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**EA-5/01**

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<b>EA Guidance</b>			
<b>on the Application</b>			
<b>of EN 45004</b>			
<b>(ISO/IEC 17020)</b>			

**PURPOSE**

This document has been produced by the Inspection Committee. It provides guidance on the application of EN 45004 - General criteria for the operation of various types of bodies performing inspection - (ISO/IEC 17020).

The revision only concerns [the item](#) **Guidance to clause 4.2.1 (Type A)** and date of the end of the transition period

### *Authorship*

The publication has been written by the Inspection Committee.

### *Official language*

The text may be translated into other languages as required. The English language version remains the definitive version.

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Please check our website for up-to-date information

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## 0 INTRODUCTION

EN45004 is a European Standard, that is identical to International Standard ISO/IEC 17020 which sets out general criteria for the operation of various types of bodies performing inspection. Therefore all reference to EN45004 should also be taken as referring to ISO/IEC 17020. If such bodies are to be accredited in a harmonised manner as complying with EN45004 some Guidance to the standard is necessary. This guidance document provides it. One aim is to enable accreditation bodies to harmonise their application of the standard against which they are bound to assess inspection bodies. This is an important step towards mutual recognition of accreditation. It is hoped that the Guidance will also be useful to inspection bodies themselves and to those whose decisions are guided by their inspection reports/certificates.

For convenience, the headings and clause numbers from EN45004 are first printed in bold; Guidance where it is offered is, for ease of reference, identified with the letter "G".

This Guidance will form the basis of mutual recognition agreements between accreditation bodies, and is considered necessary for the consistent application of EN45004. Members of the EA Multilateral Agreement (MLA), and applicants for membership in that Agreement, will assess each others' implementation of EN45004 and all of this Guidance is expected to be adopted by accreditation bodies as part of their general rules of operation.

The term "shall" is used throughout this document to indicate those provisions which, reflecting the requirements of EN45004, are mandatory. The term "should" is used to indicate those provisions which, although they constitute guidance for the application of the requirements, are expected to be adopted by an inspection body. Any variation from the guidance by an inspection body shall be an exception. Such variations will only be permitted on a case by case basis after the inspection body has demonstrated to the accreditation body that the exception meets the requirements of the relevant clause of EN45004 and the intent of this Guidance in some equivalent way.

An accreditation body shall at all times maintain its impartiality as required by clause 4.2 of EA 3/03 (ISO/IEC 17010 clause 4.2). Nevertheless, it shall be prepared to discuss this guidance and its interpretation with an applicant body, and, where appropriate, to respond to enquiries.

## 1 SCOPE

### **EA Guidance to clause 1.3**

- G1.1 When using EN 45004 and this guidance document, the accreditation body should neither add to nor subtract from the requirements. The application of legal, governmental or other normative requirements shall be reflected in the scope of accreditation granted.

## EA Guidance to clause 1.4

- G1.2 A list of European Standards used for accreditation of test laboratories, product certification and quality system certification is given in the Introduction to EN 45004. Some standards may be out of date or have been revised since EN45004 was produced and therefore reference should be made to the latest version of these standards. The standards and versions in use when these guidelines were produced are listed in **APPENDIX 4** to this document.
- G.1.3 Testing performed by an inspection body may fall under 2 categories namely functional and analytical. Functional testing, for example load testing of a crane, forms a normal part of the activities of an inspection body and is therefore within the scope of EN45004. Analytical testing, for example chemical or metallurgical analysis, is a laboratory activity and therefore does not come within the scope of EN45004. Inspection bodies wishing to undertake such laboratory type analytical testing as part of an inspection will need to do so in accordance with the relevant requirements in EN ISO/IEC 17025.

## 2 DEFINITIONS

### EA Guidance to clause 2.1

- G2.1 The definition of inspection overlaps with that of testing and product certification where these activities have common characteristics. However, an important difference is that many types of inspection involve professional judgement to determine acceptability against general requirements and thus the inspection body will have to demonstrate that it has the necessary competence to perform the task.
- G2.2 Generally, inspection involves direct determination of the conformance with specific or general requirements of unique - often complex or critical - products or small series of products, whereas product certification primarily involves indirect determination of the conformance of products manufactured in long series to specific requirements. While inspection of products in use (in-service inspection) is a well-established discipline, certification (EN 45011) of products in use does not occur. Some further differences are shown in the following table.

### SOME DIFFERENCES BETWEEN INSPECTION (EN 45004) AND PRODUCT CERTIFICATION (EN 45011)

Activity	Inspection	Product Certification
Nature of operation	Inspection of individual products, and not necessarily by third party (direct determination of	Certification of series of products and always by third party (indirect determination of conformance)

	conformance)	
Conformity	Examined against standards or other Normative documents and/or general requirements	Assessed against standards or other Normative documents
Assurance	Report provides condition at the time of inspection	Certification normally provides continuing assurance of compliance
Decisions	No need for separation of those taking inspection decisions from those performing inspection	Certification decisions taken by a different person(s) from those who have carried out evaluation
Issuing of licenses	No licenses issued	Grants licence to supplier to issue certificate or put marks
Marking of products	Marks put only on products covered by inspection	Marks may be put on a certified product under licence
Surveillance	Only where required in order to support inspection	Normally necessary to provide continuing assurance of compliance
In-service inspection of products	Always by inspection	Not by product certification

G2.3 The scope of EN45004 does not cover quality management system certification. It may, however, be necessary for inspection bodies to examine certain aspects of the quality management system in order to justify the inspection results, for example, the examination of processes.

### **3 ADMINISTRATIVE REQUIREMENTS**

#### **EA Guidance to clause 3.2**

G3.1 The identity of the inspection body within the organisation could be shown in an organisation chart.

#### **EA Guidance to clause 3.3**

G3.2 Accreditation bodies present the scope of activity for which accreditation of inspection bodies is granted in a formal statement, called the Accreditation Schedule that accompanies the Accreditation Certificate. The Accreditation Schedule is produced by the accreditation body in consultation with the assessor(s) involved in the assessment of the inspection body. It is based on information provided by the inspection body in connection with the application for accreditation. The Accreditation Certificate and Schedule should indicate the type of body as defined in subclause 4.2 of EN 45004. An example of a

layout of an Accreditation Certificate is given at Appendix 1 and of an Accreditation Schedule at Appendix 2.

- G3.3 The scope of accreditation should be defined in the schedule in sufficiently precise terms that the client or user may establish accurately and unambiguously the general **field** of inspection, the **type** and **range** of inspection and the **regulations, standards or specifications containing the requirements** against which the inspection will be performed.
- G3.4 Reference is made to the individual contract or work order. The purpose of this requirement is to ensure that there is a clear and demonstrable understanding between the inspection body and its customer of the scope of the inspection work to be undertaken by the inspection body. In many inspection areas (e.g. in-service inspection based on national regulations) individual contracts are not signed with the clients. In these cases the work order is contained in some underlying documentation, e.g. regulations issued by regulatory authorities.

#### **EA Guidance to clause 3.4**

- G3.5 The inspection body is expected to be able to show what factors have been taken into account when determining the necessary level of the contracted insurance. One of the factors that should be taken in to account is the risks associated with the performance of inspection activities.
- G3.6 The types of liability covered by insurance, for example, may include employers liability, public liability and professional indemnity.

## **4 INDEPENDENCE, IMPARTIALITY AND INTEGRITY**

#### **EA Guidance to clause 4.2**

- G4.1 The categorisation of inspection bodies as Type A, B or C is essentially a measure of their independence. Demonstrable independence of an inspection body may strengthen the confidence of the inspection body's customers in the body's ability to carry out inspection work with impartiality and objectivity. The terms *first party* and *second party*, as defined in EN 45020, are not used in EN 45004, because application of them would not be helpful. However, since conventional thinking has been in terms of first, second or third parties for many years, it is necessary to offer some explanation on the relationship between the two sets of categories, as included below.
- G4.2 *Type A inspection bodies*, being 'independent of the parties involved', are clearly third party.
- G4.3 The two characteristics by which inspection bodies can be identified as *Type B inspection bodies* are the following:

- Type B inspection bodies form a demonstrably separate and identifiable part of an organisation that is involved in the design, manufacture, supply, installation, use or maintenance of items that they inspect;
- Type B inspection bodies supply inspection services only to their parent organisation.

A Type B inspection body may form a part of a user organisation or of a *supplier* organisation.

- When a Type B inspection body that forms a part of a *supplier* organisation inspects items that are manufactured by or for its parent organisation and are to be supplied to the market or to any other party, it carries out first party inspection.
- When a Type B inspection body that forms a part of a user organisation inspects items to be supplied for use by its parent organisation by a supplier organisation that is not its parent organisation and not related to it, it carries out second party inspection.

G4.4 *Type C inspection bodies are involved*, in the design, manufacture, supply, installation, use or maintenance of items that they inspect. Inspections carried out by them may include first party inspections and second party inspections of the same type as carried out by Type B bodies. However, Type C inspection bodies are distinct from Type B inspection bodies for the following reasons:

- A Type C inspection body need not be a separate part but shall be identifiable within the organisation. A Type C body may itself be the designer, manufacturer, supplier, installer, user or maintainer of items that it inspects.
- A Type C inspection body may offer its inspection service on the open market or to any other party and supply inspection service to external organisations. For example, it may inspect products supplied by it or by its parent organisation and used by another organisation. It may also supply other organisations with inspection of items that are similar to those designed, manufactured, supplied, installed, used or maintained by it or by its parent organisation, and which may therefore be regarded as competitive.

Inspections carried out by Type C inspection bodies cannot be classified as third party inspections because they do not meet the requirements of

independence and of non-discriminatory administration of operations as stipulated for Type A inspection bodies in Annex A of EN 45004. Type C inspection bodies may conform to some of the criteria concerning independence of other economic operators, non-involvement in 'conflicting' activities and non-discriminatory operations that characterise Type A and Type B inspection bodies. Yet they remain Type C inspection bodies as long as they do not meet all of the requirements applicable to Type A or Type B inspection bodies.

## EA Guidance to clause 4.2.1 (Type A)

G4.5 A Type A Inspection Body, to claim to be independent of the parties involved, shall demonstrate that it is not linked to a party directly involved in design, manufacture, supply, installation, purchase, ownership, use or maintenance of the items inspected or similar competitive items by

- common ownership (except where the owners have no ability to influence the outcome of an inspection), *Note 1*
- common ownership appointees on the boards (or equivalent) of the organisations (except where these have functions that have no influence on the outcome of an inspection) *Note 2*
- directly reporting to the same higher level of management
- contractual arrangements, informal understandings or other means that may have an ability to influence the outcome of an inspection

In addition to the above, an Inspection Body shall not become a Type A Inspection Body if another part of the same organisation is directly involved in design, manufacture, supply, installation, purchase, ownership, use or maintenance of the items inspected or similar competitive items, when such other parts of the organisation do not have a separate legal identity.

The Chief Executive of the legal entity of which the Inspection Body is a part shall define and document its policy for maintaining the Type A status of the Inspection Body. The Accreditation Body will examine the evidence of implementation of this policy in respect of ownership interests, constitution of board of directors, means of financing, decision making methods and other such factors that may have an influence on the impartiality, independence and integrity of a Type A Inspection Body.

*Note 1 An example of this is a cooperative type of structure where there are large numbers of stakeholders but they (individually or as a group) have no formal means of influencing the policies, strategies or operation of the inspection body.*

*Note 2 An example of this is where a Bank financing a company may insist on an appointee to the board to overview how the company is managed but will not be involved in any decision-making.*

## **5 CONFIDENTIALITY**

### **EA Guidance to clause 5**

- G.5.1 The inspection body should have a policy, documented in its quality system, concerning the observance of the confidentiality requirements of the client by the inspection body (cf. clause 12.3 of EN 45004) and by any sub-contractors engaged by it (see clause 14 of EN 45004), taking into account the relevant legal requirements. For mandatory inspection the procedures should set out who besides the client is entitled to have access to the results.

## **6 ORGANISATION AND MANAGEMENT**

### **EA Guidance to clause 6.1**

- G6.1 In this clause the term organisation is understood as including the size, structure and composition of an inspection body which taken together should be suitable for the competent performance of the tasks with which the inspection body is concerned.

### **EA Guidance to clause 6.2**

- G6.2 To meet the requirements of this clause the inspection body should maintain an up-to-date organisational chart clearly showing the functions and lines of authority for staff within the inspection body and the relationship, if any, between the inspection function and other activities of the organisation. The position of the technical manager (see clause 6.3 of EN 45004) in the organisation should be clearly shown in the chart.
- G6.3 For each managerial and technical position in the organisation that could have an effect on the quality of inspections, details of responsibility should be included in the documentation (see clause 7.3 of EN 45004).
- G6.4 The degree of complexity of documentation and the extent to which staff members can hold several functions will depend upon the size of the organisation.

### **EA Guidance to clause 6.4**

- G6.5 The inspection body should be able to demonstrate that it is organised in such a way that the work of the staff performing inspections is supervised by personnel who are familiar with the objectives of the inspections, the inspection methods and procedures being used and the assessments of the inspection results. The extent, nature and level of supervision exercised should take in to account the qualifications, experience, training and technical knowledge of the inspection staff and the inspections being undertaken.

- G6.6 Supervision of inspection personnel may also include the regular review of inspection reports to ensure that work has been carried out in accordance with relevant legislation, inspection body's procedures and as necessary, contractual obligations agreed with the client.(See also Clause 10.5c & d)
- G6.7 Monitoring of performance of inspections should include on-site witnessing of inspections. On-site witnessing of inspections should be carried out by technically competent personnel who are sufficiently independent to carry out the witnessing of inspections objectively.
- G6.8 The inspection body's programme for witnessing inspectors should be designed so that each year a representative sample comprising of at least one inspector is witnessed. The programme should ensure that so far as is reasonably practicable each of the inspectors engaged in inspection is witnessed at least once within the accreditation body's reassessment cycle (normally 4 years) in a systematic way.

### **EA Guidance to clause 6.5**

- G6.9 The purpose of nominating a deputy is to satisfy the need for competent management in the absence of the manager. The deputy does not have to be permanently employed (see G8.1) by the inspection body.

## **7 QUALITY SYSTEM**

### **EA Guidance to clause 7.3**

- G7.1 The inspection body's quality manual should indicate where in the Quality System the requirements of EN45004 are addressed e.g. a cross reference list should be included in the Quality Manual.

### **EA Guidance to clause 7.4**

- G7.2 The position of the quality manager (however named) shall be clearly shown in the organisational chart referred to in Guidance G6.2 to clause 6.2. The quality manager shall be free from any influences that may affect the quality of his work.

### **EA Guidance to clause 7.7**

- G7.3 The purpose of internal quality audits is to verify that the documented operational procedures of the inspection body are being implemented as required. Quality audits are normally planned and organised by the quality manager and carried out in accordance with a pre-determined schedule that encompasses all aspects of the quality system, including the performance of inspections. The scopes, dates and the detailed scheduling of audits should be planned and conducted in accordance with an established procedure.

Competent outside bodies may carry out internal audits. As a rule, internal audits should be arranged so that the quality system is examined at least once per year. The internal audits should ensure that the guidance given in G6.7 is met.

### **EA Guidance to clause 7.9**

- G7.4 Management reviews should take account of any relevant information, such as reports from supervisory and managerial staff, the outcome of recent internal quality audits and external assessments, complaints from clients, changes needed in the quality system, the adequacy of current human and equipment resources, future plans and estimates for new work, additional staff, as well as the need for training of both new and existing staff. The frequency of management reviews should be determined by the inspection body, taking account of the results from internal audits and previous reviews and reports from an accreditation body. Once a year is normally considered an acceptable minimum frequency.

## **8 PERSONNEL**

### **EA Guidance to clause 8.1**

- G8.1 Permanent personnel are those who are employed by or under contract to the inspection body. They may be employed either on a full-time basis or on a part-time basis. Where it is necessary to use personnel for temporary situations, such personnel should be formally contracted for the period that the inspection body uses them. The inspection body should ensure that such personnel are supervised and competent and that they work in accordance with the inspection body's quality system.

### **EA Guidance to clause 8.2**

- G8.2 Inspection body should define and document the qualifications, training, experience and the level of knowledge required for the inspections to be carried out (See also clause 6.6 of EN45004). Accreditation Body should assess the appropriateness of such qualifications, training, experience and the level of knowledge for the scope of inspections to be accredited.

### **EA Guidance to clause 8.3**

- G8.3 Inspection bodies may use competent external organisations for staff training.

### **EA Guidance to clause 8.4**

- G8.4 The purpose of these records is to demonstrate the competency of each member of the staff to perform specific inspection tasks and, where relevant, to use specific equipment.

## **EA Guidance to clause 8.5**

- G8.5 This guidance can be in the form of a code of conduct. It may include issues relating to work ethics, impartiality, personal safety, relationship with customers, company rules and any other issues needed to assure the proper conduct of inspection body's staff.

## **EA Guidance to clause 8.6**

- G8.6 The purpose of this clause is to prevent the potential for compromising inspections as a result of financial inducement.

# **9 FACILITIES AND EQUIPMENT**

## **EA Guidance to clause 9.1**

- G9.1 The inspection body need not be the owner of the facilities or equipment that it uses. Facilities and equipment may under contract be borrowed, rented, hired, leased or provided by another party (e.g. the installer of the equipment). In all cases access to the equipment must be defined and meet the requirements of EN 45004. However, the responsibility for the suitability and the calibration status of the equipment used in inspection but not owned by the inspection body lies solely with the inspection body and cannot be delegated.
- G9.2 If controlled environmental conditions are needed and premises outside those of the inspection body are used, the inspection body should monitor the environmental conditions in these premises with calibrated equipment, record the results and note if conditions are outside the limits within which inspection can be performed.

## **EA Guidance to clause 9.6**

- G9.3 All equipment used for measurement and test where the results of such measurements and tests have a significant influence on the results of the inspection, i.e. the conclusion about conformance with requirements, should be treated as equipment that are appropriate for calibration.

## **EA Guidance to clause 9.7**

- G9.4 Where the calibrations are performed in-house, traceability to national standards should be assured by using reference standards of measurement for which the inspection body holds a current calibration certificate or equivalent from a competent body, as defined in the guidance to clause 9.8 given below. The certificate or equivalent should detail an uncertainty of measurement that is appropriate for the equipment that is to be calibrated from the reference standard. For further information on uncertainty of

measurement see EN ISO/IEC 17025 and EA-4/02, Expression of Uncertainty of Measurement in Calibration.

- G9.5 Where the calibrations are performed by external suppliers, the suppliers should be competent bodies as defined in the EA Guidance to clause 9.8 given below.

### **EA Guidance to clause 9.8**

- G9.6 Accredited calibration laboratories of a country, its national standards laboratory (or laboratories) and bodies that have been assessed by the inspection body using the relevant criteria of EN 45003 (ISO Guide 58) and have been shown to meet all the requirements of EN ISO/IEC 17025 should be regarded as competent bodies for the purpose of this clause. Equivalent laboratories from other countries can also be used, provided that they have an established traceability of measurement. Such traceability of measurement is provided by national metrology institutes participating in the work of EUROMET and by laboratories accredited by bodies that are signatories to the EA multilateral agreement on calibration.
- G9.7 Where the inspection body carries out assessment of external suppliers of calibration services itself, the inspection body should be able to demonstrate that it has the necessary competence to assess the performance of the calibration activity concerned against all the requirements of EN ISO/IEC 17025 in accordance with the relevant requirements of EN 45003 (ISO Guide 58). Inspection body should have procedures for conducting such assessments and it should maintain records of such assessments.

## **10 INSPECTION METHODS AND PROCEDURES**

### **EA Guidance to clause 10.1**

- G10.1 The requirements against which the inspection is performed are normally specified in regulations, standards and specifications. Specifications may include customer or in-house requirements. When the inspection methods and procedures are not defined in regulations, standards and specifications the inspection body itself shall define the methods and procedures for inspection.
- G10.2 In certain circumstances the inspection body's customer may supply information to the Inspection Body to take into consideration when performing its inspection. If the inspection body uses such information supplied by any other party as part of the inspection body's determination of conformity, then it should be able to demonstrate the measures taken to verify the integrity of such information.

### **EA Guidance to clause 10.3**

G10.3 A standard inspection method is one that has been published, for example, in International, Regional or National standards or by reputable technical organisations or by co-operation of inspection bodies or in relevant scientific text or journals. This means that methods developed by any other means, including methods by the inspection body itself or by the customer, are considered to be non-standard methods.

G10.4 Appropriateness of non-standard methods or procedures implies that their effectiveness has been demonstrated.

### **EA Guidance to clause 10.8**

G10.5 Documented procedures should include, precautions for the safety of personnel, and where appropriate, protection of the surrounding environment.

## **11 HANDLING INSPECTION SAMPLES AND ITEMS**

G11.1 There are no comments on this clause.

## **12 RECORDS**

G12.1 There are no comments on this clause.

## **13 INSPECTION REPORTS AND INSPECTION CERTIFICATES**

### **EA Guidance to clause 13.1**

G13.1 The terms report and certificate are used synonymously in this clause. However, in this guidance document it is construed that reports are detailed descriptions of the inspection and its results whereas certificates are generally short formal statements of conformity with requirements, issued for example in connection with mandatory inspection.

G13.2 Where the inspection body issues an inspection certificate, it may not be possible to cover all of the work carried out by the inspection body in the certificate itself. In those circumstances it would be acceptable to maintain separate documentation to demonstrate the work carried out by the inspection body, provided such documentation can be traceable to the correct inspection certificate.

### **EA Guidance to clause 13.2**

G13.3 The content of an inspection report or inspection certificate may vary depending on the type of inspection and legal requirements. Appendix 3 contains a list of elements to be included in inspection reports and inspection certificates. Some of these elements are considered to be mandatory for compliance with EN 45004. The mandatory elements of Appendix 3 are marked with an asterisk (\*). The list should be considered when drafting inspection reports and inspection certificates.

G13.4 Under its accreditation the inspection body may issue inspection reports or certificates for inspection activities described in generic terms in the Accreditation Schedule (see Guidance G3.2 to clause 3.3), provided that such reports or certificates are issued for a defined type of inspection using a defined technical procedure and that they are referring to a defined field of inspection.

G13.5 Where inspection is for legal purposes the national authorities may place special requirements on the reporting of inspection results.

### **EA Guidance to clause 13.3**

G13.6 An example of an "otherwise approved" inspection report or inspection certificate is one approved by secure electronic authentication. In such cases the authentication should be uniquely identifiable and access to the electronic storage medium should be controlled.

## **14 SUB-CONTRACTING**

### **EA Guidance to clause 14.1**

G14.1 Sub-contracting of inspection may take place only in exceptional circumstances and when one or more of the following conditions apply:

- It is necessary because there has been an unforeseen or abnormal overload, key inspection staff are incapacitated or key facilities or items of equipment are temporarily unfit for use.
- The inspection body does not have the expertise and/or equipment needed to undertake specialised activities such as the inspection of electrical/electronic systems or testing (e.g. chemical analysis, metallurgical/mechanical testing or non-destructive testing) which is needed to determine conformity with requirements.
- A small part of the contract from the client involves inspection not covered by the inspection body's accreditation or is beyond the capability or resources of the Inspection Body.

Whenever work which forms part of an inspection is carried out by sub-contractors, the responsibility for determination of conformity with the requirements always remains with the inspection body.

## **EA Guidance to clause 14.2**

G14.2 Suppliers of services, other than inspection and associated specialised activities, to an inspection body are not considered under the sub-contracting clause of EN 45004. Suppliers of services such as organisations supplying calibration services should comply with clause 9.11 of EN 45004.

G14.3 Where the inspection body engages individuals or employees of other organisations to provide additional resources or expertise, these individuals are not considered to be sub-contractors provided they are formally contracted committing them to form part of the inspection body's quality system. (See also guidance G8.1 to clause 8.1)

G14.4 Competence of a sub-contractor can be demonstrated either:

- by the sub-contractor having accreditation to EN 45004 or EN ISO/IEC 17025 as applicable,

or

- by the Inspection Body itself assessing the competence of the sub-contractor to the requirements of EN 45004 or EN ISO/IEC 17025 as applicable.

G14.5 Where the assessment of the sub-contractor is carried out by the inspection body, it should be able to demonstrate that the assessment team is technically competent and knowledgeable in the application of EN 45004/EN ISO/IEC 17025.

## **15 COMPLAINTS AND APPEALS**

### **EA Guidance to clause 15.2**

G15.1 It should be noted that Appeals procedures are required only if the inspection body is appointed to undertake work by their National authority e.g. acting as a 'Notified Body'.

## **16 CO-OPERATION**

### **EA Guidance to clause 16**

G16.1 The purpose of this clause is to encourage inspection bodies to exchange knowledge, subject to commercial sensitivities and confidentiality, and learn from each other to improve the general standard of accredited inspection bodies.

## Appendix 1

### *Example of layout of an Accreditation Certificate*

<hr/> <hr/> <p>[Name of Accreditation Body]</p> <hr/> <hr/>	
	
<p><b>Controlled Inspections Ltd</b> <b>Unit K</b> <b>Impartial Business Centre</b> <b>Sometown</b> <b>Somecountry</b></p>	
<p><b>Inspection</b> <b>No. 1234</b></p>	
<p>is accredited to undertake inspections as a Type A body as detailed in the Schedule bearing the above accreditation number and [name of accreditation body] logo. From time to time this Schedule may be revised and reissued by [name of accreditation body] .</p>	
<p>This Accreditation shall remain in force until further notice subject to continuing compliance with the [name of accreditation body] requirements and regulations specified by [name of accreditation body].</p>	
<p>Accredited inspection bodies meet the requirements of EN 45004 and the relevant requirements of the EN ISO 9000 series of standards</p>	
<p>Signed by Chief Executive [name of accreditation body]</p>	
<p>Issued on [date]</p>	<p>Initial Accreditation [date]</p>

## Appendix 2

### *Example of layout of an Accreditation Schedule*

<hr style="border: none; border-top: 3px double black;"/> [Name and logo of Accreditation Body] <hr style="border: none; border-top: 3px double black;"/>		
<p><b>NAME of Inspection Body</b></p> <p><b>Accreditation No 1234</b></p> <p><b>Type A</b></p>		
Address of Inspection Body:  Telephone: Facsimile:	Inspection Body Contact  Issue No: Date:	
Field of Inspection, such as: Product Design, Products (specified as Materials or Equipment), Installations, Plant, Premises, Processes, Services and Surveys	Type and Range of Inspection (eg, In-Service Inspection or Inspection of New Products)	Methods and Procedures, such as: EC Directives, Regulations, Standard Specifications, Internal Procedures

## **APPENDIX 3**

### Elements of inspection reports and inspection certificates

- 1\* Designation of the document, i.e. as an inspection report or an inspection certificate, as appropriate
- 2\* Identification of the document, i.e. date of issue and unique identification
- 3\* Identification of the issuing body
- 4 Identification of the client
- 5\* Description of the inspection work ordered
- 6\* Date(s) of inspection
- 7\* Identification of the object(s) inspected and, where applicable, identification of the specific components that have been inspected and identification of locations where e.g. NDT methods have been applied
- 8\* Information on what has been omitted from the original scope of work
- 9 Identification or brief description of the inspection method(s) and procedure(s) used, mentioning the deviations from, additions to or exclusions from the agreed methods and procedures
- 10 Identification of equipment used for measuring/testing.
- 11 Where applicable, and if not specified in the inspection method or procedure, reference to or description of the sampling method and information on where, when, how and by whom the samples were taken
- 12\* If any part of the inspection work has been subcontracted, the results of this work shall be clearly identified
- 13 Information on where the inspection was carried out
- 14 Information on environmental conditions during the inspection, if relevant
- 15\* The results of the inspection including a declaration of conformity and any defects or other non-compliances found (results can be supported by tables, graphs, sketches and photographs)
- 16 A statement that the inspection results relate exclusively to the work ordered or the object(s) or the lot inspected
- 17 A statement that the inspection report shall not be reproduced except in full without the approval of the inspection body and the client
- 18 The inspector's mark or seal
- 19\* Names (or unique identification) of the staff members who have performed the inspection and in cases when secure electronic authentication is not undertaken, their signature. (see also clause 13.3 of EN 45004)

Note: The elements of inspection reports/certificates that are considered to be mandatory for compliance with EN 45004 are marked with an asterisk (\*).

## **APPENDIX 4**

List of standards and versions in use when these guidelines were produced

EN ISO/IEC 17025:1999	General requirements for the competence of testing and calibration laboratories
ISO/IEC TR 17010:1998	General requirements for bodies providing accreditation of inspection bodies
EN 45003:1995	Calibration and Testing laboratory accreditation systems General requirements for operation and recognition
EN 45004:1995	General criteria for the operation of various types of bodies performing inspection
EN 45010:1998	General requirements for assessment and accreditation of certification bodies
EN 45011:1998	General requirements for bodies operating product certification systems
EN 45012:1998	General requirements for bodies operating certification/registration of quality systems
EN 45013:1989	General criteria for certification bodies operating certification of personnel
EN 45014:1998	General criteria for suppliers' declaration of conformity
EN 45020:1998	Standardization and related activities – General vocabulary