



**SRI LANKA ACCREDITATION BOARD
for CONFORMITY ASSESSMENT**

SPECIFIC CRITERIA FOR
INSPECTION OF AMUSEMENT RIDES & DEVICES

1. Introduction

1.1 The Accreditation Scheme of the Sri Lanka Accreditation Board for Conformity Assessment (SLAB) for Inspection of Amusement Rides and Devices is based on the requirements laid down in the International Standard ISO/IEC 17020 – *Conformity assessment – Requirements for the operation of various types of bodies performing inspection*. This scheme covers a wide range of inspections performed on amusement rides and devices as specified in the applicable standards and regulations.

1.2 The requirements stipulated in ISO/IEC 17020 apply in general to bodies performing inspections in different fields. SLAB being the accreditation authority for Sri Lanka is responsible for providing accreditation services for inspection bodies in accordance with ISO/IEC 17020.

1.3 The Specific criteria and additional guidance are considered necessary to effectively operate an accreditation scheme for inspection bodies of Amusement Rides and Devices, which determines the compliance of applicable standards and regulations.

1.4 This specific criteria document for inspection bodies of amusement rides and devices (hereafter called as specific criteria) has been prepared by the Technical Advisory Committee on Mechanical Engineering Inspection and has been authorized for adoption by the Council of SLAB. The Inspection bodies of amusement rides and devices seeking accreditation are required to comply with all the requirements listed in ISO/IEC 17020. This document supplements ISO/IEC 17020 and provides guidance for accreditation of bodies inspecting amusement rides and devices for both assessors and inspection bodies preparing for accreditation.

1.5 This Specific Criteria document must be used in conjunction with ISO/IEC 17020. It provides an interpretation of the latter document and describes specific requirements for those clauses of ISO/IEC 17020 which are general in nature. Corresponding reference to the clauses in ISO/IEC 17020 is indicated in parenthesis in the text of the document. If any requirement in ISO/IEC 17020 is not described in this document that implies that requirement does not need further explanation. Wherever the word ‘standard’ is mentioned in the document, it implies ISO/IEC 17020.

1.6 This document should be read in conjunction with the Rules and Procedures of SLAB as applicable to inspection bodies. Further, the inspection bodies of amusement rides and devices shall comply with national, regional and local laws and regulations, as applicable. Further interpretation of clauses of standard whichever may be needed for statutory enforcement shall be legally accessible.

1.7 The field of inspection of amusement rides and devices involves a wide variety of techniques requiring different levels of knowledge and expertise in the performance of inspection and interpretation of results. The amusement rides and devices established and as decided by the relevant regulatory authorities shall be subjected to inspection under these specific criteria.

1.8 This document shall be periodically reviewed and updated based on the experience gained, developments in technology and changes in laws and regulations.

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2 References

In the use of Specific Criteria, the following reference documents shall apply.

2.1 ISO/IEC 17011 : 2004 - Conformity assessment – Requirements for the bodies accrediting conformity assessment bodies

2.2 ISO/IEC 17020 : 2012 - Conformity assessment – Requirements for the operation of various types of bodies performing inspection

2.3 **Labour Act No. of 1945 and regulations issued under the Labour Act**

2.4 IAF/ILAC -04: 2004 Guidance on the Application of ISO/IEC 17020

3 Definitions

The term; inspection is defined in the standard. A clarification is given below on other terms, some of which have gained common usage in monitoring of applicable standards related to amusement rides and devices. Care should be taken in defining standards, policies and procedures to ensure clarity of meaning.

3.1 Accreditation

Procedure by which an authoritative body gives formal recognition that another body or person is competent to carry out specific tasks.

3.2 Audit

Used in amusement rides and devices to mean inspection of a process and the process controls; see also Internal quality audit.

3.3 Client

In the context of the standard, the client is the party that commissions work from the inspection body.

3.4 Consultancy

Participation in an active and creative manner in the development of the processes to be assessed. For example by:

- (a) Preparing or producing manuals, handbooks or procedures.
- (b) Participating in the decision making process on management system matters.
- (c) Giving specific advice towards the development of facilities and the implementation of processes.

Consultancy may prejudice the impartiality of the Inspection body in breach of clause 4 of the standard. Further guidance is given at the appropriate point in this document.

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3.5 Internal quality audit

In the context of the standard, a planned and documented audit, conducted by or on behalf of the inspection body, of the implementation of the procedures and systems of the inspection body to verify compliance with the criteria of ISO/IEC 17020 and the effectiveness of the quality system.

3.6 Inspection Body

An organization inspecting amusement rides and devices

3.7 Design review

Assessment of a design prepared for a device to confirm that the designer has adequately addressed all issues that may affect the safety of the device that will be relevant throughout its intended operational life.

Note: Design review, Design conformity and Initial inspection are pre-use inspections carried out before an amusement device is used for the first time or after any safety critical modification/s to an existing amusement device.

3.8 Design conformity

Confirmation that the safety critical components of a manufactured device conform to the relevant design.

3.9 Initial Inspection

Inspection which confirms that assembly/installation and use of the amusement device complies with the specifications agreed and provided by the manufacturer, and that safety critical components of amusement device function as intended.

3.10 Inspection after (re-)installation

Inspection which confirms that assembly/installation and use of the amusement device remains in compliance with the specifications agreed and provided by the manufacturer and that safety critical components of amusement device function as intended at its new location.

3.11 Periodic inspection

Inspection which ensures that the safety critical components of amusement device has not deteriorated to an extent liable to cause danger and determines the fitness of an amusement device for continued safe use during its operational life.

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4 General requirements (clause 4, ISO/IEC 17020)

4.1 Impartiality and independence

4.1.1 Under inspection of amusement rides and devices, the provision of consultancy and training services will be a significant factor that affects the impartiality of the inspection body. Bodies shall have adequate separation of activities or staff to be able to demonstrate that inspection is not prejudiced by conflicts of interest.

Inspection bodies may normally carry out the following activities without them being considered as consultancy or being potential conflicts of interest:

- a) Normal inspection activities including planning and information sharing meetings, examination of documents, auditing and follow up of non-compliances.
- b) Arranging and participating as a trainer in training courses, provided that where these courses relate to quality assurance, inspection standards and any topic related to the inspection services of amusement rides and devices should confine to provision of generic information that is in the public domain.
- c) Making available or publishing information on the Inspection Body's interpretation of the requirements of the inspection standard.
- d) Activities prior to inspection are aimed solely at determining readiness for inspection. Such activities should not result in the provision of recommendations or advice that would contravene the requirements. The inspection body should be able to confirm that such activities do not contravene these requirements and that they are not used to justify a reduction in duration of the eventual inspection.
- e) Performing inspections according to standards or regulations other than those being part of the scope of accreditation.
- f) Adding value during inspection visits, for example by identifying opportunities for improvement as they become evident during inspection, but without recommending specific solutions.

4.1.2 Inspection must remain and be seen to remain impartial. Consultancy by a related body must never be marketed together with inspection services and there should be no indication in marketing material (written or oral) to give the impression that the two are linked. It is the duty of the inspection body to ensure that no client is given the impression that the use of both consultancy and inspection services would confer an advantage. There should be no suggestion by an inspection body that a successful inspection outcome would be cheaper or facilitated by the use of any specified consultancy or training services.

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4.1.3 The above deals with possible compromise of impartiality by other activities of the inspection body or a related body. In some circumstances, the activities of personnel may cause a similar conflict. Two situations in particular are considered. Firstly, the personnel of the inspection body may not necessarily be full-time personnel; their other employment shall not be such as to compromise their impartiality. Secondly, full time employees who have recently joined an inspection body may have a potential conflict of interest as a result of previous employment. In either case, an individual should not perform an accredited inspection on a business where such a conflict may exist, within a period of at least 2 years.

4.1.4 In both cases, the following three elements shall be included in the inspection body's procedures so that impartiality may properly be assessed by both the inspection body and SLAB.

- a) Job descriptions for the actual inspection role detailing the nature of the task.
- b) A declaration of inspector interests detailing all other interests that may impact on their impartiality.
- c) A procedure whereby an Inspection body gathers information of inspectors and identifies any conflict of interest to inspection being performed.

4.1.5 The inspection body has a responsibility to identify and evaluate such situations and assign responsibilities and tasks so as to ensure that impartiality is not compromised.

4.1.6 The inspection body shall identify the potential sources of relationships with related bodies and any individuals time to time and such relationships shall be evaluated and plans shall be drawn to eliminate or minimize any risks associated with relationships leading to conflict of interest. Possible sources that effect impartiality may be ownership, governance, management, personnel, shared resources, finances, contracts, marketing, sales commissions, or other inducement etc.

4.1.7 Inspection bodies carrying out inspections on amusement rides and devices may be accredited as Type A, B or C bodies (Annex A of the standard), provided they meet the necessary requirements.

4.1.8 A Type A body shall be an independent third party engaged in inspection only. Bodies which are involved in consultancy too are unlikely to meet all the independence criteria in A.1 of annex A of ISO/IEC 17020. A Type A body shall not engage in providing first party inspections or second party inspections or both after repair, adjustment or maintenance of any ride or device by the inspection body.

4.2 Confidentiality

4.2.1 Each inspection body shall enter into a contractual agreement with the client, in addition to their commitment for continuity and effectiveness of providing inspection services on amusement rides and devices that the staff of inspection body and its inspection centers, if any manage and protect the confidentiality of all information generated during the inspection process. This agreement shall be legally enforceable. Safeguarding confidentiality is applicable for monitoring authorities and persons acting on behalf of inspection body, except as required by law.

4.2.2 Each inspection body shall maintain a website and other means of communication to inform the clients in advance of what it provides or intends to provide to the clients.

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5 Structural requirements (clause 5, ISO/IEC 17020)

5.1 Administrative requirements

5.1.1 The inspection body and its inspection centers, if any including buildings and premises shall be established in entities which are legally registered for all inspection activities under the national, provincial or local government regulations.

5.1.2 Inspection is to be performed for the determination of compliance of amusement rides and devices in use in the country as cited in the Quality and Safety Regulations issued and enforced time to time.

5.1.3 The technical scope of inspection body and terms of conditions shall be as prescribed in a documented contract agreed upon with the client and the evidence for authorization and competence for inspection shall be available with the inspection body.

5.1.4 The range of inspection services offered by an inspection body may be wider than those which are accredited. In this case, the limits of accreditation shall be made clear. Services that are outside the scope of accreditation shall be distinguished from those that are accredited.

5.1.5 The SLAB accreditation is location specific and valid only for the inspection body and its inspection centers that are indicated in the Schedule of Accreditation.

5.1.6 The liability insurance shall include adequate professional indemnity. If a reserve is allocated, that amount should be sufficient to cover the above liabilities. Type B inspection bodies engaged only for 'in-house' inspections may not require professional indemnity insurance.

5.1.7 There shall be a sound and documented Occupational Health and Safety Programme implemented for all employees involved in inspection and with the Regulatory Authorities, if required. It is preferable that the client is certified for OHSAS 18001.

5.2 Organization and Management

5.2.1 The organizational structure of an inspection body is such that it may have a central office affiliated with one or more inspection centers of which operations are linked to the central office, unless separated otherwise. If inspection centers are available, they are to be organized and managed as each inspection center is capable to perform the assigned inspection activities. These inspection centers shall be identified in an organizational structure or attachment with the identity of location.

5.2.2 The role of the technical manager is to oversee the technical content and competence of the inspections and to ensure that SLAB requirements are met. The technical manager shall be a permanent member of staff and will normally be different from the person responsible for quality assurance indicated in ISO/IEC 17020, although the extent to which different staff members holding several functions can vary with the size of the organization. The position of technical manager in the organization, however named, shall be shown clearly in the organizational chart.

5.2.3 If any inspection center is not linked to the central office, for each center, a responsible person shall be appointed to take care of the responsibilities of technical manager above.

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5.2.4 The inspection body shall be able to demonstrate that the work of staff performing inspections is properly supervised by suitably qualified and experienced personnel familiar with the inspection methods and procedures and the scope and objectives of the inspection. The level of supervision shall be commensurate with the skills and experience of the inspector. The supervision shall also include regular review of inspection reports to ensure that work has been carried out in accordance with the regulations and inspection body's procedures.

Note: The level of supervision may vary based on the object being inspected.

- a) Constant inspection: Working directly alongside a supervising inspector for a given longer period (eg. one year).
- b) Frequent inspection: Working directly alongside a supervising inspector intermittently in a given period (eg. at least one full day per week) and access to the supervising inspector at all times.
- c) Occasional inspection: Formal direct contact to review work with supervisor in a given period (eg. at least annually). More frequent direct contact with the supervisor may be necessary and access to the supervising inspector at all times.

5.2.5 It is permissible to deputize upwards in the management structure as well as downwards and doing so is essential when any key person appointed for such responsibility is absent.

6 Resource requirements (clause 6, ISO/IEC 17020)

6.1 Personnel

6.1.1 The requirements for education, training, technical knowledge, skills and experience of all personnel involved in inspection activities shall be defined and documented.

6.1.2 The inspection body shall have a sufficient number of permanent staff. The staff under contract or part time is permitted provided that they have signed a contract with the inspection body. The staff retained on contract and deployed part time are regarded as permanent staff provided that, when they work for the inspection body, they work under the inspection body's quality systems and procedures. The inspection body shall ensure that staff of this type does not cause any conflict with other requirements of the standard. In particular, the inspection body shall ensure that other work in which these staff engages does not prejudice their impartiality and integrity in breach of ISO/IEC 17020. The potential for conflict with the confidentiality requirement should also be considered.

6.1.3 The inspection staff shall have qualifications, training and/or experience to match the specific inspection tasks in which they are employed. They shall have relevant knowledge, as necessary, of the technology used for the manufacturing of the products inspected, of the way in which the products or processes are used or are intended to be used, and of the defects which may occur during use or in service.

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Note: The inspectors shall be certified or registered by a recognized body for their knowledge and competence in the specific inspection activities performed. They shall have the ability to make professional judgements as the conformity with general requirements using examination results and to report there on. The details with regard to the career history, education and training records for amusement devices of each inspector shall be retained with the inspection body.

6.1.4 The minimum criteria for qualifications, training and experience of personnel are given below. The inspection body shall be able to demonstrate procedures to ensure their competence in inspection process.

Table 1 – Qualification, Training and Experience

Employee Category	Qualification	Training	Experience
Inspector (Design review)	A recognized academic qualification in a relevant field of engineering	A certificate issued by a relevant engineering institution or as specified by the Regulatory authority	At least 5 years of working experience in the relevant inspection process of amusement rides and devices
Inspector (Simple devices)	A recognized academic qualification in a relevant field of engineering	A certificate issued by a relevant engineering institution or as specified by the Regulatory authority	At least 3 years of working experience in the relevant inspection process of amusement rides and devices
Inspector (All other inspections)	A recognized academic qualification in a relevant field of engineering	A certificate issued by a relevant engineering institution or as specified by the Regulatory authority	At least 3 years of working experience in the relevant inspection process of amusement rides and devices
Supervising Inspector	A recognized academic qualification in a relevant field of engineering	A certificate issued by a relevant engineering institution or as specified by the Regulatory authority	At least 8 years of working experience in the inspection process of amusement rides and devices
Technical Manager	Engineering degree or a recognized academic qualification in a relevant field of engineering	A certificate issued by a relevant engineering institution	At least 5 years of relevant experience in inspection of amusement rides and devices
Quality Manager	Suitable Academic qualification as decided by the Management.	Training in Quality management	At least 2 years of work experience in quality control and inspection activities

Note 1: Inspection disciplines covered in fairgrounds and amusement parks including rides, devices and inflatable play equipment are of structural, mechanical, machine dynamics, electrical, control systems, hydraulics, pneumatics, civil and NDT types and out of which simple devices cover structural, mechanical, hydraulics and pneumatics types.

Note 2: Simple devices may include tea-cups, toy sets, formula/convoy rides, swing boats, astro-glides, juvenile twists, juvenile waltzers, inflatables, arcades, fun-houses, trampolines, battery rides (karts, boats etc.) swinging gyms, hand-turned devices and slips and helter-skelters. Simple devices criteria are not met by roller-coasters, log-flumes, twists, waltzers, dodgems, paratroopers, frog-hoppers, mini-wheels, bungee trampolines and miamis.

6.1.4 The inspection body shall ensure that all personnel depending upon ability, qualifications and experience receive necessary training to operate and maintain the inspection programme. The inspection body provide training; induction and on-going and retraining which shall be sufficient to perform duties and the training programmes shall cover as applicable, regulations, procedures, test equipment operation, maintenance, quality control, calibration, customer care, and occupational health and safety etc.

6.1.5 Initially after induction, training under sufficient supervision, all personnel involved in inspection activities shall be evaluated for competence and authorized for the assigned task. Thereafter, they are to be monitored after continued personal development training for satisfactory performance and reevaluated periodically for competence as defined by the inspection body. The evaluation methods may be one or a combination of the following; interviews, written examinations, simulation inspections and supervisory observations.

6.1.6 The payments made to inspectors shall not create any internal or external pressure that compromise impartiality of the inspection activity. They shall not be remunerated in a manner that influences the results of inspections, such as any bonus, incentive or allowance paid calculated on piece rates.

6.1.7 The records shall indicate the competency of every member of staff engaged in specific inspection tasks in the fields, types and ranges of inspection covered by the scope of accreditation and the date of their authorization.

6.2 Facilities and equipment

6.2.1 The inspection body shall acquire and install all necessary equipment meeting the provisions of the regulations and use them in inspection as required by the inspection programme and agreed upon with the Authorities.

6.2.2 The log regarding the current equipment shall be available with the inspection body. These documents shall include but are not limited to specifications of materials and equipment, catalog data sheets, performance curves, diagrams and similar descriptive materials, equipment layout, and installation drawings and procedures.

6.2.3 The inspection body shall implement a calibration programme to assure proper functioning of equipment and measurement tools. The measurements subject to calibration shall be traceable to SI units.

6.2.4 The measuring equipment and tools shall be subject to intermediate checks or verifications between periodic recalibrations.

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6.2.5 The inspection body shall maintain an inventory of spare parts, supplies, equipment and calibration tools and gauges required for inspection. There shall be a procedure available with the inspection body to order and reorder any of the spare parts, supplies, equipment and calibration tools and gauges.

6.2.6 The inspection body shall implement a procedure for preventive maintenance of equipment and a preventive maintenance programme shall include provisioning for spare parts and repair or replacement of defective or worn out tools and equipment.

6.2.7 The inspection body shall appoint a competent person or body to provide continuous equipment maintenance service and ensure that all tools and equipment do operate accurately and reliably meeting the quality control and quality assurance requirements.

6.2.8 The defective tools and equipment shall be properly labeled and kept away from inspection activities.

6.2.9 The Measuring equipment shall be calibrated, checked, or/and verified according to an established procedure after every repair or maintenance before being put in to service.

6.2.10 The inspection body shall install a data-handling programme for data compilation, collection, transmission, processing, reporting, storing and retrieval in the inspection programme. If a software is used for data handling, the inspection body shall implement a documented procedure to validate the computerized programme and to protect the database from tampering or unauthorized access. This data handling system shall be capable of tracking all inspections performed. The inspection body shall ensure data backups to safeguard data.

6.2.11 The inspection body shall implement Good Engineering and House Keeping practices within the facility to ensure cleanliness and safety. Any waste shall be disposed as per the Environmental Authority regulations.

6.3 Subcontracting

6.3.1 It is preferable that the inspections contracted by the inspection body are performed by the inspection body. If any part of inspection is subcontracted, the inspection body shall ensure that the subcontractor is equally competent to perform the activities it has undertaken. The reasons for subcontracting can include unforeseen or abnormal overloading, incapacitation of inspection staff, temporarily unfit of key facilities or items of equipment for use, or the part of contract being beyond the capacity or resources of inspection body.

Whenever any part of inspection is subcontracted, the inspection body shall inform the client of its intention to subcontract and that it takes the responsibility for the determination of conformity of the inspected item.

The inspection body shall evaluate and register subcontractors based on the requirements of the standard and other conformity assessment standards and ensure that they are competent before being assigned with inspections or related work. The relevant records shall be maintained.

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7 Process requirements (clause 7, ISO/IEC 17020)

7.1 Inspection methods and procedures

7.1.1 The inspection body shall ensure that inspection methods to be used are documented and consistent with the scope of inspection and prescribed in relevant regulations, contracts, manufacturer's guidelines or scientific texts or journals published by reputable technical organizations. If any inspection method or procedure has been developed by the inspection body, such method or procedure shall be appropriate and documented.

7.1.2 The inspection frequency shall be as given in the regulations or as agreed in the contract with the client on the recommendation by technical expertise. If inspection planning or sampling and inspection techniques are done by the inspection body, the inspection body shall ensure that such planning is done with the support of sufficient knowledge and expertise.

7.1.3 The scope of each inspection shall be transparent to the client and be documented in a contract agreed upon between the client and inspection body. This contract shall include an updated inventory of the client with regard to the operation of amusement rides and devices, and describe inspection plans to be performed and the conditions that are to be fulfilled by the client and the inspection body during the period. Unless otherwise in the regulations, the competence requirements at least of the technical staff and maintenance of rides and devices should be documented and maintained by the client

7.1.4 The inspection body shall have a detailed procedure manual including standard operating procedures and inspection criteria documented and validated especially when published methods are not used. These criteria for design review, design conformity, initial inspection, periodic inspection and re-inspection shall be made available at the inspection center.

7.2 Handling inspection items

7.2.1 Each component or device shall be uniquely identified.

7.2.2 Each component or device shall be examined for mechanical suitability and safety and rejections shall be documented.

7.2.3 The components or devices which have failed one or more of the applicable cut off points or trials shall be documented and which shall be indicated in the inspection report. After repair that are subject to re-inspection shall be verified for repair changes done and re-inspected.

7.3 Inspection records

7.3.1 Procedures shall define the records to be kept and the form in which they are to be kept. The period of retention of documents by the inspection body shall be defined; for inspection and complaint records at least 5 years would normally be appropriate and 3 – 5 years for quality system records.

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7.4 Inspection reports and inspection certificates

7.4.1 The scope of the inspection shall be included in a serially numbered inspection report or certificate in order to allow proper understanding and interpretation. The inspection report or certificate should include whether the component or device was rejected from testing, passed or failed the tests.

7.4.2 The inspection body should have procedures to ensure that inspection report or certificate is delivered to the client in accordance with the contract or legal requirements.

7.4.3 The inspection body shall identify authorized persons for issuance of inspection reports or certificates, as given below. If the inspection report or certificate is issued generated by computerized system, it is ensured that the inspection report or certificate is verified by the authorized persons.

Table 2 – Qualification, Training and Experience of Approved Signatory

Employee Category	Qualification	Training	Experience
Approved Signatory for issuing certificates	A recognized academic qualification in a relevant field of engineering	A certificate issued by a relevant engineering institution or as specified by the Regulatory authority	At least 5 years of working experience in the relevant inspection process of amusement rides and devices

7.5 Complaints and appeals (sub clauses 7.5 & 7.6, ISO/IEC 17020)

7.5.1 Inspection body shall have a documented procedure for handling of complaints and appoint a person(s) who is independent from the inspection process to resolve any complaints against inspections.

7.5.2 Inspection body shall have a documented procedure for handling of appeals and appoint an appeals committee comprising of persons who are independent from the inspection process and decisions to resolve any appeals against the results of inspections.

7.5.3 The inspection body’s procedure for handling of complaints and appeals shall be available at the inspection body upon request.

8 Management system requirements (clause 8, ISO/IEC 17020)

8.1 Management system

8.1 The management system established and maintained by the inspection body shall be either complied with the requirements of ISO 9001 or developed addressing the requirements given in clause 8.1.2 of the standard. It is preferable that the management system of the inspection body covering its inspection centers, if any is certified against ISO 9001 for the scope sector under purview.

8.2 The policy statement shall include a commitment to comply with the standard and any legal requirements.

8.3 A quality manager or a person designated otherwise shall be identified in the inspection body who may have other duties but shall have direct reporting access to the top management for quality and inspection matters. This is a different function to that of the technical manager described in sub clause 5.2.5 of the standard.

8.4 The Inspection body shall participate in inter-comparison programmes with other accredited inspection bodies to standardize its testing and inspection process.

8.5 The Inspection body shall conduct internal quality audits to verify that the documented operational procedures of the inspection body are being implemented. The internal audit shall include on-site assessment of staff conducting inspections. This assessment shall be carried out by personnel with relevant technical qualifications and experience, who have been trained in internal auditing and who are sufficiently independent to carry out the audit objectively.

8.6 The internal audit programme for on-site inspections shall be designed so that every year it shall include at least one inspection of every field, type and range for which the body is accredited. At the same time, the plan shall ensure that every inspector is assessed on-site initially and at least once in two years for every field, type and range of inspection for which he/she is considered to be competent.

8.8 The management review should take place at least once a year.

8.9 The inspection body shall develop and implement a public information programme which will include a programme information brochure, first test failure handout, re-test failure handout and important information handout including inspection criteria.