



Accreditation Board For International Standards

<p>10.5.b</p> <p>10.5.c</p> <p>10.5.d</p>	<p>work being undertaken?</p> <p>Requirements of client are adequately defined and instructions are understood by staff?</p> <p>Work being undertaken is controlled by regular review and corrective action?</p> <p>Reviews are conducted on completed work to confirm that requirements are met?</p>				
<p>10.6</p> <p>10.7</p>	<p><u>Inspection observations and data</u></p> <p>Are inspection observations and/ or data obtained in the course of inspection recorded in a timely manner to prevent loss?</p> <p>Are calculations and data transfer subjected to appropriate checks?</p>				
<p>10.8</p>	<p><u>Safety</u></p> <p>Are there documented instructions for inspections to be carried out safely?</p>				
<p>11.1</p> <p>11.2</p> <p>11.3</p>	<p><u>Handling of inspection samples and items</u></p> <p>Are inspection samples or items uniquely identified to prevent confusion?</p> <p>Are abnormalities notified to, or noticed by the inspector recorded before commencement of inspection?</p> <p>When there is any doubt on the item's suitability for inspection, is the client informed or consulted before proceeding with inspection works?</p> <p>Does the inspection body establish whether the item has received all necessary preparation or whether the client</p>				



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11.4	<p>requires preparation to be undertaken by the inspection body?</p> <p>Does the inspection body have documented procedures and facilities to avoid deterioration or damage of inspection items while under its responsibility?</p>				
12.1	<p><u>Records</u></p> <p>Does the inspection body maintain a record system to suit its circumstances and applicable regulations?</p>				
12.2	<p>Do the records include sufficient information for satisfactory evaluation of the inspection?</p>				
12.3	<p>Are records held secured in confidence to the client and kept safely for a specified period?</p>				
13.1	<p><u>Inspection reports and certificates</u></p> <p>Are inspection works carried out covered by a retrievable inspection report or certificate?</p>				
13.2	<p>Does the inspection report contain all the results of examinations and the determination of conformity made from these results as well as all sufficient information needed to understand and interpret them?</p> <p>When inspection works are performed by subcontractors, are the results clearly identified?</p>				
13.3	<p>Is the reports / inspection certificates signed by authorised signatories?</p>				
13.4	<p>If there is corrections / additions to report / inspection certificates, is the correction / additions recorded and justified according to relevant requirements?</p>				
14.1	<p><u>Subcontracting</u></p> <p>Does the inspection body do all its inspections?</p>				



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<p>14.2</p> <p>14.3</p> <p>14.4</p>	<p>If the inspection body subcontracts inspections, does it ensure and be able to demonstrate that its subcontractors are competent?</p> <p>Does the inspection body inform the client of the subcontract work?</p> <p>Does the inspection body have documented proof of the client's acceptance of the subcontractor?</p> <p>Does the inspection body have records of the investigation of the competence of the subcontractors? Does the inspection body maintain a register of all subcontracting?</p> <p>Does the inspection body have access to qualified and experienced person to assess the results of subcontracted work?</p>				
<p>15.1</p> <p>15.2</p> <p>15.3</p>	<p><u>Complaints and appeals</u></p> <p>Does the inspection body have documented procedures for dealing with complaints?</p> <p>Does the inspection body have records of all complaints and appeals?</p> <p>Does the inspection body have documented procedures for consideration and resolution of appeals against results of its inspection?</p>				
<p>16.1</p>	<p><u>Co-operation</u></p> <p>Does the inspection body participate in an exchange of experience with other inspection bodies and in the standardisation process as appropriate?</p>				



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Section No.	ABIS Terms and Conditions requirements for IB Scheme	Yes	No	N/A	Remarks
A 1	<u>Existing Authorised Signatory</u> Do the signatories still practice inspection that they are authorised for?				
	2 Do the signatories still occupy appropriate positions in the staff structure so as not be influenced in their inspection work?				
B 1	<u>New Nominees for Authorised Signatory</u> Do the nominee(s) have the required qualifications and personnel certification for the inspection work applied for?				
	2 Do the nominee(s) practice inspection that they are nominated for?				
	3 Do the nominee(s) occupy appropriate positions in the staff structure so as not be influenced in their inspection work?				
	4 Is/are the nominee(s) familiar with the quality system as documented in the quality manual and ABIS requirements, terms and condition.				
	5 Comments from technical assessor on the nominee(s) technical qualification, experience knowledge of the inspection work competence in giving professional judgment.				
C. 11.1 A	<u>Obligation of the accredited inspection body</u> Maintain its inspection practices to a standard complying with the ABIS terms and condition and criteria				



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<p>B</p>	<p>Offer to all customers a standard of services consistent with ABIS terms and conditions and maintain impartiality and integrity in all operation.</p>				
<p>C</p>	<p>Immediately notify ABIS on</p> <ul style="list-style-type: none"> i. Any changes in its legal, commercial or organisational status. ii. Any changes in organisation and management E.g. Key managerial staff authorised representative and authorised signatories. iii. Any changes in equipment, facilities, working environment or other resources where significant. iv. Plans to conduct inspections internationally for which ABIS endorsed reports are to be issued. v. Any changes in premises, where the inspection body will be subjected to a reassessment and the inspection body has the responsibility to inform ABIS at least 3 month in advance. vi. Any change in policies or procedures, where appropriate. Other matters that may have an influence on the operation within the terms of accreditation vii. Any lawsuit or criminal investigation of the inspection body or its staff. viii. Adhere to the rules for the endorsement of inspection documents 				
<p>D</p>	<p>Adhere to the rules for the endorsement of inspection documents</p>				
<p>E</p>	<p>Adhere to the rules for the use of the IB scheme mark, and reference to accreditation status</p>				



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F	Not to use the accreditation status in such a manner as to bring ABIS into disrepute and not to make any statement relevant to the accreditation which ABIS may consider misleading or unauthorised.				
G	Provide reasonable facilities, such as accommodation, co-operation, and access to documentation, inspection methods, personnel and inspection sites for the assessors and the ABIS staff to discharge their duties during assessments and resolution of complaints.				
H	Submission of internal audit report three months before the next targeted assessment date and				
I	Make prompt payment to ABIS of all necessary fees levied by ABIS.				



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Additional Note on Inspection Reports

Follow-up on Findings of Previous Assessment