DUTCH ACCREDITATION COUNCIL

Accreditation specification RvA

Accreditation of inspection bodies (EN-ISO/IEC 17020)

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Content

Introduction

This is the Accreditation Specification RvA (ASR) that addresses the accreditation of inspection bodies according to the standard EN-ISO/IEC 17020.
In addition to this ASR, there may be an ASR for a specific field of activity for inspection – as mentioned in Annex B, which details aspects relevant to that field of activity.

1 Relevant documents

1.1 Standard used for accreditation

- EN-ISO/IEC 17020; Conformity assessment - Requirements for the operation of various types of bodies performing inspection

1.2 Additional documents

- ASR001 Overview RvA, EA, ILAC & IAF documents

The current version of this document provides the overview of the relevant RvA, EA, ILAC and IAF documents, both mandatory and informative, applicable to accreditation for EN-ISO/IEC 17020. The documents can be downloaded from the website of the organisation(s) concerned: IAF (www.iaf.nu), ILAC (www.ilac.org), EA (www.european-accreditation.org), RvA (www.rva.nl).

1.3 Additional documents (informative)

For this standard, no informative documents are applicable except those mentioned in ASR001.

1.4 Documents relating to the conformity assessments to be carried out

The inspection body must clearly identify the normative documents laying down the requirements against which the object to be inspected is to be inspected.

1.5 Specific legislation and regulations

Specific legislation and regulations that make the relevant conformity assessment and/or accreditation mandatory for the subject of a specific ASR are mentioned here.

2 Scope of accreditation

For accreditation of inspection bodies, the scope is formulated as follows. Flexible scopes are not used for this standard.

Table 1. Intended scope of accreditation

Field of inspection	Type and scope of inspection	Methods and procedures
For example: - Products / product groups - Installations / plants - Plots - Production processes - Services	For example: - Design assessment - In-service inspection - Periodic inspection	For example: - EC Directives - Regulation - Standards - Specifications - Own methods

3 Accreditation assessments

3.1 Documents to be provided

For the purposes of the RvA assessments, the inspection body must provide the relevant documents as specified in Annex A to the assessment team.

3.2 The nature and content of the assessments

In addition to the general rules for the nature and content of the RvA assessments as laid down in RvA-BR001, the rules from the table below apply to this specific accreditation.

The nature and content of the assessments depend on the scope of accreditation requested, a possible pre-existing accreditation and the past performance of the inspection body (where applicable) and risks.

Method of assessment	Initial assessment [1]	Regular assessment in the cycle [2]	Scope extension [1][3]
Pre-assessment	√		√
Document assessment			If applicable
Office assessment	√ (customer) files: at least 2 files per (cluster of) activity + Competence files: 25%; at least 2 competence files per (cluster of) activity	√ Twice in the cycle per (cluster of) activity: (customer) files: 1/4√n; at least 2 files + Competence files: 25%; at least 2 competency files	√ (customer) files: At least 2 files [*] per (cluster of) activity + Competence files: 25%; at least 2 competence files per (cluster of) activity
Witnessing of activities [4]	√ At least 1 per (cluster of) activity	Minimum 2 per (cluster of) activity in the cycle	√ Depending on the existing scope of accreditation

[1] If a CBI has not yet been notified/designated for this work and that is a requirement under laws and regulations, temporary accreditation under restrictive conditions, in accordance with BR001, may be used.

[2] An accreditation cycle covers a period of four years, starting after a decision on an initial or reassessment has been taken; the cycle therefore includes the surveillance assessments and the reassessment during this period.

[3] Based on the application, the RvA will determine how the assessment of the expansion will be carried out.

[4] In principle, a full activity is witnessed, unless the objectives for the assessment activity can also be achieved with partial witnessing.

4 Specific points of attention for the RvA assessment

4.1 Non-accredited in-house activities

When an accredited CAB carries out in-house activities as a part of accredited activities for which it is not separately accredited, the RvA will conduct an assessment. The nature and content of the assessment of these activities depend, among other things, on the extent to which a CAB can demonstrate that they assess these activities themselves against the relevant criteria. The activities referred to here are:

- Calibration of measuring instruments by inspection bodies;
- Conducting laboratory tests by inspection bodies;

4.1.1 Conducting laboratory tests by inspection bodies

An inspection body may carry out tests as part of an inspection for which a separate EN-ISO/IEC 17025 accreditation has not been obtained. If this is the case, the RvA will, in some cases, include in its assessment the relevant requirements from the EN-ISO/IEC 17025 in line with ILAC G27. This applies in any case if the test result can influence the final result of the inspection and is therefore critical for the inspection result. The inspection body is expected to choose whether or not to participate in a PT and/or ILC based on an analysis of the risks that may affect the reliability of the test results.

4.2 Sampling

If sampling is part of the work of the inspection body, RvA-T021 / ASR010 shall be applied.

5 Other information

Not applicable to this general ASR.

6 Organizations that need to be informed

Not applicable to this general ASR.

7 Changes compared to previous version:

- This is the first version of this document as an ASR document. This means that Specific Accreditation Protocol I000 has lapsed.
- Compared to Specific Accreditation Protocol I000, the following changes have been applied: This document has been converted to the template used by the RvA for Accreditation Specifications
- Reference is made in 1.2 and 1.3 to the ASR001, the document that provides an overview of all relevant publications of the RvA, EA, ILAC and IAF per standard for accreditation.
- Section 3.1 refers to Annex A for the submission of documents for the different types of assessments.
- Document T021 will be replaced by document ASR010 in the future. The reference has been added already in 4.2.
- Annex A is a combination of the information requested on the RvA website for initial assessments and extensions and the information from repealed policy rule BR005 for surveillances, reassessments and witnesses.
- Annex B indicates for which areas of work the RvA can grant accreditation for this standard. This text comes from repealed policy rule BR010.
- Annex C gives examples of A non conformities for this type of accreditation. This text comes from repealed policy line BR004.

Annex A: Documents to be provided

Documents to be provided ISO/IEC 17020	Initial assessment	Extension	Surveillance	Reassessment	Witnessing
1. Completed RvA application form for accreditation (F001a)	√				
2. Completed RvA application form for scope extensions and/or scope adjustments (F105)		√			
3. Completed RvA supplementary application form inspection (F005)	√	√			
4. Proof of registration with the Chamber of Commerce (not older than 6 months);	√	√		√	
5. An organisational chart and description of your organisational structure;	√	√			
6. Quality manual and general management system procedures;	√	√	√	√	
7. A cross-reference table establishing the relationship between the requirements of EN-ISO/IEC 17020 and your quality system;	√	√	√	√	
8. Report(s) of recent internal audit(s) (not older than 6 months)	√	√			
9. Report of the most recent management review (not older than 6 months)	√	√			
10. The applicable normative documents and methods, together with the corresponding working instructions	√	√			
11. General procedures developed or adapted (and not included in manual)	√	√			
12. Competence requirements and qualification procedure	√	√			
13. The analysis of the impartiality risks referred to in ISO/IEC 17020, section 4.1.3.	√	√			
14. Example of inspection report and certificate of inspection (not applicable to sampling)	√	√			
15. Declarations of competence, if applicable for sampling (e.g. AS1000/2000)	√	√	√	√	√
16. In the case of an external schema manager: Self-assessment of the scheme, as explained in ASR007 in combination with an application for scheme evaluation (F207) If the specific version of the scheme for which accreditation is requested is included in the list of schemes for which the RvA can grant accreditation (see RvA-BR010 list), a new application for schema evaluation is not necessary.	√	√			

Documents to be provided ISO/IEC 17020	Initial assessment	Extension	Surveillance	Reassessment	Witnessing
17. The working rules and procedures for all inspections requested			√	√	√
18. Adapted Chapter 1 and relevant Annexes of the Part A Report for this accreditation			√	√	
19. Inspection assignment, including location, duration and name of contact person (auditee)					√
20. Inspection forms					√
21. Inspector/auditor qualifications					√
22. Use of marks and/or logos, if applicable					√

Annex B: Areas of work RvA

Conformity assessment activities for which accreditation can be requested from the RvA.

Activities marked with (NL) are only accredited by bodies established in the Netherlands.

If the RvA no longer has active accreditations in a field of activity, the field of activity is considered inactive.

Inspection as referred to in EN-ISO/IEC 17020

AREAS OF ACTIVITY

Agriculture, forestry and horticulture, including transport and including sustainability criteria;
Livestock and animal husbandry, including transport and including animal welfare and sustainability criteria;
Environmental compartments water, soil, air;
Fuels, chemicals, ores and minerals, including transport and storage;
Biofuels including sustainability criteria;
Feed, including storage, distribution and transport and including sustainability criteria;
Food, raw materials for food industry, including transport and storage and including sustainability criteria;
Consumer products;
Metal and metal products;
Building materials and constructions;
Vertical and horizontal transport such as lifts, lifting equipment, foundation machines and cranes(NL);
Machinery, instruments, (pressure) equipment, (electrical) equipment, installations and equipment, implements and rail-inframachines;
Means of transport, vehicles, storage and transhipment facilities;
Services in the financial sector(NL);
Administrative systems(NL);

Forensic examination of materials.

European directives and regulations(NL):

As laid down in Annex 2 of ASR006, to the extent that the mandatory standard is EN-ISO/IEC 17020.

European regulations(NL):

- Implementing Regulation on the common safety method for risk evaluation and assessment: 402/2013/EU;
- Regulation laying down specific hygiene rules for food of animal origin: 853/2004/EC;
- Regulation laying down the general principles and requirements of food law, establishing the European Food Safety Authority and laying down procedures in matters of food safety: 178/2002/EC.

Annex C: Examples of non conformities of type A

Inspection bodies

a. The institution cannot demonstrate that the inspector is competent.
b. The team's observations cast doubt on the independence of the institution (e.g. in the case of demonstrable mixing of inspection and conflicting activities such as design, production, etc. or demonstrable dependence on a design organisation).
c. During an inspection, essential points are missed or observations are incorrectly valued, so that the results of the inspection are not reliable.
d. The accreditation mark (or other expression) is used in a way that suggests that the institution is accredited for an activity when it is not.
e. Applying incorrect inspection methods or not applying the prescribed methods correctly ensures that the inspection results are not reliable;
f. In one or more files, so many of the required registrations are missing that it can no longer be verified that a reliable inspection has been carried out at these customer(s).