



**SRI LANKA ACCREDITATION BOARD
for CONFORMITY ASSESSMENT**

TERMS & CONDITIONS
for **MAINTAINING ACCREDITATION**
OF INSPECTION BODIES



ACCREDITATION SCHEME FOR INSPECTION BODIES

TERMS & CONDITIONS FOR MAINTAINING ACCREDITATION OF INSPECTION BODIES

We the undersigned, on behalf the inspection body

_____ agree to fulfill
and abide by the following terms and conditions adopted and implemented by the Sri Lanka Accreditation Board for Conformity Assessment (SLAB) for maintaining accreditation for inspection bodies as given below.

(This document shall be signed by the Chief Executive or his Authorized Representative and submitted to SLAB in duplicate along with the application form. SLAB will return a copy after grant of accreditation by endorsing it. In case of changes, SLAB will make sure that the current document is signed by the inspection body, always.)

SRI LANKA ACCREDITATION BOARD FOR CONFORMITY ASSESSMENT				
Title: Terms & Conditions for Maintaining Inspection Body Accreditation			Doc No : IB-RG (P) - 03	
Issue No: 02	Date of Issue: 2015-02-02	Rev No: 03	Date of Rev : 2016-05-24	Page: 01 of 05

Agreement

1. The Inspection body shall carry out its inspection activities in such a way as to meet the requirements implemented by the inspection body itself and or adopted by the regulatory authorities in Sri Lanka and requirements of ISO/ IEC 17020: 2012 and which ever is applicable and relevant to SLAB specific criteria.
2. The accreditation shall be initially granted after a successful initial assessment for a period of three years and thereafter shall be subject to office and on-site annual surveillances. These surveillances shall be conducted before the completion of each year for two years counting from the date of initial assessment.
3. Before expiry of the three year period, the accreditation granted shall be renewed by a re-assessment, for which the Inspection body shall apply three months before the expiry of accreditation. Thereafter SLAB shall conduct re-assessment in every three years and annual surveillances.
4. In addition to planned surveillances, depending on the behavior of the inspection body or in response to complaints with regard to violation of rules and procedures of SLAB for accreditation, surprise or ad hoc on-site or other surveillances may be arranged.
5. When requested, the inspection body shall afford accommodation and co-operation to enable the SLAB to verify fulfillment of requirements for accreditation. These facilities shall be available at all premises where the conformity assessment is supposed to take place.
6. The inspection body shall offer SLAB access to all relevant information including documents and records pertaining to accreditation that provide insight into the level of independence and impartiality of the inspection body from its related bodies, if applicable, to all relevant personnel and to all inspection areas to undertake any check to verify inspection capability of the inspection body, and to witness the inspection (on-site) being performed relevant to accreditation.
7. The Inspection body shall appoint competent personnel to perform inspections and authorized signatories who are responsible for authenticity and issue of inspection certificates/ reports.
8. On grant of accreditation, the inspection body shall claim accreditation in only those premises, fields/ facility, disciplines, activities for which it has been accredited and as stated in the Accreditation Certificate.
9. The inspection body shall abide by the guidelines for use of SLAB accreditation symbol (AC-RG-01) and may use it on its letterheads, inspection certificates/reports and any other relevant documents. The mark shall be used for the purpose of identifying correctly and unambiguously its inspection services accredited by SLAB.
10. The inspection body shall not use inspection certificates / reports nor any part thereof in a misleading manner and not stated its accreditation in a manner as to be considered misleading or unauthorized and bring disrepute on SLAB.
11. The inspection body shall offer the SLAB or its representative cooperation in undertaking any check to verify inspection capability of the inspectors, providing names of all authorized signatories who are responsible for authenticity and issue of inspection certificates /reports, offering access to relevant areas of the inspection body / relevant inspectors for witnessing inspection performed, examination of all relevant documentation and records and interaction with all relevant personnel.

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Title: Terms & Conditions for Maintaining Inspection Body Accreditation			Doc No : IB-RG (P) - 03	
Issue No: 02	Date of Issue: 2015-02-02	Rev No: 03	Date of Rev : 2016-05-24	Page: 02 of 05

12. Inspection body shall provide information on inspectors and inspections due within the period of assessment to the SLAB in order to select Inspectors and inspection sites/ activities to be witnessed simultaneously with the particular assessment.
13. The inspection body shall ensure that no part of its inspection certificate / report is used by its clients, or be authorized by its clients for use, for promotional or publicity purposes in any way that SLAB may consider it to be misleading. Inspection body shall make it clear in all its contracts with clients that a satisfactory inspection certificate/report in no way implies that the field or activity so inspected is approved by SLAB and ensure that its clients are made clear that accreditation of inspection activity in no way implies that its process, system or person is approved by SLAB
14. The inspection body shall pay fees for processing of application, fees for assessment; expenses towards travel, board & lodging for assessment, surveillance and re-assessment fees including witness activities and annual accreditation fees as determined from time to time by SLAB.
15. The inspection body shall inform SLAB within 15 days of significant changes which affect the activities and operations of inspection body relevant to accreditation such as in legal, commercial, ownership or organizational status, organizational structure, main policies, resources and premises, scope of accreditation and other such matter that may affect the ability of the inspection body to fulfill requirements of ISO/ IEC 17020.
16. The accredited inspection body shall normally perform inspection which is covered under scope of accreditation by itself. Where an inspection body subcontracts a substantial or critical part of the inspection/measurement/testing, this work shall be assigned only to another competent inspector or accredited inspection body. The inspection body shall record and retain details of its investigation of the competence and compliance of its subcontractor and maintain a register of all subcontracted work. The inspection body shall advise its clients at the time of contract review about the intended sub-contracting.
17. If applicable, the accredited inspection body shall regularly and satisfactorily participate in the Proficiency Testing programmes covering its scope of accreditation as per SLAB policy for participation in Proficiency Testing activities. Whenever possible, SLAB will inform the inspection bodies of the available programmes. The minimum stipulated participation is one area / type of inspection as applicable per discipline prior to gaining accreditation and all areas / activities included in the accredited scope of each discipline at least once every three years.
18. The satisfactory performance expressed shall be determined in terms of $|Z| \leq 3$ or $|En| < 1$ or any other criteria depending on the programme design. The inspection body shall carry out investigation for unsatisfactory performance in proficiency testing and necessary corrective action within one month. The inspection body shall part with all available information related to proficiency testing to the assessors at the time of surveillance and re-assessment. If the Inspection body subcontracts testing activities, Inspection body shall evaluate /ensure that the subcontractor laboratory is fulfilling the above requirement.
19. The accredited inspection body shall respond promptly to the changes initiated by SLAB in its accreditation criteria, policies and procedures and for necessary change the inspection body will be given sufficient notice and time on the opinion of SLAB, as is found to be reasonable, to carry out adjustments in its system. The inspection body shall inform SLAB when such adjustments have been completed.

SRI LANKA ACCREDITATION BOARD FOR CONFORMITY ASSESSMENT				
Title: Terms & Conditions for Maintaining Inspection Body Accreditation				Doc No : IB-RG (P) - 03
Issue No: 02	Date of Issue: 2015-02-02	Rev No: 03	Date of Rev : 2016-05-24	Page: 03 of 05

20. SLAB may at subsequent stage decide to reduce the scope of accreditation, granted initially, if major non-compliance is observed during surveillance or re-assessment in the inspection body management system or technical competence, which is likely to adversely influence the result of inspection or the inspection body is unable to complete corrective actions within agreed/ stipulated time of the surveillance/ re-assessment related to specific inspection activity or the performance in a proficiency testing programme coordinated by SLAB or equivalent organization recognized by the SLAB is unsatisfactory or is declared an outlier in terms of $|Z| \geq 3$ or $|En| > 1$ or any other criteria depending on the programme design and the inspection body could not take appropriate corrective actions within one month.

21. SLAB may suspend or withdraw accreditation of an accredited inspection body, on one or more of the following grounds:

- a. After undergoing a surveillance or re-assessment, inspection body has not taken any corrective action after getting sufficient time and notice from SLAB.
- b. Non-payment of accreditation expenses like assessment or surveillance or re-assessment charges and annual accreditation fees.
- c. Not applied three months before the expiry of accreditation and SLAB has not been able to take a decision for renewal of accreditation.
- d. Non-cooperation with SLAB.
- e. Refusal to allow examination of documents and records by SLAB & its assessors.
- f. Denial of access to SLAB & its assessors to its inspection activities.
- g. Wrong representation of scope of accreditation.
- h. Misuse of SLAB Mark or its use after expiry of accreditation.
- i. Misleading reporting of facts.
- j. Activity bringing disrepute to SLAB.
- k. Result of complaint analysis or any other information which indicates that the inspection body no longer complies with requirements of SLAB.

22. The accredited inspection body upon suspension or withdrawal of its accreditation (however determined) or expiry of validity of accreditation shall forthwith discontinue its use of all advertising matter that contain any reference to the accreditation status and return the certificates of accreditation to SLAB.

23. The accredited inspection body can relinquish accreditation by giving three months notice in writing to SLAB.

24. Inspection body is required to inform the SLAB Secretariat, if any of the proposed assessor(s) happens to be their Consultant or associated with the inspection in any other capacity, and SLAB shall not appoint these Consultants as assessors.

25. SLAB absolves itself of any legal or financial liability arising out of any activity inspected in any of its accredited inspection body involving any accidental or consequential damages to personnel/ equipment/ products at any time. The Inspection body shall obtain sufficient insurance coverage to cover the liabilities arisen from its inspection activities.

SRI LANKA ACCREDITATION BOARD FOR CONFORMITY ASSESSMENT				
Title: Terms & Conditions for Maintaining Inspection Body Accreditation			Doc No : IB-RG (P) - 03	
Issue No: 02	Date of Issue: 2015-02-02	Rev No: 03	Date of Rev : 2016-05-24	Page: 04 of 05

26. The inspection body has the right to appeal on any adverse decision taken by the SLAB on accreditation and associated activities and all appeals shall be resolved using the Procedures adopted by the SLAB on that behalf and the decision on the approval of the Council of SLAB shall be the final.

27. All disputes, if any, arising out of SLAB decisions that remain unresolved through mechanism provided by SLAB are subject to the exclusive jurisdiction of the Courts in Sri Lanka and none other.

By signing this document, it is implied that a inspection body after accreditation agrees to comply at all times with all Terms and Conditions for Maintaining SLAB accreditation.

Signature of Chief Executive or his Authorized Representative _____

Name, Designation & Inspection Body _____

Date & Place _____

Seal of the Inspection Body, if any

Signature of Director of SLAB or Authorized Representative _____

Name & Designation _____

Date & Place _____

Date of Receipt of Accredited Certificate _____

Seal of SLAB

SRI LANKA ACCREDITATION BOARD FOR CONFORMITY ASSESSMENT				
Title: Terms & Conditions for Maintaining Laboratory Accreditation			Doc No : IB-RG (P) - 03	
Issue No: 02	Date of Issue: 2015-02-02	Rev No: 03	Date of Rev : 2016-05-24	Page: 05 of 05