



Inspection Body-Accreditation Procedure

PJLA offers third-party accreditation services to Conformity Assessment Bodies (i.e. Testing and/or Calibration Laboratories, Reference Material Producers, Field Sampling and Measurement Organizations and Inspection Bodies). This procedure outlines PJLA's accreditation process and criteria administered to conformity assessments bodies performing **inspection (ISO 17020) activities**. **This is a Supplemental Procedure to PJLA's Accreditation Procedure (SOP-1)**. **Both procedures shall be followed for the entirety of this accreditation program.**



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1.0 SCOPE/PURPOSE

- 1.1 The accreditation of inspection bodies is performed by PJLA based on the operating criteria as outlined in ISO/IEC 17011:2004 Conformity assessment – General requirements for accreditation bodies accrediting conformity assessment bodies, IAF/ILAC-A5:11/2013 ILAC-P15:06/2014 Application of ISO/IEC 17020:2012 for the Accreditation of Inspection Bodies.
- 1.2 This procedure includes information additional to the criteria as outlined in the main body of this document. (CABS) under the inspection program will be assessed to the all relevant requirements.

2.0 REFERENCES

- 2.1 ISO/IEC 17020:2012 Conformity Assessment-requirements for the operation of various types of bodies performing inspection
- 2.2 ILAC-P15 Application of ISO/IEC 17020:2012 for the Accreditation of Inspection Bodies
- 2.3 IAF/ILAC-A5:11/2013 IAF/ILAC Multi-Lateral Mutual Recognition Arrangements (Arrangements): Application of ISO/IEC 17011:2004.

3.0 DEFINITIONS

- 3.1 **Inspection:** Examination of a product, process, service, or installation or their design and determination of its conformity with specific requirements or, on the basis of professional judgment with general requirements
- 3.2 **Inspection Body:** A body that performs inspection; an organization can be an organization or part of an organization
 - 3.2.1 **Category A:** An inspection body providing third party inspections.
 - 3.2.2 **Category B:** An inspection body providing first party inspections, second party inspections, or both, which forms a separate and identifiable part of an organization involved in the design, manufacture, supply, installation, use or maintenance of the items it inspects and which supplies inspection services only to its parent organization (in-house inspection body).
 - 3.2.3 **Category C:** An inspection body providing first party inspections, second party inspections, or both, which forms an identifiable but not necessarily a separate part of an organization involved in the design, manufacture, supply, installation, use or maintenance of the items it inspects and which supplies inspection services to its parent organization or to other parties, or to both.



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- 3.3 **Conformity Assessment Body (CAB):** A facility that is requesting accreditation to ISO/IEC 17020.

4.0 MANUAL/ORGANIZATION

- 5.1 PJLA maintains a quality manual and operating procedures and work instructions to document its quality system to comply with ISO/IEC 17011 and other national/international programs.

5.0 TRAINING AND QUALIFICATION

- 5.1 PJLA maintains a training, qualification and on-going continuing education program for assessors. A competency matrix is on file at PJLA Headquarters for assessors which indicate those areas of inspection which the assessor is qualified to perform on behalf of PJLA. Inspection assessors shall have at least 2 years of practical work experience performing inspections for one of the categories of inspection bodies (i.e. Category A, Category B or Category C). Additionally, they should be familiar with inspection requirements and methods, inspection and reporting processes and techniques, products and processes inspected, legislation and safety practices, sampling methods as applicable, and techniques used to assess professional judgment.

6.0 ASSESSMENT PLANNING

6.1 Aspects such as the following will be used for determining assessment planning:

- 6.1.1 policy formulation;
- 6.1.2 process and/or procedure development;
- 6.1.3 process of initial selection of inspectors;
- 6.1.4 as appropriate contract review;
- 6.1.5 planning conformity assessments;
- 6.1.6 review and approval of conformity assessments;
- 6.1.7 the extent to which inspectors are required to exercise professional judgment;
- 6.1.8 total number of inspectors;
- 6.1.9 frequency of each type of inspection;
- 6.1.10 number of locations of the inspection body;
- 6.1.11 past history of performance during (re)assessment;
- 6.1.12 personnel certification or other formal qualifications held by inspectors;
- 6.1.13 the training system of the inspection body;
- 6.1.14 effectiveness of internal monitoring of inspectors;



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- 6.1.15 change of employees
 - 6.1.16 overall complexity of inspection activities
 - 6.1.15 organizational stability and risk awareness of the inspection body, and;
 - 6.1.16 any statutory requirements.
- 6.2 PJLA internally documents the analysis and/or rationale used for sampling of inspectors to be witnessed to cover the scope of accreditation prior to each assessment. All CABs will be required to provide PJLA a complete listing of inspectors and their qualification for all premises for which key activities are performed on the (LF-21 Supplement-Inspection form). Key activities include the following: policy formulation, process and/or procedure development, process of initial selection of inspectors and, as appropriate contract review, planning conformity assessments, review and approval of conformity assessments. Not all premises may be required to be assessed depending on how activities influence the outcome of the inspection. CABs that have designated facilities that perform contract review separate from head office, maintain records not kept at the head office, maintain management system documentation not kept at the head office and obtain maintenance and calibration of specific equipment kept separate from the head office will be subject to an on-site assessment. The LF-21 Supplement-Inspection form will be updated annually by the CAB and the assessor prior to each assessment. PJLA will review any updates and determine any changes in assessment criteria annually.
- 6.3 National legal requirements, regulations, standards or other relevant authority may stipulate levels of witnessing. Any such adjustments will be made explicitly in scope statements by reference to the relevant law, regulation, etc. as necessary.
- 6.4 Inspection Body's holding an ISO 9001 certification by an accredited (CAB) will be evaluated to avoid duplication wherever possible. However, all variances between the two standards will be assessed to ensure full compliance with ISO/IEC 17020:2012. In such cases, the (CAB) will be required to provide a copy of their current accredited certificate and latest assessment report for evaluation. PJLA will request CABs to submit annual reports and updated certificates on an annual basis at least 60-90 days prior to the scheduled assessment. Failure to submit this information will disqualify the (CAB) from any deviations from the assessment.

7.0 ASSESSMENTS AND DOCUMENTATION

- 7.1 PJLA will perform on-site assessments of (CABs) quality systems to include their general ISO/IEC 17020 requirements, and those outlined in PL1 thru PL-4 as applicable, along with PJLA Accreditation Symbol Procedure, SOP-3. Assessments will focus particularly on the Inspection Body's quality management



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system including impartiality requirements and technical requirements such as equipment, environmental conditions, and inspector qualifications including on-site monitoring, reporting and records. Assessments will consist of both on-site verification at client facilities and inspection processes being addressed at the main location of the Inspection Body using rationale as referenced above in section 6.0.

- 7.2 Assessments will be conducted on annual basis consisting of a full system assessment every two years with surveillance in between.

8.0 NOTIFICATION (CERTIFICATE PROCESS)

- 8.1 PJLA has an established executive committee to grant accreditation to Inspection Bodies. Executive Committee members will be selected based on their knowledge of the scope of accreditation. Upon the Executive Committee's final approval of the accreditation, a certificate will be created containing: the field of Inspection, Category of Inspection, Type of Inspection and Methods/Standards utilized for the Inspection. Certificates will be developed in accordance with WI-9 Work Instruction for Inspection Scopes of Accreditation.

9.0 RECORD RETENTION (RECORDS/COMPLAINTS)

- 9.1 PJLA currently retains records from three (3) to five (5) years (depending on the record), minimum.

10.0 DELEGATION (SUBCONTRACTING OF ASSESSMENT ACTIVITIES)

- 10.1 PJLA will not delegate (whole or in part) the responsibility of (CAB) assessments to another organization, which is not itself recognized under the ILAC MRA. This will not extend to the assessors themselves, many/most of who are independent contractors. PJLA confidentiality and conflict of interest policies will be enforced.

11.0 SUBCONTRACTING OF (CAB) ACTIVITIES

- 11.1 All provisions of ISO/IEC 17020 regarding subcontracting will be enforced.

12.0 PARTICIPATION AND MAINTENANCE OF RECOGNITION

- 12.1 PJLA will participate in meetings with ILAC/APLAC as scheduled and announced, or at least once every year.