



**SRI LANKA ACCREDITATION BOARD
for CONFORMITY ASSESSMENT**

QUESTIONNAIRE for ACCREDITATION of INSPECTION BODIES

Instructions to the Applicant:

1. Please fill the questionnaire on your own judgment of activities and return with the application
2. This questionnaire is prepared based on the requirements specified in the ISO/IEC 17020:2012 Standard. This questionnaire could be used as a tool for carrying out a self assessment to determine the preparedness of the Inspection Body prior to go for Accreditation.
3. Please note that meeting all the requirements specified in the questionnaire should not be construed as applicant Inspection Body fulfils all the requirements for Accreditation by SLAB.

ACCREDITATION SCHEME FOR INSPECTION BODIES

QUESTIONNAIRE

This questionnaire is a self-assessment check list to assess the preparedness of the Inspection Body (hereafter it will be referred as IB) for it to be considered for Accreditation by SLAB.

Questionnaire Completed By

Name: _____

Position: _____

Name of the inspection body: _____

Signature: _____

Date: _____

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		Yes	No
4.	General Requirements (ISO/IEC 17020 clause 4)		
4.1	4.1. Impartiality & Independence		
	• Inspection activities are undertaken impartially		
	• IB identify risks to impartiality , documented and demonstrate how it eliminates such risks		
	• IB has top management commitment to impartiality		
	• IB has identified its type of inspection (Type A, B or C) –Please refer Annex A of ISO/IEC 17020		
	4.2 Confidentiality		
	IB responsible through legally enforceable commitments for the all information		
	IB obtain consent from relevant parties prior to publicizes		
5	Structural Requirements		
5.1	Administrative requirements		
	IB has acceptable legal status		
	IB has identified Inspection activities from other activities within organization		
	IB has documentation which describes the activities for which it is competent		
	IB has made adequate arrangements to cover liabilities		
	IB has insurance / reserve to cover liabilities		
	IB has documents describing contractual conditions		
5.2	Organization & Management		
	IB has structured and managed so as to safe guard impartiality		
	IB has organized and managed so as to enable it to maintain the capability to perform its inspection activities		
	IB has documented responsibilities		
	IB has documented it reporting structure		
	IB has defined relationship between other activities or inspection activities of the organization		
	IB has identified Technical Manager		
	Technical Manager is technically competent and has experience in operation of IB activities		
	IB has documented Specific responsibilities of Technical Manager		
	IB has appointed deputies for Technical Manager		
	IB has issued Job descriptions to each category within IB involved in inspection activities		
Please attach evidence for following:			
Report on risk analysis			
Legal entity			
Liability coverage			
Reporting structure and full organization structure			

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		Yes	No
6	Resource requirements		
6.1	Personnel		
	IB has documented competency requirements for all personnel involved in inspection activities (Please attach evidence)		
	Competency requirements include Education		
	Training		
	Technical Knowledge		
	skills		
	Experience		
	IB has employed / contracted sufficient number of personnel to perform range , type and volume of its inspections		
	IB 's personnel responsible for inspections have knowledge of the manufacture of products inspected, operation of processes and delivery of services , the way in which products are used, processes operated and services delivered the defects which may occur during the use of the product, any failures in the operation of the process		
	IB makes clear to each position their duties, responsibilities and authorities		
	IB has documented procedures for selecting, training, formally authorizing and monitoring inspectors and other personnel involved in inspection activities		
	Personnel familiar with the inspection methods and procedures monitor all inspectors and other personnel involved in inspection activities for satisfactory performance		
	Is each inspector observed On-site unless there is sufficient supporting evidence that the inspector is continuing to perform competently		
	IB maintains records of monitoring, education, training, technical knowledge and experience of each member of its personnel involved in inspection activities		
	IB does not remunerate IB's personnel in a way to lead impartiality		
	IB's internal and external personnel are act impartially and maintain confidentiality of information		
	IB has to disclose information to regulatory bodies		
Please attach evidence for following: Minimum Competency requirements List of Inspectors with their expertise Procedure for selecting, training, formally authorizing and monitoring Regulatory requirements on field of inspection and publication of information			

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		Yes	No
6.2	Facility and Equipment		
	IB has available to it suitable and adequate facilities and equipment to permit all activities associated with the inspection activities to be carried out in a competent and safe manner		
	IB has rules for the access to and the use of specified facilities and equipment used to perform inspections		
	IB ensures continuing suitability of equipment and identify all equipment		
	Documented procedure and instructions available for maintenance of equipment		
	Measurement equipment having a significant influence on the results of the inspection calibrated:		
	• Before being put into service and		
	• Thereafter according to an established programme		
	Measurements made by the Inspection Body are traceable to national or International Standards of measurement		
	Reference standards of measurement held by the Inspection Body used for calibration only and for no other purpose		
	Reference standards of measurement calibrated providing traceability to a national or International Standard of measurement		
	IB conducts in-service checks between regular recalibrations		
	Inspection Body has procedures for:		
	a) Selection and approval of suppliers;		
	b) Verification of incoming goods and services ;		
	c) Ensuring appropriate storage facilities		
	IB has procedures established and implemented for protecting the integrity and security of data; and computer and automated equipment is maintained in order to ensure proper functioning		
	IB has documented procedures for dealing with defective equipment		
	IB maintains and records relevant information on the equipment, including software		
	Please attach evidence for following: List of equipment Calibration programme Recent Calibration certificates		

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		Yes	No
6.3	Subcontracting		
	IB itself normally performs the all inspections which it contracts to undertake		
	IB subcontracts any part of the inspection		
	IB takes responsibilities of subcontractor's work		
	IB informs the customer of its intention to sub-contract any part of the inspection		
	Inspection Body record and retain details of its investigation of the competence of its sub-contractors and of their conformity with the applicable requirements of this International Standard.		
	Are subcontractors accredited for the activities subcontracted		
	IB maintains a register of all sub-contractors		
	Please attach evidence for following: Information on activities subcontracted List of subcontractors with their accreditation status/ competency level		
7	Process Requirements		
7.1	Inspection methods and procedures		
	IB follows the methods and procedures for inspection which are defined in the requirements against which inspection is to be performed		
	IB follows its own inspection methods and documented		
	IB inspection methods were developed based on recognized inspection methods (International/ national / regional / legal requirements etc)		
	Inspection body have and use adequate documented instructions on inspection planning and on sampling and inspection techniques		
	All instructions, standards or written procedures, worksheets, check lists and reference data relevant to the work of the inspection body maintained up-to-date and readily available to the personnel		
	IB has a contract or work order control system		
	IB uses information supplied by any other party as part of the inspection process		
	IB verifies the integrity of such information		
	Observations or data obtained in the course of inspections recorded in a timely manner to prevent loss of relevant information		
	Calculations and data transfers subject to appropriate checks		
	IB has documented instructions for carrying out inspection in a safe manner		

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		Yes	No
7.2	Handling of inspection items and samples		
	IB ensure items and samples to be inspected are uniquely identified to avoid confusion regarding the identity of such items and samples		
	IB has procedures for identification and recording of abnormal situations , preparation of inspection items and notification of such situation to customers		
	IB has documented procedures and appropriate facilities to avoid deterioration or damage to inspection items while under its responsibility		
7.3	Inspection records		
	Inspection Body maintain a record system to demonstrate the effective fulfillment of the inspection procedures and enable an evaluation of the inspection		
	Inspection report or certificate internally traceable to the inspector(s) who performed the inspection		
7.4	Inspection reports & inspection certificates		
	Inspection report / certificate include all information as per ISO/IEC 17020 clause 7.4.2)		
	Inspection Body only issue an inspection certificate and inspection results and certificate and results are traceable to each other		
	All information reported correctly, accurately and clearly		
	Inspection report or inspection certificate contains results supplied by sub-contractors are clearly identified		
	IB has procedure for issuing amendments to inspection certificates / inspection reports		
7.5 & 7.6	Complaints & Appeals		
	IB has a documented process to receive, evaluate and make decisions on complaints and appeals		
	Description of the handling process for complaints and appeals available to any interested party on request		
	IB responsible for all decisions at all levels of the handling process for complaints and appeals		
	IB gives formal notice of the end of the complaint and appeals handling process to the complainant or appellant		

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		Yes	No
8	Management system requirements		
8.1	Options		
8.1.2 & 8.1.3	IB management system is complying with option A		
	IB management system is complying with option B		
8.2	IB fulfills requirements for management system documentation as per ISO/IEC 17020 clause 8.2		
8.3	IB fulfills requirements for control of documents as per ISO/IEC 17020 clause 8.3		
8.4	IB fulfills requirements for control of records as per ISO/IEC 17020 clause 8.4		
8.5	IB fulfills requirements for management review as per ISO/IEC 17020 clause 8.5		
8.6	IB fulfills requirements for internal audits as per ISO/IEC 17020 clause 8.6		
8.7	IB fulfills requirements for corrective actions as per ISO/IEC 17020 clause 8.7		
8.8	IB fulfills requirements for preventive actions as per ISO/IEC 17020 clause 8.8		

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List of Documents to be submitted along with the Application

- Completed Application for Accreditation (IB-FM (P)-01)
- Completed Questionnaire (IB-FM (P)-02)
- IB's documented Quality System (Quality Manual & Management system Procedures)
- Two signed copies of Terms and Conditions of maintaining SLAB accreditation (IB-RG(P)-03)
- Job descriptions of key personnel involved in Inspection Activities
- Complete Organization Structure Chart
- Internal Audit report and corrective action records
- Management review records
- If already accredited for the Field/Scope Applied, Documentary evidence
- Payment Receipt of Application Processing Fee
- Cross reference matrix
- List of inspectors
- List of customers with their current status
- Inspection schedule of current year

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Example for the preparation of cross reference matrix

Please be noted that the IB shall cover all requirements of ISO/IEC 17020

Clause number of ISO /IEC 17020	Relevant section/ clause of Quality Manual	Relevant procedures	Relevant forms/Plans Registers/ Lists	Any other reference and remarks
4.1.1	QM section 04 Clause 4.1.1	Procedure for management of impartiality (document reference number)	Confidentiality and impartially agreement (document reference number)	
5.1.1	QM section 05 Clause 5.1.2	None	None	Company registration certificate