



GUIDANCE

Number: **CAC01**

Prepared by: **CONFORMITY ASSESSMENT COMMITTEE**

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Reference: **In-service inspection procedures – Acceptance of documentation from third parties**

SITUATION:

In certain circumstances clients or their sub-contractors may supply information to Inspection Bodies to take into consideration when performing a thorough examination. When such information is included as part of the determination of conformity, it will be necessary to demonstrate the measures taken to verify the integrity of such information, in accordance with ISO/IEC 17020 clause 7.1.6.

The following guidance has been produced to assist Members in this process and will be referred to UKAS in order that it would satisfy the assessment process and the appropriate IAF/ILAC guidance.

Where the evidence has been verified, vetted or audited by a third party, the Competent Person should confirm that the client has completed those activities using appropriately qualified personnel and assess the results accordingly. If this cannot be confirmed the competent person/inspection body should carry out the verification of the evidence so provided. The following guidance outlines how such evidence can be verified.*

GUIDANCE:

- Information provided by national notified bodies in respect to their work activities on products/equipment/components/installations carried out by them will normally be acceptable without further investigation.
- Information supplied by manufacturers** with respect to their work activities on products/equipment/components manufactured by them will normally be acceptable without further investigation.
- Documentary information relating to inspection or testing will normally be acceptable if it can be verified that the third party has accreditation to the appropriate ISO/IEC 17000 series standard where the type of work carried out is within the scope of accreditation.
- Documentary information relating to inspection or testing will normally be acceptable if the third party has been satisfactorily assessed to confirm that it meets with the criteria stipulated in the relevant standard of the ISO/IEC 17000 series.
- Documentation will normally be acceptable if it can be verified that the third party has appropriate Quality Assurance certification (e.g. BS EN ISO 9001/9002) awarded by an accredited certification body and/or where applicable:

- a) The appropriate experience, qualifications and training of person(s) undertaking a particular activity for which the documentation has been provided have been verified and are sufficient for the standard and complexity of work carried out, and
 - b) The third party work procedures/instructions have been vetted as satisfying industry standards, and
 - c) The tests/examinations performed by the operator(s) of the third party and consequent results provide adequate evidence required to support the inspection, and
 - d) There is evidence of use of properly maintained and calibrated equipment, if used
- Whenever a Competent Person employed by an accredited Inspection Body has witnessed the documented activity of the third party to his/her satisfaction, then that documentation can be accepted without further investigation

The competent person should be prepared to advise clients in advance of any work activity being undertaken of what constitutes suitable and appropriate steps to be taken by the client to help ensure that information supplied by the third party undertaking that activity will be acceptable for use as part of the thorough examination. (Refer to SAFed Guidance CAC02)

*In this context third party means a party not sub-contracted by the Inspection Body

**Includes manufacturers registered agents