

## GUIDELINES FOR SELECTION OF INSPECTIONS & INSPECTORS FOR WITNESS ASSESSMENTS

### 1. Scope:

This guideline provides a framework for selecting inspections and inspectors for witness during on – site assessments

**2. Responsibility:** Lead Assessor/ Team Leader/ Technical Assessor/Authorized representative of Inspection Body  
Authorized Officer

### 3. Procedure

#### 3.1 For multi sites

**3.1.1** The Onsite Assessment will be carried out two stages namely Pre-assessment and Initial Assessment (The Final Assessment for the grant of Accreditation). During both these stages, witness assessments at the site of the applicant Inspection Body’s Client shall be performed. Although there are no strict demarcations for these two assessments, the objectives of these Assessments may be expressed in the following manner.

**3.1.2** If an inspection body carries out at least one of the following key activities at different premises, prior to granting accreditation, all premises shall be assessed as per ISO/IEC17020 and other requirements as relevant.

- Policy formulation
- Processes and /or procedures development
- Process of initial selection of inspectors and as appropriate
- Contract review
- Planning conformity assessments
- Review and approval of conformity assessments
- Contract review separate from the Head office
- Maintenance of records not kept at Head Office
- Maintenance of management system documentation not kept at Head Office
- Maintenance and calibration of specific equipment kept separate from Head Office

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**3.1.3** Authorized Officer in consultation with the Technical Manager /Lead Assessor/ Team Leader/ Technical Assessor/ Authorized Representative of Inspection Body and information provided in the application documents shall identify the key activities performed at premises other than the Head Office of the Applicant Inspection Body ( New or renewal ) and select the number of sites associated with Inspection Body.

**3.1.4** Authorized officer shall inform number of sites considered as the premises where above key activities are carried out by Inspection Body and tentative assessment plan for all premises during pre assessment and initial assessment. This communication may be sent along with the Document & record review report.

**3.1.5** Authorized Officer shall prepare a detail plan for each premises of the inspection body to be visited during different types of assessments as given in the table below. The sites that were visited previously within the accreditation cycle shall not be selected unless there is any reason to do so.

No. of sites	Site to be selected (minimum)			
	Pre + Initial	1 <sup>st</sup> Surveillance	2 <sup>nd</sup> Surveillance	Re-assessment
1 - 2	All sites	All sites	All sites	All sites
3 - 5	All sites	1/2 including the Main Office	The rest including the Main Office	1/2 including the Main Office
More than 5	All sites	1/3 including the Main Office	1/3 including the Main Office	A half including the Main Office

**3.1.6** When sites are selected, the selection of inspections and inspectors is to be done in accordance with guidelines given under 3.2.

**3.1.7** Authorized Officer shall maintain a list of the sites belonging to the Inspection Body on or attached to the CAB information sheet (IB-FM-13) of the case file.

**3.1.8** Authorized Officer shall update a Sampling Plan indicating the Sites visited and to be visited during an accreditation Cycle.

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## 3.2 Selection of Inspections & Inspectors

**3.2.1** These guidelines are to be applied for each and every assessment conducted at main office and other premises where key activities given under clause 3.1.2 are carried out. The choice of inspectors and sites to be witnessed by the SLAB assessment team shall be decided by the SLAB considering the critical factors such as new employees, scope of inspection body, the risk, the complexity of the inspection activity. However, this does not mean that every inspector is witnessed on-site.

**3.2.2** At least one month before the initial assessment and with surveillance or re assessment notification letter, Authorized officer shall request following information from the inspection body

- Complete set of documentation of Inspection Body ( Quality manual, management system procedures, SOPs, inspection methods etc,
- List of inspectors with their competence level and authorized areas
- Inspection schedule of Inspection body
- Other supporting information on the areas given under clause 3.2.3

**3.2.3** Prior to grant accreditation, all major inspection activities under each field of inspection as given in the scope of accreditation are witnessed. Thereafter, all major inspection activities shall be covered within the accreditation cycle.

*Example: NDT Inspection is considered as field of inspection and inspection activities/ methods such as radio graphic, ultrasonic, magnetic particle testing etc are considered as major inspection activities.*

When selecting Inspections and Inspectors at least following aspects may be considered;

- Fields and major inspection activities/ inspection methods given in the scope of accreditation
- Extent to which inspectors are required to exercise professional judgment
- Number of inspectors due during the SLAB assessment period (within two months)
- Frequency of inspections done by inspectors and inspection body
- Competence requirements of inspectors e.g. personnel certification or formal qualification and competence
- Nonconformities of previous assessment

In addition, when deciding on which inspectors will be assessed account will be taken of:

- New recruits or new authorizations
- Qualifications and experience
- Location
- Any statutory requirements
- Extent to which inspectors are required to exercise professional judgment and competence required for each field of inspection
- Inspection body's procedure for training, qualifying, selection and monitoring of inspectors will also be considered and as far as possible, inspectors qualified for more than one area will be selected for initial assessments and thereafter other inspectors during accreditation cycle.

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**3.2.4** During the SLAB assessment period, if there is no inspections for particular field which is required to witness, SLAB may schedule a special witness in association with the Inspection body and with prior agreement. The additional cost for technical assessor will be charged from the inspection body.

**3.2.5** If none of the inspectors can cover the entire scope of a specific field then more than one inspector will be assessed for that field. Where there is any evidence which casts doubt on the competence of inspection staff, the sample size of inspectors assessed on site may be increased.

**3.2.6** Authorized officer in consultation with Technical Manager shall prepare a brief report and keep in the case file on the basis for selection of inspections and inspectors with clear justification for exclusions and additions based on the information provided by the inspection body on clause 3.2.3, previous assessment findings, changes taken place after previous assessment etc.

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