

## **Procedure of the Accreditation Council for the monitoring of accreditations undertaken by the agencies**

Resolution of the Accreditation Council adopted on 21<sup>st</sup> September 2006, last amended on 25<sup>th</sup> February 2014<sup>1</sup>

In fulfilment of its statutory task pursuant to section 2 para. 1 no. 4 of the Accreditation Foundation Law (ASG) to monitor accreditations undertaken by the agencies, the Accreditation Council performs the following monitoring measures. As a rule, the Accreditation Council commissions the Foundation's head office with the assessment, and the Board of the Foundation for the decision on the procedure.

### **1. Ad-hoc monitoring**

The Accreditation Council will implement ad-hoc monitoring when there is concrete evidence of shortcomings in the performance or decision of programme or system accreditations or when requested to do so by an agency. The procedure usually takes place on record and according to the following course of action:

Course of action

1. Preliminary assessment based on the existing information and, if necessary, a request for additional appropriate documents from the agency
2. Decision from the Board on initiating a full assessment procedure
3. Agency receives notification of the Board's decision

#### **Further procedure only when a procedure is initiated**

4. Request for the documentation of the accreditation procedure or additional appropriate documentation from the agency
5. Assessment of the documents by the head office, notation on the findings of this assessment, possible requests

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<sup>1</sup> amended on 8<sup>th</sup> December 2009 (printed matter AR 100/2009) and on 25<sup>th</sup> February 2014 (printed matter AR 17/2014).

6. Alternative a: no defects were found by the Board: the agency is informed in writing about the conclusion of the procedure

Alternative b: Request agency to provide an opinion

7. Head office assesses the agency's response and prepares a draft decision template for the Board's decision

8. Decision of the Board

9. The agency receives notification of the findings and the decision

Ad-hoc monitoring can also take other formats. This will be decided by the Board and if necessary, whilst taking account of the agency's opinion.

## **2. Regular monitoring**

The Accreditation Council monitors the respective programme and system accreditation procedures which have been conducted by the agencies.

The Accreditation Council will specify the scope and the instruments for every agency and will provide information on the related administrative fees usually two years in advance. In doing so, it also considers the agency's profile and its share of the market (source-based). The Accreditation Council ensures that an agency's fields of activity, which fall under the responsibility of the Accreditation Council, are regularly monitored. The agencies will be given the opportunity to make their point of view known prior to the arrangement by the Accreditation Council.

Fees for the monitoring will be charged according to the Foundation's statutes of fees.