



Unclassified

---

# Guide for technical experts

Document no. 704.ew

---

**CONTENTS**

1	Audit team .....	3
2	Qualification of the TE .....	3
3	Records concerning TE .....	4
4	Assessment procedure .....	5
5	Contract with the TE .....	5
6	Tasks of the TE .....	5
7	Independence, impartiality .....	6
8	Billing.....	7
9	Annexes .....	9
10	References .....	9
11	Amendments in the Edition of March 2024, Rev. 18 .....	9

*All modifications of the present document form an integral part of the framework contract and are to be communicated in writing to the technical experts.*

## 1 Audit team

In order to be able to carry out the assessment procedure, the Swiss Accreditation Service (SAS) appoints the following personnel:

**Lead assessors (LA):** They are responsible to the SAS for carrying out assigned assessment procedures for the purpose of the granting, surveying, renewing and extending the accreditation of a **conformity assessment body (CAB)**.

They have a technical and scientific education and usually have work experience in the area in which they conduct assessments. Exceptionally, a LA may also act as technical expert (TE) in an assessment procedure.

**Technical experts (TE):** TE carry out essential parts of the technical assessment in the accreditation procedure of a CAB on behalf of and mostly under the direct supervision of the LA and are specialised in their field of expertise.

The SAS nominates depending on the accreditation scope and in consultation with the applicant one or several TE for the duration of the accreditation procedure.

The LA selects the TE based on different aspects, for example:

- on recommendation of another LA,
- the person is already known to the SAS after having attended a TE course,
- at the suggestion of the applicant and after an internal review by the SAS,
- based on lists of names from professional and trade associations.

TE can be recruited from following organisations: federal offices, cantonal and municipal offices, institutes, trade schools, universities and private companies based in Switzerland and abroad.

The SAS issues a frame contract to the TE for the respective assessment activity in the accreditation procedure. TE are mandated individually for each assignment in favour of the SAS.

## 2 Qualification of the TE

TE have an in-depth and proven knowledge and experience in the particular subsector or the entire area of activity of the CAB to be assessed.

The SAS differentiates between:

- **«A-Expert»** (previous knowledge and experience in accreditation issues; repeatedly employed)

TE who have attended the SAS TE course or equal courses and have sufficient assessment experience. The «A-expert» has previously participated in at least **three (3)** assessments towards the granting or renewal of accreditation as a «B-Expert» or shows alternatively a total of **six (6) days** assessment practice. Without participating in a TE course, TE should be able to show at least (8) days of assessment practice.

If TE have already acted on behalf of other national accreditation services from EA, ILAC and IAF MLA in the same technical area, these assessment practices **can be taken into account upon providing evidence of these activities**.

The evidence has to be recorded electronically and filed in the TE dossier. In order to give the TE the possibility to perform an assignment autonomously, TE have to be accompanied and evaluated positively by the LA (in FASAS), before being given the classification of «A-Expert». For this, an individual introduction of the TE by an SAS LA is always a prerequisite.

TE can be recommended by a LA as «A-Expert» to the head of Unit (HU) of the corresponding assessment department, if they meet the requirements of an «A-Expert». The recommendation is always made with a current evaluation of the TE.

An «A-Expert» can carry out assessments for the surveillance on-site or witness audits (accompaniment of activities, conducted by the CAB to be assessed) autonomously. For these assessments, the TE is mandated by the LA and acts in the name of the SAS. The SAS requirements as well as the type of reporting must always be observed.

Contrary to a «B-Expert», an «A-Expert» does not normally need a direct accompaniment and support by the LA on-site.

The LA bears the responsibility in the name of the SAS for the proper conduct of the assessment activity towards the assessed body. In any case, the LA has the power to issue instructions for the TE.

- **«B-Expert»**

A «B-Expert» has either not yet participated in the SAS technical expert course or does not have enough knowhow yet as a member of an SAS audit team. A new TE who has not yet participated in the SAS technical expert course, is introduced individually into the accreditation procedure by the LA. «B-Experts» are accompanied by the LA during the on-site activity.

### 3 Records concerning TE

The following data concerning TE are registered and safeguarded in the SAS database:

- name and address;
- phone numbers / e-mail addresses (private);
- employer's address, if relevant, including phone numbers / e-mail addresses (business);
- social security number;
- framework contract <sup>1)</sup>;
- all the assignments of the TE;
- individual introduction to the activity or confirmation of participation in courses, conventions, SAS seminars or training courses of other national accreditation services (if available);
- possible additional training in the assessment field and management system;
- education and further training and professional experience as well as other technical qualifications;
- information concerning the classification of experts as «A-Expert» or «B-Expert» as well as periodic evaluations during the conduct of activities within the framework of assessments for the SAS.

---

<sup>1)</sup> By signing the framework contract the appointee explicitly agrees that the contracting body may provide information on the content of this contract within the meaning of the Freedom of Information Act (FolA, SR 152.3), namely on the specific mandate, the financing or compensation as well as the name and address of appointee and the TE.

**Questionnaire for TE:** The necessary information concerning the TE are mostly taken from the «Questionnaire for technical experts». The document is regularly updated, at the latest after 5 years. The TE informs the LA about any important changes concerning (further) training or professional situation, in a proactive manner. The LA who mandates the TE makes sure that potentially lacking information is supplied later and the corresponding adjustments are made in the FASAS.

## 4 Assessment procedure

The assessment procedure is defined in the relevant SAS documents. Assessments are carried out with the help of specific SAS documents, individual checklists and reference documents, if available. The SAS document, any individual checklists and especially the reference documents are considered to be a support for the audit team. The SAS differentiates between:

- **Reference document:** These serve to verify whether the requirements of the underlying accreditation standards are treated in the CAB's management system. They can be downloaded under [www.sas.admin.ch](http://www.sas.admin.ch).
- **Individual checklists:** TE can also draw up individual checklists in preparation for the assessment. These should, if possible, be discussed with the responsible LA before the assessment.

## 5 Contract with the TE

TE receive a general frame contract, double signed by the SAS. TE can be mandated either as (1) private person or (2) ad personam as employees. In the first case, the TE is advised to obtain the employer's consent, if necessary.

In the second case, the employer co-signs the frame contract. TE as well as their employers shall acknowledge the obligations associated with the activity in the framework of an accreditation procedure; in particular, the employer shall not interfere in the accreditation procedure and shall recognise that the TE is also bound by professional confidentiality.

On the basis of the frame contract, the LA arranges the assignment of the TE in writing and informs the CAB accordingly. While doing that, the LA clarifies whether the CAB to be assessed accepts the TE's assignment or which reasons argue against the assignment.

## 6 Tasks of the TE

The regulations of the «Verordnung über das schweizerische Akkreditierungssystem und die Bezeichnung von Prüf-, Konformitätsbewertungs-, Anmelde- und Zulassungsstellen» (Ak-kBV; SR 946.512) and the requirements of the international Standard ISO/IEC 17011 apply.

The exact procedure and the role of the TE are described in the corresponding current SAS documents which are available electronically for download topic-related at [www.sas.admin.ch](http://www.sas.admin.ch).

For an assessment, TE are granted access to all relevant documents, areas and premises of a CAB. They also accompany and assess employees of a CAB during work outside the actual locations of the CAB (e.g. during field sampling or during audits or inspections at their customers' premises).

The TE shall notify the LA if the TE does not have the documents of importance to him at his disposal, two (2) months before the assessment date.

The core tasks of the TE are:

- Assessments of the professional competence of the staff and the maintenance of the necessary knowledge in the subject area, the suitability of procedures and proceedings and the suitability of the infrastructure, the facilities and the available localities of the CAB.

The TE are under the obligation to:

- carry out expert assessments in accordance with the SAS guidelines and under the supervision of the LA;
- make an agreed contribution to the preparation and schedule of the assessment with the LA;
- if necessary and in consultation with the SAS, draw up a subject-specific checklist;
- work according to the defined assessment schedule;
- inform the LA about their findings without delay;
- deliver a report on the requirements they have assessed within 5 working days or as agreed with the LA;
- provide an opinion on the finalised assessment report (if necessary and agreed with the LA);
- participate in courses and further training of the SAS, which serve the exchange of information for the TE;
- charge the expenses to the SAS within one month after the completion;
- protect all the documents received from the CAB to be assessed from unauthorised access and to keep them safe;
- hand over or definitively delete the (electronic) documents to the SAS upon termination of the contract;
- maintain the official secrecy;
- inform the LA early on of any absences or events that might prevent them from completing their tasks in due time;
- inform the LA of any circumstances that might call into question their independence, impartiality and integrity in connection with their activity as TE before accepting the mandate.

## **7 Independence, impartiality**

TE shall ensure that they are free from any interests which could lead to him to act otherwise than in a manner that is at all times trustworthy, independent and impartial and non-discriminatory towards the CAB to be assessed.

Any business or private connections (e.g. consulting activity, mutual collaboration in the context of larger projects, family ties, close friendships, joint university or university of applied sciences attendance) shall be disclosed by the TE prior to the assessment. The TE shall also inform the LA of any current or past relations of their employer with the CAB to be assessed and any collaborations and partnerships, as far as they are aware of them.

## 8 Billing

### Assessment - Accreditation

The hours required for the preliminary discussion and the assessment, less breaks (meals), are to be invoiced at the hourly rate agreed in the contract.

Essentially, these are the

- planning, preparation and conduct of the preliminary discussion;
- planning, preparation and conduct of the assessment for the granting, maintaining, extension or renewal of accreditation or any extraordinary assessments;
- issue and correction of the audit report and the accreditation register;
- checking the proof of correction submitted by the CAB to rectify the non-conformities either by means of a document review or a revisit to the site;
- additional correspondence within the scope of the accreditation procedure (with the SAS) and the CAB, if appropriate.

### Travel times and travel costs

The effective travel costs of the TE can only be charged against proof of the original receipt.

- For bus, train and boat (preferred):
  - Reimbursement of a full-price first class ticket, provided that the expense is documented;
  - Reimbursement of a half-price first class ticket, without receipt or when using a SBB General Abonnement;
  - Federal employees who hold a Federal General Abonnement are not entitled to compensation for travel by public transport;
- For public transport in cities and suburbs: the price of the ticket;
- For the aircraft: «Economy Class» ticket (or for longer journeys outside Europe as agreed with the SAS);
- For the private car and motorbike: max. CHF 0.70/km (shortest distance in each case).

### Please note:

- If there are no significant time savings or other demonstrable benefits to be gained from the use of private vehicles, public transport should be used as a primary means of transport.
- The responsibility for ensuring insurance cover when using the private vehicle for business purposes lies with the TE.
- Routes of more than 400 km per way must be approved in advance by the SAS.

### Travel time

The pure (shortest possible) travel time that is not used for preparatory or follow-up work for the assessment activity can be invoiced to the SAS at **half** the contractually agreed hourly rate. Waiting time, traffic jams, or detours are at the expense of the traveller. For longer journeys within and outside Europe (with a total of more than ten (10) hours) the travel time is charged according to a special agreement.

If work is carried out during the outward or return journey for the preparation or the follow-up of the assessment activity, this can be charged at the hourly rate agreed in the framework

contract. The travel time shall be reduced by the working time charged on an expense basis and **half** of the remaining pure travel time can then be charged on.

### **Meals and expenses for overnight stay**

For the duration of the assessment activity, TE may charge a minimum of CHF 30.– (flat rate) up to a maximum of CHF 60.– for lunch. For amounts exceeding CHF 30.–, the corresponding receipt must be enclosed.

Compensation for the dinner will only be paid if

- the assessment activity is continued after dinner or on the following day. The flat rate of CHF 30.– shall be paid for this. The submission of a receipt is not required;
- the TE does not arrive home before 21:00. The flat rate of CHF 30.– is paid for this. The submission of a receipt is not required.

In accordance with the applicable SECO regulations, a maximum amount of CHF 200.– per night will be paid for the overnight stay(s), enclosing the original receipt.

### **Guideline values for TE for time needed for preparation and reporting**

- For one assessment day (for the granting, extension or renewal of accreditation): between approximately 5 to maximum 7 hours;
- For two assessment days (for the granting, extension or renewal of accreditation): between approximately 7 to maximum 10 hours;
- For one assessment day (for the surveillance of accreditation), the above-mentioned lower time figures apply as guideline.

### **Information / cost estimate**

The TE shall inform the LA without asking and in good time of any expenses to be invoiced that would exceed the cost estimate the expert assessment of the CAB.

### **Billing**

The invoice template (Form 899f103n), which the LA sends to the TE in the course of issuing mandates, is used to prepare the invoice for expenses and must be completed in full. The order number, which is already entered in the invoice template, must not be changed.

If the mandate and invoices are issued via the employer (on company stationery), form 899f103n must be completed and enclosed with the invoice. The original receipts (e.g. train tickets, airline tickets, hotel invoices, taxi receipts) must be enclosed with the invoice. However, receipts for lunches that were cheaper than CHF 30.– do not need to be submitted.

The mandatory indication of the period of performance on the fee invoice of the TE of pensionable age ensures that the social contributions and the income subject to contributions can be correctly calculated and entered. The relevant period in which the work is performed, i.e., from preparation of the assessment activities to the control of the rectification of non-conformities must be entered.

Following points cannot be invoiced:

- General familiarisation periods with the accreditation system and participation in general events for further training in connection with accreditation;
- Meal breaks;
- Time expenditure for personal training and introduction «on the object», unless this is absolutely necessary for the assessment of activities within the scope of accreditation.

## Additional information

The SAS reserves the right to make a corresponding reduction of the claim in the case of unsubstantiated or disproportionate reimbursement claims or in case of an unjustified or too late communicated exceeding of the specified / estimated costs for the activity as TE.

Information on cost estimation, billing and remuneration practice can be obtained from the LA.

From the time of submission and formal approval of the invoice by the SAS, a credit note is issued to the beneficiaries within 30 days at the latest.

**Note:** For employees of the Federal Administration, the regulations of the Federal Finance Administration (FFA) regarding benefit allocation (taking into account the materiality limit) normally apply.

TE from the Federal Administration report the hours spent to the responsible LA of the SAS, which charges the CAB accordingly, unless otherwise agreed between the federal agencies. Agreements between the SAS and the federal agencies are made by the heads of department and the head of the SAS.

Suppliers and service providers of the Federal Administration are obliged to submit electronic bills if the total amount of invoices issued during the term of the contract is likely to exceed CHF 5'000.00. With this so-called e-bill, all necessary billing-data is transmitted electronically from the invoicing party to the invoice recipient. This obligation applies to all invoices issued by TE domiciled abroad and to those invoiced via their employers. All other TE are currently excluded from the obligation to submit electronic bills.

## 9 Annexes

- Annex 02: Sample of a TE's report

The Annex is currently only available in German, French and Italian.

## 10 References

- SR 946.512, Ordinance on the Swiss Accreditation System and the Notification of Testing, Conformity Assessment, Registration and Matriculation Bodies (Accreditation and Notification Ordinance, AkkBV)
- ISO/IEC 17011: General requirements for accreditation bodies accrediting conformity assessment bodies
- Regulations of the Federal Finance Administration (FFA) concerning accounting for services

## 11 Amendments in the Edition of March 2024, Rev. 18

- Chapter 8: Adjustment of the flat-rate amounts.

\* / \* / \* / \* / \*