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ACCREDITATION OF INSPECTION BODIES AGAINST EN ISO/IEC 17020

DAK-DD-002

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1. PURPOSE

This document provides the support to inspection bodies in interpreting individual requirements as set out in ISO/IEC 17020:2012 in order to ensure a uniform and consistent application.

The document is to be used by DAK assessors during the accreditation process of inspection bodies.

2. REFERENCES

EN ISO/IEC 17020:2012 - Requirements for the operation of various types of bodies performing inspection

ILAC P15:06/2014 - Application of ISO/IEC 17020:2012 for the Accreditation of Inspection Bodies

3. GLOSSARY AND ABBREVIATIONS

3.1 Glossary

The present document uses the terms and definitions mentioned in the reference documents foreseen in chapter 2 and those specified in ISO/IEC 17000:2005 Conformity assessment – Vocabulary and general principles.

3.2 Abbreviations

DAK Directorate for Accreditation of Kosovo

EA European Cooperation for Accreditation

IAF International Accreditation Forum

ILAC International Laboratory Accreditation Cooperation

4. CRITERIA FOR ACCREDITATION

4.1 Accreditation standard

- EN ISO/IEC 17020:2012 - Requirements for the operation of various types of bodies performing inspection;

4.2 EA, ILAC Documents

- ILAC P 15:06/2014 - Application of ISO/IEC 17020:2012 for the Accreditation of Inspection Bodies;

4.3 DAK Documents

- DAK-PO-004 - Policy on the use of DAK logo, DAK accreditation symbol and reference to accreditation,
- DAK-PO-005 – Policy on use of proficiency testing and interlaboratory comparisons
- DAK-PO-006 – Policy on traceability of measurements
- DAK-DK-001 – Accreditation Process

5. ASPECTS RELATED TO THE ACCREDITATION PROCESS OF CABs

Accreditation process is carried out according to DAK-DK-001, but taking into account also the following related to the witness assessment:

During a cycle of accreditation, each active inspector shall be observed during the on-site inspection activity by the inspection body at least once. In case this is not possible, DAK shall assess other records relating to the performance evaluation or further training sufficiently support evidence that the inspector is continuing to perform competently.

Before granting accreditation, at least one witness assessment shall be conducted. If the inspection body covers several technical inspection areas, has a large number of inspectors / locations or if certain witness assessments cannot be performed due to practical reasons, the required number of witness assessments shall be determined individually before granting the accreditation and based on sector-specific requirements.

6. ASPECTS RELATED THE APPLICATION OF ACCREDITATION STANDARD EN ISO/IEC 17020

This document follows the articles of the standard. Titles of the chapters are written in italics. This document shall be read in conjunction with ILAC P10.

Art. 4 General requirements – Impartiality and independence

Inspection bodies are classified according to Types A, B, C which refers to the status of independence.

*Type A: The Type A inspection body shall be independent of the parties involved in the inspection. It is an „independent Third Party“, equivalent to a third party institution.
(Clause 4.1.6 a) and Annex A, A.1 of ISO/IEC 17020)*

Which means that an inspection body of Type A is an independent "Third Party" which receives external orders for the inspection of (not own/external) products or also processes or services and provides inspection reports back to the external client.

*Type B: The Type B inspection body forms a clearly separated and identifiable part of an organization involved in the design, manufacture, supply, installation, use, operation or maintenance of the items it inspects. It was founded to provide inspection services to its parent organization (in-house inspection body).
(Clause 4.1.6 b) and Annex A, A.2 of ISO/IEC 17020)*

Which means that an inspection body of Type B, however, is always a (separated and identifiable) part of an organization concerned with the products to be inspected. This type of inspection body inspects only the internal products of the organization to which it belongs and provides inspection reports only to the internal client.

*Type C: The Type C inspection body is involved in the design, manufacture, supply, installation, use, operation or maintenance of the items it inspects or that are similar to those it inspects. It may provide inspection services to the parent organization and other parties.
(Clause 4.1.6 c) of and Annex A, A.3 of ISO/IEC 17020)*

Which means that an inspection body of Type C is a not clearly separated, but identifiable part of an organization concerned with the products to be inspected. This Type of inspection body inspects both the own/internal products and also similar or external products and provides its inspection reports both to internal and external clients.

For all types of inspection bodies, the top management shall define and document a commitment to provide and maintain impartiality.

The inspection body shall identify the risks to the impartiality and there shall be defined measures to eliminate or minimize these risks. An analysis of risks shall be done annually or each time a risks occur. This analysis shall include the related body analysis. Examples of relationships that could influence the impartiality are detailed in ILAC P10 art. 4.1.3b.

Art. 5 Structural requirements

The inspection body that is part of a larger organization shall be identified within the organizational chart of the respective organization and the inspection activity shall be specified within its legal documents. The NACE code 7120 shall be specified in the legal documents of the inspection body.

The inspection body shall have an insurance to cover the liabilities resulting from its activities.

Art. 6 Resource requirements

Personnel

The competence needed for the personnel of the inspection body who carries out inspections does not only include knowledge of the relevant testing activity, but also knowledge of the following:

- ✓ manufacturing of the products inspected, etc.
- ✓ the operation of the product inspected, etc.
- ✓ the way of use of the products inspected, etc.
- ✓ any defects which may occur during the use of the product
- ✓ the consequences of identified defects for the use or the operation of the products, etc.
- ✓ the requirements of relevant legislation for the products, etc.
- ✓ the general requirements from the appropriate standardization for the products, etc.

The personnel of the inspection body who carries out inspections shall have the necessary qualifications which include at least the following:

- ✓ Professional education completed in the field which concerns the inspection activity, or equivalent skills.
- ✓ Generally, several years of professional experience after the training in the work area in which the examination shall be carried out.
- ✓ Basic knowledge of the technique used for the examination of the results, either by participation in appropriate training courses, or by observing, and by activities accompanied by experienced staff members of the inspection body.
- ✓ Traceable and documented evaluation and verification of the skills by an experienced staff member of the inspection body.

There shall be objective evidence of the above mentioned.

The inspection body shall ensure that the personnel involved in the inspection process is monitored on a regular basis, is competent and operates in accordance with the quality management system of the inspection body.

Managerial and technical personnel for inspections may be identical but the functions and responsibilities shall be clearly documented in the job description by the inspection body.

Similarly, the management of the inspection body and the quality manager may be identical, but the functions and responsibilities shall be clearly documented in the job description by the inspection body.

Subcontracting

The inspection body shall subcontract only accredited tests, as they are defined by ISO/IEC 17025.

The inspection body shall be able to independently assess the results of the subcontracted tests. The responsibility for establishing the conformity with the requirements remains with the inspection body.

The inspection body shall inform its clients in advance of subcontracting.

Art. 7 Process requirements

An inspection body shall document its procedures on inspection activities. The procedure shall include at least the following:

- ✓ Title for the procedure on the inspection activity
- ✓ Content and aim of an inspection, scope, specifications, standards, normative documents, etc.
- ✓ Organization, personnel and operation
- ✓ Inspection scheme (planning of the inspection activities, conducting the inspection)
- ✓ Testing activities (inclusion of external services, subcontracting)
- ✓ Facilities and equipment
- ✓ Examination of inspection results
- ✓ Inspection report/certificate

Art. 8 Management system requirements

The inspection body shall document its management system within procedures according to the requirements of EN ISO/IEC 17020.

In case the management system of the inspection body is certified for ISO 9001, the inspection body shall be able to demonstrate to DAK that the requirements of EN ISO/IEC 17020 are fulfilled.

7. HISTORY

Date of Edition	Prepared by	Description of applied changes
2.12.2015	Banush Neziri	New document