UNITED ACCREDITATION FOUNDATION

Document Name	**ACCREDITATION REQUIREMENTS FOR INSPECTION BODIES**
Document Number	**UAF-CAB-IB**
Applicable For	**All Inspection Bodies applying for Accreditations**
Revision Number	**V00**
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1. RELEVANT DOCUMENTS

1.1 Accreditation requirements

- ISO/IEC 17020:2012 "Conformity assessment – Requirements for the operation of various types of bodies performing the inspection.

1.2 Additional documents

Other International documents applicable for accreditation.

- ILAC P15:05/2020 - Application of ISO/IEC 17020:2012 for the Accreditation of Inspection Bodies.

UAF documents applicable for accreditation of Inspection Bodies •
UAF-GEN-CAB-01-General Accreditation requirements.

- UAF-GEN-CAB-02-Conditions for the use of UAF Symbol.
- UAF Policy on Metrological Traceability and Calibration.

2. SCOPE OF ACCREDITATION

2.1 Scope Classification

UAF has decided to follow the classification of scope sectors based on the Scope Sectors recognized by International Accreditation Forum (IAF)and local requirements in some cases The scope sectors are classified into the groups and the same is used to grant the scope. While classifying the scope the type of inspection body, e.g. as defined in Annex A of ISO/IEC 17020:2012 (referred to as "level of independence" in this document for clarity. The field of inspection for which accreditation has been granted the range of inspection for which accreditation has been granted the regulations, standards, specifications or other authoritative documents containing the requirements against which the inspection is to be performed, as applicable. Scope sectors are recommended by the assessment team on the basis of the available competence; however the accreditation review committee may decide to restrict grant of accreditation to a part of the scope sectors described in the annex. The accreditation schedule would indicate the actual coverage as described in Annexure 1 and Annexure 2.

3. INSPECTION STANDARDS

3.1 It would be the responsibility of the Inspection body to demonstrate that inspections are carried out in accordance with internationally / nationally acceptable standards. Standards developed by the customer or the inspection body itself, if used, shall be appropriate, fully documented and validated and should be clearly specified in the inspection contract. A reference of same may be provided in the scope statement.

4. ACCREDITATION ASSESSMENTS

4.1 The assessment extent and content depend on the requested scope of accreditation, the other activities for which the body is accredited or requests accreditation and the performance of the body at previous assessments. The assessment consists of the following activities:

a) Document Review

b) Office assessment

c) Witness Assessments

4.2 Initial assessments

During the initial assessment, the implementation of policies and procedures is assessed at the office(s) of the body. The content and extent of the assessment shall at least ensure that:

- During the office assessment, the team samples the files of personnel to cover the scope for which accreditation is sought. For granting accreditation, at least one client is witnessed for any one of the scopes in the Group.

- During the office assessment, the team samples the files of inspection personnel for each function to cover the scope for which accreditation is sought. At least one inspection personnel for each Inspection function and one Inspector file per IAF sector scope requested shall be reviewed completely for the award of accreditation of Scopes in the Group.

To ascertain the effectiveness of the inspection body's procedures and technical competence in the scope of accreditation, UAF witnesses the inspection activities. To ensure the integrity of the process, for each witnessed inspection. The UAF assessor, at a minimum, must be able to determine that the inspector:

- Has the competence required for the inspection performed?
- Is competent consistent with the competence criteria.
- Has been providing the necessary procedures, inspection methods, and equipment.
- Fulfils all requirements of the inspection procedures.
- Reports the findings truthfully and accurately.
- Completes the inspection records following ISO/IEC 17020, ILAC P15, any applicable conformity assessment scheme requirements, and the procedures of the inspection body**.**

4.2.1 The UAF assessor acts as an observer and takes no action to influence the outcome of the inspection.

4.2.2 The UAF Accreditation Manager determines the number of witnessed inspections required at the beginning of each accreditation cycle. Unless specified by a scheme owner or agreed on by the Accreditation Manager.

4.2.3 UAF will conduct at a minimum one witnessed inspection for the critical scope per Group for initial accreditation and reassessment as detailed in the Annexure 2. In case the Critical scope is not available for witness, the witness can be performed in any of the scopes in the groups, but the critical scope will not be awarded.

4.2.4 The number of required witnessed inspections may be increased based on:

4.2.5 Fields and types of inspection:

- Key locations of the inspection body
- The extent of technical judgment required
- Number of inspectors
- Frequency of inspections
- Required competence of inspectors (e.g., professional inspection)

4.2.6 For the selection of inspections to be witnessed, the following rules apply:

- During an initial accreditation, at least one inspection shall be witnessed.
- Depending on the already accredited scope, the UAF may decide to omit witness assessments for extension of scope.

4.2.7 General remarks on witnessing:

At least two weeks before the witnessing, the UAF team shall be provided with:

- The records of the IB's contract review for this organization (including qualification records for the inspectors used).
- In case surveillance or re-inspection is witnessed, a copy of the earlier report.
- UAF will normally not witness the same inspectors that have been witnessed in the same scope before.
- UAF will normally not witness an inspection at the same organization.
- Witnessing of inspections also includes the review of the inspection report.
- To be able to select the inspections to be witnessed, the IB shall, on request of the UAF, provide planning for the inspections to be conducted in a certain period. The information on these inspections shall include as a minimum:
  - Type of inspection

- Name and address of the client.
- Inspection standard(s);
- Scope of inspection.
- Name(s) of inspectors(s) and expert(s);
- Date(s) of the inspection.

4.3 Surveillance and reassessments

4.3.1 The implementation of the inspection system shall be verified during each surveillance assessment of the UAF. The surveillance assessment is conducted once in a year or as per the recommendation of the assessment team. The files reviewed during the subsequent surveillance and the reassessment in four years (accreditation cycle) shall cover all the accredited scopes based on sampling. The number of files to be reviewed for each assessment is calculated from the number of inspections under accreditation (approximately one-sixth of the square root of the number of inspections with a maximum of 12 files) during an accreditation cycle of four years.

4.3.2 For each accreditation cycle (surveillances and reassessment), the number of witnesses as per the critical scopes awarded in the group. The Assessment program ensures that higher diversity of technical area will increase the number of witness assessments. In the application of the above guidelines, it shall be considered whether witness assessments may serve for multiple schemes (e.g., by witnessing combined inspections) and how may witness assessments are performed in other schemes.

4.4 Scope extension

The Assessment by UAF in case of an application for an additional scope sector consists of one or more of the following assessment methods:

- Office assessment, to verify documents and records and to interview relevant staff.
- A witness assessment for a sample selected from applied scope if required.

At least the defined requirements for competence in that sector, records of the qualification process of inspectors for that sector, and a complete inspection dossier in that sector will be verified in a scope extension assessment.

4.5 Assessment duration

The normal assessment duration would be as follows:

- Document review (Manuals, procedures, other documents as needed – man-days shall be decided based on applied schemes and scopes.
- Review of corrective actions and revised documents – to be estimated by UAF.
- **Office assessment** – 3 mandays for one Inspection scheme, at least one manday would be added for each extra scheme covered in assessment. The use of technical expert would be additional based on the technical areas/scopes applied which would be estimated and informed to the IB in advance.
- **Branch office / sub-contractor assessment** – generally 1 manday depending on the activities carried out in the branch. Sampling of branch office may be considered as per the risk assessed detailed in the assessment program.
- **Witness assessments** – As per plan of IB– UAF would deploy a competent team comprising of assessors and TEs if required.
- **Follow up assessments** – To be estimated by UAF
- **Surveillance assessments** – At least 2 MD based on scope of accreditation and other branches if applicable as per the assessment program.
- **Any extension of scope assessment** – To be estimated by UAF. Requires offsite review, office assessment and witness assessment.

UAF is obliged to recognize accreditations issued by other MRA signatory accreditation bodies. A provision exists in the MRA procedures of APAC / ILAC respectively for exchange of documents among ABs and to recognize the work done by each other.

The recommendations by UAF may take into account the results of assessments by other ILAC MRA members. Therefore, UAF would consider reports of other ABs who are signatory to ILAC / APAC MRA for ISO/IEC 17020.

4.6 Framework for use of reports from other ABs for initial assessments

- UAF would carry out its own office assessment. Use of reports from other ABs would be restricted to witness assessment reports only.
- UAF would carry out at least one witness assessment to confirm the IB process for evaluating before using reports from other ABs. If however, UAF has witnessed an evaluation for another AB, such a report would be acceptable in lieu.
- UAF would witness assessments in Scopes identified as critical as a part of initial assessment.
- When the applicant IB is already accredited by an APAC or ILAC MRA signatory AB then UAF may accept a witness report. In case of a new IB, where accreditation is granted after one WA, UAF may accept a foreign AB’s witness report in lieu of one WA.
- Reports of witness assessments should be reasonably current – not older than 3 years on the date of UAF assessment and audit/evaluation witnessed should meet the UAF criteria.

- UAF agrees to follow the ILAC Guidance on exchange of documents among ILAC MRA signatories.
- The IB shall also confirm that there had been no issues raised by the other accreditation body on examiner competency requirements during their previous assessment.
- UAF / Accreditation Committee may decide not to use such reports citing clear reasons.

5. METROLOGICAL TRACEABILITY AND CALIBRATION

The purpose of requiring traceability is to ensure that measurements are accurate representations of the specific quantity subject to measurement, where measurement results form the basis of inspection results. ILAC Document - ILAC P10 "ILAC Policy on Metrological Traceability of Measurement Results" available on ILAC website 'www.ilac.org' forms the basis of UAF Policy on Measurement Traceability. Traceability of measurement results is a fundamental topic for equivalence as well as harmonization of measurement results provided by conformity assessment bodies including inspection bodies and to ensure confidence amongst accreditation bodies to maintain international Mutual Recognition Arrangements.

a) Inspection Bodies shall be able to demonstrate the calibration of equipment which have significant influence on results (critical equipment), whether owned by itself or others, used in inspection are traceable to the International System of Units (SI units) in accordance with the requirements specified in ISO/IEC 17025. Rationale to classify the equipment into a Critical category should be documented and maintained. When using external calibration services, traceability of measurement shall be assured by the use of calibration services from laboratories that can demonstrate competence, measurement capability and traceability.

b) UAF accepts as evidence of metrological traceability to national and international standards of measurements those calibrations performed by:
   - National Metrology Institutes or other CIPM (International Committee for Weights and Measures) MRA Signatories.
   - Calibration laboratories accredited by an ILAC and APAC MRA Signatory, or calibration laboratories accredited by other accreditation bodies under ILAC / APAC MRA.
   - An NMI not covered under CIPM MRA but services are suitable for intended use.
   - Calibration laboratories demonstrating compliance to ISO/IEC 17025, as assessed by the inspection body, if need be.

c) Where in-house calibration of equipment is accepted, the inspection body shall ensure that the calibration has been performed in accordance with the relevant criteria for metrological traceability in ISO/IEC 17025, which states that traceability of measurement shall be assured by the use of calibration services from laboratories that can demonstrate competence, measurement capability and traceability. In such cases the inspection body has the responsibility for ensuring and demonstrating that calibrations are performed by using a valid calibration method, by competent person(s). Records shall also be maintained for all conditions related to performing calibration such as traceability of master equipment as per (ii) above, records of environmental conditions, unique ID, accuracy and measurement range etc.

d) Where traceability as stated above is not technically possible or reasonable or available, the inspection body and the client and other interested parties may agree to using Certified Reference Materials. Following CRMs with metrological traceability are acceptable.

- CRMs produced by Reference Material Producers accredited by any other ILAC/APAC MRA signatory.
- The certified values of CRM are covered in JCTLM database.

In case CRM are not available as above, a reference material may be used after ensuring that it is for intended use and is produced following all the practices as per requirement of Reference Material Producer. IB shall maintain adequate records for same.

e) Where inspection body opts to verify compliance of an external/in-house calibration laboratory to ISO/IEC 17025 instead of using a calibration laboratory accredited as per ISO/IEC 17025, then it shall have a documented procedure to assess an external/in-house calibration laboratory to the applicable requirements of ISO/IEC 17025 (as described in iii above) and shall demonstrate to have assessed the external/in-house calibration laboratory by an assessor trained in ISO/IEC 17025 and relevant calibrations and the IB's procedures, and shall maintain detailed records of assessing compliance of the external calibration laboratory to ISO/IEC 17025.

f) IB should maintain the calibration interval as per requirements of ILAC G 24 Guidelines for determination of Calibration intervals of measuring instruments with adequate justification.

g) UAF has also adopted the ILAC guidance documents ILAC G 27: Guidance on measurements performed as part of an inspection process. Applicant and accredited inspection bodies shall comply with the guidance given in this document. This document can be freely downloaded from ILAC website or by directly accessing the link given below:

https://ilac.org/publications-and-resources/ilac-guidance-series/

h) Where equipment is subjected to in-service checks between regular re-calibrations, the nature of such checks, the frequency and acceptance criteria shall be defined.

6. USE OF TESTING LABORATORIES AS PART OF INSPECTION

a) When as a part of inspection, for confirming product compliance to relevant standard, tests are required to be carried out in a laboratory, the inspection personnel may draw sample(s) and send it to their own laboratory or an independent external laboratory. Inspection bodies shall ensure that the laboratories to which samples are sent for testing are either accredited or compliant to ISO/IEC 17025 for the scope of tests being undertaken. Inspection bodies shall not use testing laboratories recommended or decided by its clients unless they are either accredited or compliant to ISO/IEC 17025. If the inspection body opts to verify compliance of an external testing laboratory to ISO/IEC 17025, instead of using a laboratory accredited as per ISO/IEC 17025, then it shall have a documented procedure to assess the external testing laboratory to the requirements of ISO/IEC 17025, shall demonstrate to have assessed the external testing laboratory by an assessor trained in ISO/IEC 17025 and relevant testing procedures, and shall maintain records of assessing compliance of external testing laboratories to ISO/IEC 17025. Only in the above cases the laboratory test report as received from the laboratory may be directly attached to the inspection report.

b) When as a part of inspection, the inspection body is required to review test reports for the purpose of assessing conformity to specified requirements/criteria, the testing shall have been carried out in laboratories complying with ISO/IEC 17025 as established by the inspection body or accredited to ISO/IEC 17025. The tests for which results are to be reviewed shall either be covered under accreditation in accordance with ISO/IEC 17025 or the compliance of the laboratory performing the tests shall have been verified by the inspection body for compliance to applicable requirements of ISO/IEC 17025 for the tests under consideration.

c) When as a part of inspection, the inspection personnel witness testing at client's or vendor's laboratory at the site, the inspection bodies shall ensure that these laboratories demonstrate compliance to relevant requirements as specified in Clauses 6.1, 6.2 and 7.1 of ISO/IEC 17020:2012. The inspection bodies shall ensure that client's or vendor's personnel performing such tests are competent and use standard / validated test methods. The inspection body shall also ensure that the inspection personnel conducting the test witness shall also be knowledgeable about the above requirements to be able to assess the same.

7. USE OF UAF ACCREDITATION MARK

UAF strongly encourages its accredited inspection bodies to use UAF Accreditation Mark on their inspection reports/certificates to promote accreditation granted to their inspection services. It is each inspection body's responsibility to ensure that it describes its UAF Accreditation Status in a manner that does not imply that accreditation is held in areas that are outside the scope of accreditation, for its other activities and branch offices facilities that are not included in the accreditation or for products or services that UAF accreditation does not cover.

Inspection reports/certificates issued by UAF accredited inspection bodies for the scope and locations covered under UAF accreditation, irrespective of whether UAF Accreditation Mark is used or not on such reports/certificates issued, shall be deemed to be covered under accreditation and shall be subject to assessment during routine UAF Surveillances and/or Reassessments of accredited inspection bodies.

8. TIME FOR INSPECTIONS UNDERTAKEN BY THE INSPECTION BODY

The inspection body shall have a system for ensuring required time is spent by the inspection personnel for carrying out inspections and for monitoring the time spent on inspections. Timelines prescribed by regulatory bodies shall be strictly complied. The documented system shall be assessed for adequacy by the UAF assessment team as part of documentation review and if required, during the onsite assessment as part of implementation verification.

9. ANNEX 1: LIST OF SCOPES OF ACCREDITATION

The list of scope of accreditation by UAF is based on IAF ID1: 2023.

IAF Code	**Description of scope**
01a	Agriculture & Fishing
01b	Forestry
02	Mining and Quarrying
03	Food products, beverages and tobacco
04	Textiles and textile products
05a	Leather & Leather products
05b	Tanning & Dressing of Leather
06	Wood and wood products
07a	Pulp, paper
07b	Paper products
08	Publishing Companies
09	Printing companies
10	Manufacture of coke and refined petroleum
11	Nuclear fuel
12	Chemicals, chemical products and fibres
13	Pharmaceuticals
14a	Rubber products
14b	Plastic products
15	Non-metallic mineral products

16	Concrete, cement, lime, plaster etc.
17a	Basic metals
17b	Fabricated metal products
18	Machinery and equipment
19a	Electrical equipment
19b	Optical and precision equipment
19c	Medical and surgical equipment
20	Shipbuilding
21	Aerospace
22	Other transport equipment
23	Manufacturing not elsewhere classified
24	Recycling
25	Electricity supply
26	Gas and Petroleum supply
27	Water supply
28	Construction
29a	Wholesale & retail trade
29b	Repair of motor vehicles, motorcycles
29c	personal and household goods
30	Hotels and Restaurant
31a	Transport, storage and communication
31b	Tele Communication
32a	Financial intermediation
32b	Real estate; renting
33	Information technology
34	Engineering services
35	Other services
36	Public Administration
37	Education
38	Health and social work
39	Other social services

10. ANNEXURE 2: CLASSIFICATION OF GROUPS OF SCOPE SECTORS

Group	Critical scopes	General Scopes
A	03	01, 30
B	-	02, 15
C	-	04, 05, 06
D	11,13	07, 10, 12, 14
E	-	08, 09
F	21	17, 18, 19, 20, 22, 23
G	-	16, 24

H	28	25, 26, 27
I	33	29, 31, 32, 34, 35
J	38	36, 37, 39

11. REVISION HISTORY

Revision	Date	Section/Clause / Page No.	Summary of Amendment
RV01			
RV02			
Rv03	JUL-19-2024	4.3	Frequency of Surveillance assessment included as result of Internal audit
V00	NOV-15-2024	Reissued	Reissued as Revision V00 to align with the newly developed UAP. No substantive changes to the content.