The inspection is not limited exclusively to products but also to installations, buildings, machinery and even plans or projects may be subject to inspection. The applicable international standard in this case is the UNE-EN ISO/IEC 17020.

### **Certification**

Certification is a "check" made by a third party, relating to products, processes, systems and people. Its objective's to provide the client of a company confidence, or the buyer of a product or service from a company that meets certain requirements. There are three basic types of certification:

- **Management System Certification:** This certification ensures that the system set up by a body in the area of quality, environment, safety, conforms with requirements of valid standards (for example: standards UNE-EN ISO 9001 for quality, UNE-EN ISO 14001 for the Environment, UNE-EN ISO 22000 for food safety). Accrediting bodies which perform these certifications is based on the set of standards UNE-EN ISO/IEC 17021.
- **Certification of products, processes or services:** These can refer to an object (energy saving lamps), a process (organic farming, wood origin traceability) or a service (public

transport). The principles certifying bodies must respect are defined in the UNE-EN ISO/IEC 17065 international standard.

- Certification of persons: This inspects the competence of certified persons to execute specific technical activities. The UNE-EN ISO/IEC 17024 standard defines requirements that the person certifying bodies must adhere to.
- Greenhouse gas Emission Trading verification: assessing the company's statement on the amount of greenhouse gas emissions (GHG) it has. To provide these international estimates of reliability and comparability, it is required that such statements are inspected by a body accredited in accordance with UNE EN-ISO 14065 Standard.
- Environmental verification: it is the action of checking and monitoring if environmental assessment, environmental policy, environmental management system and the internal environmental audit of an organisation and its application comply with the requirements laid down in the EMAS regulation. To be pursued by companies to achieve continuous improvement of its environmental performance. Once this inspection is done, it will proceed to validating an environmental declaration. Environmental inspectors must demonstrate compliance with the requirements laid down in the Directive 1221/2009/EC to be accredited.

#### **ANNEX 6. How accreditation supports the Public Administration**

ENAC has a broad representation of the Administration in its governing bodies. In addition, it maintains an active and close institutional and technical relationship with public administrations at all levels (European, national, regional and local) and in almost all sectors of activity.

Accreditation is increasingly recognised as a valuable tool for the different public administrations, as it offers an alternative to regulation and a tool to facilitate and simplify it.

For this reason, it is already being used by various Governments around the world to help meet their obligations in areas diverse as health, food safety, energy supply, environmental protection and security staff.

If you have some responsibility in developing or setting up public policies which may need independent inspection, ENAC can help define needs as well as draw up a scheme with the necessary requirements according to the goals and needs.

#### **Benefits of using accreditation for the Public Administration**

The existence of a large network of accredited public and private organisations, offers a set of measures at the disposal of public authorities to be used for implementing its policies; achieving the objectives at a lower cost and based on adopting best practices.

#### **Relying on accredited bodies:**

- Strengthens trust for both companies and consumers in the Administration to make decisions that affect, for example health and safety, on a basis of technically reliable

information, reducing the risk and strengthening society's confidence in institutions and public services.

- Reduces costs by reducing the need for multiple assessments, which translates into more efficiency.
- It enables the regulator (both setting out and applying regulations) to concentrate its resources on standardising aspects and to leave the compliance control system supervision to a specialised and independent organisation (ENAC).

It favours innovation in regulatory matters, (what is known as better regulation) serving as a modernising tool for the Administration, by providing greater agility and simplifying procedures to its users.