



GUIDANCE

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Reference: **In-service inspection procedures – Acceptance of documentation from third parties – Information to clients providing such documentation.**

SITUATION:

In undertaking a thorough examination of plant and machinery, Engineer Surveyors occasionally need additional information or supporting material to complete the thorough examination. This could be manufacturer's documentation relating to the equipment itself, 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 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 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 normally be acceptable and would preclude the Engineer Surveyor being able to complete the thorough examination.

The following guidance has been established as a common acceptable standard across engineering inspection bodies and acknowledged by UKAS as sufficient to comply with ISO/IEC 17020 standard. The 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 applies 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 meet one of the following criteria with respect to information or service supplied that may form part of a thorough examination undertaken by an inspection body by an Engineer Surveyor:

- Documentation has been provided by the Manufacturer or their appointed agent (e.g. the repair of an item of plant which may include both parts and site work).
- 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

- a) documentation relating to work undertaken by individual(s) has been verified by a suitably qualified person as having the appropriate experience, qualifications, and training.
 - b) work where the appropriate procedures/instructions have been vetted by an appropriately qualified person
 - c) tests/examinations have been undertaken by an operator who has been appropriately audited by a properly qualified person
 - d) evidence is supplied that the equipment used in the process has been properly maintained and calibrated
- 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.