



SAFETY ASSESSMENT
FEDERATION

Guidance

In-Service Inspection Procedures

Acceptance of Documentation from Third
Parties – Information to Clients For Providing
Such Documentation

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SITUATION

In undertaking a thorough examination of plant and machinery, Engineer Surveyors may occasionally request additional information or supporting material to supplement and complete the thorough examination. This may include information such as;

- manufacturer's documentation relating to the particular equipment,
- information from a third party, such as notified bodies or subcontractors,
- a report of a supplementary test, such as NDT, required to confirm the integrity of the equipment or continued safety.

Such information or supporting material could also relate to initial inspections, previous or on-going maintenance, repairs or alterations made to plant or equipment. Any information or documentation provided must be of an acceptable standard or integrity relating to activities undertaken by an appropriately qualified or approved company or individual. This is required under ISO/IEC 17020 clause 7.1.6 and a requirement for the Engineer Surveyor to comply with the professional responsibilities of carrying out a statutory thorough examination. Information, which cannot be verified or is otherwise of an unacceptable standard or integrity, would not be accepted and would preclude the Engineer Surveyor completing the thorough examination.

The following guidance has been developed as a standardised approach across engineering Inspection Bodies and acknowledged by UKAS as accepted and in compliance with ISO/IEC 17020 standard. The following guidance is in line with appropriate best practices and supports the methodology used by accredited Inspection Bodies.

GUIDANCE

- The following guidance provides an outline of the basic requirements to be taken into consideration and applies when third party services are used. It is applicable not only to third party documentation, but may also involve the organisation or individual that has supplied it, or has undertaken the activity.
- Engineer Surveyors must ensure that clients are compliant with at least one of the following criteria with regard to information or service supplied that may form part of a thorough examination undertaken by an Inspection Body by an Engineer Surveyor:
- Documentation and certification has been provided by the Manufacturer or their appointed agent (this may include a detailed account of the repair of an item and works completed. Documentation has been provided by an organisation accredited to the appropriate ISO/IEC 17000 series standard (e.g. testing undertaken by a body accredited to ISO/IEC 17025).
- Documentation has been provided by an organisation that has appropriate Quality Assurance certification (e.g. ISO 9001/9002) awarded by an accredited certification body.

- Where an activity which the Engineer Surveyor must take into account is undertaken by an organisation / individual not holding the appropriate qualifications, then that activity has been assessed by appropriately qualified organisation / personnel to ensure it meets with the procedures and criteria as stipulated in the appropriate and relevant standards.

And / or (as appropriate)

1. Documentation relating to work undertaken by individual(s) has been verified by a suitably qualified, competent person as having the appropriate experience, qualifications, and training.
 2. Work where the appropriate procedures / instructions have been vetted and approved by an appropriately qualified person
 3. Thorough examination / testing been undertaken by an operator who has been appropriately audited by a properly qualified person
 4. Evidence is supplied that the equipment used in the process has been properly maintained and calibrated. Refer to SAFed CAC03.
- The particular activity relating to the thorough examination was witnessed and deemed acceptable by the competent person.

Further advice may be obtained from the Inspection Body or Engineer Surveyor responsible for undertaking the thorough examinations.