



**Accreditation Board For International Standards**

**ACCREDITATION SCHEME FOR INSPECTION BODIES  
ASSESSMENT CHECKLIST**

**Type of Assessment: Preliminary / Initial / Surveillance / Renewal / Extension /  
Non-Routine**

Inspection Body :	
Address :	
Telephone No. :	
Names and designations of persons seen :	
Field of inspection :	
Date of visit :	
Site Visited :	
Technical Assessor(s)/ :	
Specialist(s) :	

ABIS Staff Officer: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date



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**ASSESSMENT CHECKLIST**

Requirements	Requirements	Yes	No	N/A	Remarks
3.1	Administrative requirements Is the inspection body legally identifiable?				
3.2	Is there an organisation chart showing the organisation and management structure of the inspection body?				
3.3	Are the scope of technical activities and its functions clearly defined and documented? Is there precise scope of inspection determine by terms of individual contract or work order.				
3.4	Does the inspection body have adequate liability insurance? Are the conditions on which the inspection body does its business documented?				
3.5	Does the inspection body have independently audited accounts?				
3.6					
4.1	<b><u>Independence, impartiality and integrity</u></b> Are the personnel of the inspection body free from any commercial, financial and other pressures which might affect the judgment of inspection? Are there any procedures implemented to ensure that there is no influence by external persons or organisation on the results of inspections carried out				
4.2	Does the inspection body specify its type and meet its requirements as stipulated in annex A, B or C of the standard(normative)				
5.0	<b><u>Confidentiality</u></b> Is there documented policy ensuring that confidentiality of information obtained and proprietary rights are protected?				



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<p>6.1</p> <p>6.2</p>	<p><b><u>Organisation and management</u></b></p> <p>Is the organisation capability of performing its technical functions satisfactorily?</p> <p>Did the inspection body define and document the responsibility and reporting structure of the organisation. Are the relationships to other depts. of the parent company/related affiliates clearly depicted?</p>				
<p>6.3.</p> <p>6.4</p> <p>6.5</p> <p>6.6</p>	<p><b><u>Technical Manager</u></b></p> <p>Is there a technical manager (however named) designated who has the overall responsibility that inspection activities are carried out in accordance to this standard?</p> <p>Is the Technical Manager qualified and experienced?</p> <p>Is the Technical Manager a permanent employee?</p> <p>Is there effective supervision for inspection? Is the supervisor familiar with the inspection methods, procedures and objective of the inspection?</p> <p>Are deputies appointed for key managerial personnel?</p> <p>Is there a clear job description of all key personnel? The description shall include requirements for education, training technical knowledge and expertise.</p>				
<p>7.1</p> <p>7.2</p>	<p><b><u>Quality system</u></b></p> <p>Does the quality manual have a policy, objective for and commitment to statements on quality by management? Is this policy understood, implemented and maintained at all level in the organisation?</p> <p>Is the quality system appropriate to the type, range and</p>				



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	<p>volume of work performed?</p>				
7.3	<p>Is the quality system fully documented in the quality manual?</p>				
7.4	<p>Is there a quality manager (however named) designated who has defined authority and responsibility for quality assurance within the inspection body? Does this person have direct access to the management?</p> <p>Is the quality system maintained relevant and current under the quality manager?</p>				
7.5	<p>Is there a system for control of all documentation?</p>				
7.6	<p>Current issues of appropriate documents are available to staff and at appropriate location?</p>				
7.6a	<p>Is there proper authorization for amendments? Are revised documents distributed to appropriate location in a timely manner?</p>				
7.6b	<p>Are obsolete documents removed from used?</p>				
7.6c	<p>Parties involved are notified of changes?</p>				
7.6d	<p>Is the quality system audited at planned interval to verify its compliance with the criteria of this standard? Are the personnel carrying out the audit qualified and independent from the functions being audited?</p>				
7.7	<p>Are there documented procedures for dealing with complaints, feedback and corrective actions when discrepancies are detected?</p>				



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7.8	Is the quality system reviewed by the management at appropriate intervals to ensure its continued suitability and effectiveness?				
7.9	Are such reviews recorded?				
8.1	<p><b><u>Personnel</u></b></p> <p>Does the inspection body have sufficient number of permanent staff to carry out its normal functions?</p>				
8.2	<p>Do the inspectors possess relevant qualifications, training, experience and knowledge of the inspection to be carried out?</p> <p>Are the inspectors competent to made professional judgments using the examination results?</p> <p>Do the inspectors have relevant knowledge of</p> <p>a) The technology used for manufacturing of the product inspected?</p> <p>b) The way in which products or processes submitted to their inspections are used or intended to be used?</p> <p>c) The defects which may occur during use or in service?</p> <p>Do they understand the significance of deviations found with regard to the normal use of the product / process?</p>				
8.3	<p><b><u>Training</u></b></p> <p>Does the inspection body have a documented training system for identifying training needs at various stages and its implementation?</p>				
8.4	<p>Does the training include induction period, a supervised working period with an experienced inspector and continual training provided?</p> <p>Are records of training, academic qualifications, etc.</p>				



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	maintained for each inspector?				
8.5	Is guidance provided for conduct of its staff?				
	<b><u>Remuneration</u></b>				
8.6	Is remuneration of inspectors dependent on the number of inspections performed or the results of the inspection?				
	<b><u>Facilities and equipment</u></b>				
9.1	Does the inspection body have adequate facilities and equipment available for inspection services to be carried out?				
9.2	Are there clear rules for the access and use of facilities and equipment?				
9.3	Are facilities and equipment ensured for its continued suitability against their intended use?				
9.4	Are equipment properly identified?				
	<b><u>Calibration and maintenance</u></b>				
9.5	Are equipment maintained according to documented procedures and instructions?				
9.6	Are equipment calibrated before putting into service?				
	Are equipment calibrated according to an established program?				
9.7	Is the calibration of equipment traceable to national and International Standards of measurement? If not, is there evidence of correlation or accuracy of inspection results provided?				



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9.8	<p>Are reference standards of measurement calibrated by competent body that provides traceability to national or International Standards of measurement?</p> <p>Are reference standards of measurement use solely for calibration purposes?</p>				
9.9	Are verification checks or in-service checks performed on equipment between successive calibrations?				
9.10	Are the reference materials used by the inspection body (where possible) traceable to national or International Standard reference materials?				
9.11.a	<p><b><u>Selection of suppliers</u></b></p> <p>Are procedures for the selection of qualified suppliers documented?</p>				
9.11.b	<p><b><u>Purchasing documents</u></b></p> <p>Are procedures for issuing of purchasing documents documented?</p>				
9.11.c	<p><b><u>Incoming inspection</u></b></p> <p>Are procedures documented for the inspection of incoming received material?</p>				
9.11.d	<p><b><u>Storage facilities</u></b></p> <p>Are procedures documented to ensure that items are stored at appropriate facilities?</p>				
9.12	Are stored items assessed at appropriate intervals to detect deterioration?				
9.13.a	<p><b><u>Computers and automated equipment</u></b></p> <p>Are computer software tested to confirm its adequate use?</p>				
9.13.b	Are procedures established and implemented for protecting integrity of data?				



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9.13.c	Is maintenance of computers and automated equipment performed to ensure proper functioning?				
9.13.d	Are procedures established and implemented for maintenance of security of data?				
9.14	<p><b><u>Defective equipment</u></b></p> <p>Are there documented procedures on dealing with defective equipment?</p> <p>Is defective equipment removed from service by segregation, prominent labelling/ marking?</p> <p>Does the inspection body examine the effect of defect on the previous inspections?</p>				
9.15	<p><b><u>Documentation of equipment information</u></b></p> <p>Are relevant information of equipment including identification, calibration and maintenance recorded?</p>				
10.1	<p><b><u>Inspection methods and procedures</u></b></p> <p>Does the inspection body use methods and procedures as defined in the requirements?</p>				
10.2	Does the inspection body have documented instructions on the inspection planning, standard sampling and inspection techniques?				
10.3	Are non-standards inspection methods used? If yes, are they appropriate and documented?				
10.4	Are relevant documents to inspection works made available to staff and maintained up-to date?				
10.5	<p><b><u>Contract or work order control system</u></b></p> <p>Is there a Contract or Work Order Control System that ensures the following:</p>				
10.5.a	Organisation has the adequate resources and expertise for				





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



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<p><b>B</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><b>C</b></p>	<p>Immediately notify ABIS on</p> <ul style="list-style-type: none"> <li>i. Any changes in its legal, commercial or organisational status.</li> <li>ii. Any changes in organisation and management E.g. Key managerial staff authorised representative and authorised signatories.</li> <li>iii. Any changes in equipment, facilities, working environment or other resources where significant.</li> <li>iv. Plans to conduct inspections internationally for which ABIS endorsed reports are to be issued.</li> <li>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.</li> <li>vi. Any change in policies or procedures, where appropriate. Other matters that may have an influence on the operation within the terms of accreditation</li> <li>vii. Any lawsuit or criminal investigation of the inspection body or its staff.</li> <li>viii. Adhere to the rules for the endorsement of inspection documents</li> </ul>				
<p><b>D</b></p>	<p>Adhere to the rules for the endorsement of inspection documents</p>				
<p><b>E</b></p>	<p>Adhere to the rules for the use of the IB scheme mark, and reference to accreditation status</p>				



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<b>F</b>	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.				
<b>G</b>	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.				
<b>H</b>	Submission of internal audit report three months before the next targeted assessment date and				
<b>I</b>	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**