

- 4.7.2 Where any failure to comply with any criteria of accreditation is, in the opinion of the CCIB, of a temporary nature and rectification will not be immediate, **ABIS** may suspend accreditation for any or all inspections covered in the terms of accreditation of that inspection body.
- 4.7.3 ABIS shall withdraw the accreditation when departures from the criteria of accreditation, which lead to suspension of accreditation, are not rectified within the stipulated timeframe, normally not more than a year.
- 4.7.4 The **ABIS** shall inform the accredited inspection body in writing of the suspension or withdrawal and the reasons for doing so. The inspection body shall have the right to appeal to the ABIS Council.
- 4.7.5 No accreditation shall be suspended or withdrawn unless ABIS:
- a. Has served at least two weeks' written notice to the accredited inspection body, stating the grounds for the suspension or withdrawal; and
 - b. Has considered any written appeal from the accredited inspection body received during these two weeks.
- 4.7.6 During the two weeks' notice, the status of accreditation of the inspection body is considered to be in temporary suspension and no endorsed report shall be issued.
- 4.7.7 If a written appeal has been received, the ABIS Council shall convene an Appeal Committee chaired by a ABIS Council member and comprising of members not involved in the evaluation of the inspection body to consider the explanations given, and if the accredited inspection body so wishes, shall provide an opportunity for the accredited inspection body to be heard as soon as possible. Where necessary appropriate technical experts may be co-opted by and to assist the ABIS Council in hearing the appeal
- 4.7.8 If no appeal has been received by the ABIS Council against the notice of suspension or withdrawal, or if in the opinion of the ABIS Council the explanations submitted are not satisfactory, **ABIS** shall, on the expiry of the notice, suspend or withdraw the accreditation and inform the inspection body in writing.
- 4.7.9 Any accredited inspection body may voluntarily withdraw its accreditation by giving two weeks written notice to ABIS.
- 4.7.10 An inspection body whose accreditation has been suspended or withdrawn shall not issue ABIS endorsed inspection reports or represent or imply in any way to any party that its accreditation under ABIS is operative.
- 4.7.11 An inspection body whose accreditation has been withdrawn shall return the Certificate of Accreditation and all other appropriate documents to ABIS immediately. It shall stop the use of ABIS mark and accreditation logo in its marketing collaterals.

4.8 **Reinstatement of Accreditation**

- 4.8.1 An inspection body whose accreditation has been suspended in part or in full may have its accreditation reinstated subject to a re-assessment. The inspection body shall satisfy all the criteria of a formal assessment and the award of accreditation as per clause 4.4 and 4.5.

4.9 **Re-application**

- 4.9.1 An inspection body whose accreditation has been withdrawn by ABIS may re-apply one year after its withdrawal date and shall be considered as fresh applicant.

- 4.9.2 An inspection body that has withdrawn its accreditation may re-apply and shall be considered as fresh applicant.

5. Approved signatories

- 5.1 The status of approved signatory shall be granted only to persons nominated by the inspection body.
- 5.2 The status of approved signatory is granted to a nominee for specific inspections which the inspection body is accredited.
- 5.3 As the status of approved signatory is granted in the context of the inspections being performed in a particular inspection body, it shall not be considered as a personal qualification.
- 5.4 The nominees for approved signatory shall have the relevant qualification and experience in the related field and be competent to make critical evaluation of inspection results.
- 5.5 The nominees for signatory approval shall be thoroughly conversant with the ABIS terms and conditions together with other relevant criteria for accreditation. For works that are regulated by authority, the nominee shall be qualified by the relevant authority, where applicable.
- 5.6 No approval will be granted to a nominee without being interviewed by the assessment team. If the nominee for signatory approval is not present in the assessment, a separate visit or interview is required.
- 5.7 In addition to the interview, the nominee, at the discretion of the assessment team, may be required to sit for a written test.
- 5.8 The approved signatory shall ensure the reliability and completeness of inspection reports for which responsibility is taken on behalf of the accredited inspection body concerned.
- 5.9 All approved signatories shall be subjected to review during assessment. It is the responsibility of the accredited inspection body to ensure that existing approved signatories be present when their areas are being assessed. Otherwise their signatory approval may be withdrawn, or a separate visit or interview may be required.
- 5.10 5.10 The status of accreditation may become inoperative if there is no approved signatory for specific inspections or all inspections for which the inspection body is accredited

6. Branch Offices

- 6.1 An accredited inspection body shall not issue ABIS endorsed reports for inspections conducted by the branch inspection office unless accreditation has been extended to cover the work performed by the branch inspection office.
- 6.2 If an accredited inspection body wishes to seek accreditation for its branch inspection office, it shall apply formally to ABIS to request for an extension of the accreditation to the branch inspection office.
- 6.3 ABIS may consider on a case to case basis the accreditation of overseas branch inspection office with Headquarters (HQ) in , if they meet the following criteria:
- a. The HQ oversees and controls the management system and its implementation in the branch inspection office; and
 - b. The branch inspection offices must operate to the same management system and technical procedures as the HQ.

7. Safety

- 7.1 Safe working conditions are essential to good inspection practice and management. The inspection body shall observe all necessary safety precautions to ensure that its inspections are performed in safe working environment.
- 7.2 ABIS will not arrange for on-site assessment if it considers the inspection premises to be unsafe.
- 7.3 It is the inspection body's responsibility to comply with relevant health and safety requirements.

Annex I

Listing of Accreditation Criteria Documents

An inspection body seeking IB Scheme accreditation has to meet the requirements set out in the following documents:

- 1) ISO/IEC 17020: 1998 "General criteria for the operation of various types of bodies performing inspection"
- 2) Technical Notes which amplify and interpret technical requirements of ISO/IEC 17020:1998 for the specific area of inspection activities.
- 3) ABIS 01 "ABIS Terms and Conditions for Accreditation"