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| --- | --- |
| **4.0** | **General requirements** |
| **4.1** | **Impartiality and Independence**  |
| 4.1.1 | Is inspection activities undertaken impartially? |  |  |  |  |  |  |
| 4.1.2 | Is inspection body responsible for the impartiality of its inspection activities and did not allow commercial, financial or other pressures to compromise impartiality? |  |  |  |  |  |  |
| 4.1.3**Refer ILAC P15/2016, clause 4.1.3 a & b or ILAC P 15/2020 ,4.13 n 1-3) and Annex I** | Has the inspection body identified risks to its impartiality on an ongoing basis? Did it include those risks that arise from its activities, or from its relationships, or from the relationships of its personnel? However, such relationships do not necessarily present an inspection body with a risk to impartiality. |  |  |  |  |  |  |
| 4.1.4**Refer ILAC P15/2020, 4.1.4 n1** | If a risk to impartiality is identified, is the inspection body able to demonstrate how it eliminates or minimizes such risk? |  |  |  |  |  |  |
| 4.1.5**Refer ILAC P15/2016, clause 4.1.5 a & b****Or ILAC 15/2020, 4.1.5 n 1&2** | Is the inspection body has top management commitment to impartiality? |  |  |  |  |  |  |
| 4.1.6**Refer ILAC P15/2020, 4.1.6 n1&2** | Is the inspection body independent to the extent that is required with regard to the conditions under which it performs its services? Does it meet the minimum requirements stipulated in Annex A of ISO/IEC 17025: 2012, as outlined below?a) An inspection body providing third party inspections shall meet the type A requirements of Clause A.1. (third party inspection body).b) An inspection body providing first party inspections, second party inspections, or both, which forms a separate and identifiable part of an organization involved in the design, manufacture, supply, installation, use or maintenance of the items it inspects and which supplies inspection services only to its parent organization (in-house inspection body) shall meet the type B requirements of Clause A.2.c) An inspection body providing first party inspections, second party inspections, or both, which forms an identifiable but not necessarily a separate part of an organization involved in the design, manufacture, supply, installation, use or maintenance of the items it inspects and which supplies inspection services to its parent organization or to other parties, or to both, shall meet the type C requirements of Clause A.3. |  |  |  |  |  |  |
| **4.2** | **Confidentiality** |
| 4.2.1 | Is the inspection body responsible, through legally enforceable commitments, for the management of all information obtained or created during the performance of inspection activities?Is the inspection body inform the client, in advance, of the information it intends to place in the public domain? Is the inspection body consider all information [except information that the client makes publicly available, or when agreed between the inspection body and the client (e.g. for the purpose of responding to complaints)], are proprietary information and regarded as confidential? |  |  |  |  |  |  |
| 4.2.2 | When the inspection body is required by law or authorized by contractual commitments to release confidential information, does the client or individual concerned be notified of the information provided, unless prohibited by law? |  |  |  |  |  |  |
| 4.2.3 | Does the Information about the client obtained from sources other than the client (e.g. complainant, regulators) are treated as confidential? |  |  |  |  |  |  |
| **5.0** | **Structural requirements**  |
| **5.1** | **Administrative requirements** |
| 5.1.1 | Is the inspection body a legal entity, or a defined part of a legal entity, such that it can be held legally responsible for all its inspection activities? |  |  |  |  |  |  |
| 5.1.2 | Is an inspection body that is part of a legal entity involved in activities other than inspection can be identifiable within that entity? |  |  |  |  |  |  |
| 5.1.3**Refer ILAC P15, clause 5.1.3 a****Or** **Refer ILAC P15/2020, 5.1.3 n1** | Is the inspection body has documentation which describes the activities for which it is competent? |  |  |  |  |  |  |
| 5.1.4**Refer ILAC P15, clause 5.1.4 a****Or** **Refer ILAC P15/2020, 5.1.4 n1&2** | Is the inspection body has adequate provision (e.g. insurance or reserves) to cover liabilities arising from its operations? |  |  |  |  |  |  |
| 5.1.5 | Is the inspection body has documentation describing the contractual conditions under which it provides the inspection, except when it provides inspection services to the legal entity of which it is a part? |  |  |  |  |  |  |
| **5.2** | **Organization and management** |  |  |  |  |  |  |
| 5.2.1 | Is the inspection body has structured and managed so as to safeguard impartiality? |  |  |  |  |  |  |
| 5.2.2**Refer ILAC P15, clause 5.2.2 a,b & c****Or** **Refer ILAC P15/2020, 5.2.2, n1-3** | Is the inspection body has organized and managed so as to enable it to maintain the capability to perform its inspection activities? |  |  |  |  |  |  |
| 5.2.3**Refer ILAC P15, clause 5.2.3 a****Or** **Refer ILAC P15/2020, 5.2.3, n1** | Is the inspection body has defined and documented the responsibilities and reporting structure of the organization? |  |  |  |  |  |  |
| 5.2.4**Refer ILAC P15, clause 5.2.4 a****Or Refer ILAC P15/2020, 5.2.4 n1** | Is the relationship between the other activities and inspection activities shall be defined, in case of the inspection body forms a part of a legal entity performing other activities? |  |  |  |  |  |  |
| 5.2.5**Refer ILAC P15, clause 5.2.5 a,b****Or Refer ILAC P15/2020, 5.2.5 n1&2** | Is the inspection body has availability of one or more person(s) as technical manager(s) who have overall responsibility to ensure that the inspection activities are carried out in accordance with ISO/IEC 17020:2012? |  |  |  |  |  |  |
| 5.2.6**Refer ILAC P15, clause 5.2.6 a****Or Refer ILAC P15/2020, 5.2.6 n1** | Is the inspection body has one or more named person(s) who will deputize in the absence of any technical manager responsible for ongoing inspection activities? |  |  |  |  |  |  |
| 5.2.7**Refer ILAC P15, clause 5.2.7 a,b****Or Refer ILAC P15/2020, 5.2.7 n1&2** | Is the inspection body has job descriptions or other documentation for each position category within its organization involved in inspection activities? |  |  |  |  |  |  |
| **6.0** | **Resource requirements** |  |  |  |  |  |  |
| **6.1** | **Personnel** |  |  |  |  |  |  |
| 6.1.1**Refer ILAC P15, clause 6.1.1 a,b,c,d****Or Refer ILAC P15/2020, 6.1.1 n1-4** | Is the inspection body has defined and documented the competence requirements for all personnel involved in inspection activities, including requirements for education, training, technical knowledge, skills and experience? |  |  |  |  |  |  |
| 6.1.2**Refer ILAC P15, clause 6.1.2 a****Or Refer ILAC P15/2020, 6.1.2 n1** | Is the inspection body has employed, or had contracts with, a sufficient number of persons with the required competencies, including, where needed, the ability to make professional judgments, to perform the type, range and volume of its inspection activities? |  |  |  |  |  |  |
| 6.1.3 | Is the personnel responsible for inspection have appropriate qualifications, training, experience and a satisfactory knowledge of the requirements of the inspections to be carried out. Did they also have relevant knowledge of the following:1. the technology used for the manufacture of the products inspected, the operation of processes and the delivery of services;
2. the way in which products are used, processes are operated and services are delivered;
3. any defects which may occur during the use of the product, any failures in the operation of the process and any deficiencies in the delivery of services.
4. They shall understand the significance of deviations found with regard to the normal use of the products, the operation of the processes and the delivery of services.
 |  |  |  |  |  |  |
| 6.1.4 | Is the inspection body has made clear to each person their duties, responsibilities and authorities? |  |  |  |  |  |  |
| 6.1.5**Refer ILAC P15, clause 6.1.5 a****Or Refer ILAC P15/2020, 6.1.5,n1** | Is the inspection body has documented procedures for selecting, training, formally authorizing, and monitoring inspectors and other personnel involved in inspection activities? |  |  |  |  |  |  |
| 6.1.6**Refer ILAC P15, clause 6.1.6 a****Or Refer ILAC P15/2020, 6.1.6 n1** | Is the documented procedures for training (see 6.1.5) addresses the following stages:a) an induction period;b) a mentored working period with experienced inspectors;c) continuing training to keep pace with developing technology and inspection methods. |  |  |  |  |  |  |
| 6.1.7**Refer ILAC P15, clause 6.1.7 a****Or Refer ILAC P15/2020, 6.1.5 n1** | Is the training required has depend upon the ability, qualifications and experience of each inspector and other personnel involved in inspection activities, and upon the results of monitoring (see 6.1.8)? |  |  |  |  |  |  |
| 6.1.8**Refer ILAC P15, clause 6.1.8 a,b****Or Refer ILAC P15/2020, 6.1.8 n1 &2** | Is personnel familiar with the inspection methods and procedures monitor all inspectors and other personnel involved in inspection activities for satisfactory performance? Is results of monitoring has been used as a means of identifying training needs (see 6.1.7)? |  |  |  |  |  |  |
| 6.1.9**Refer ILAC P15, clause 6.1.9 a,b,c****Or Refer ILAC P15/2020, 6.1.9. n1,2&3** | Is each inspector is observed on-site, unless there is sufficient supporting evidence that the inspector is continuing to perform competently? |  |  |  |  |  |  |
| 6.1.10**Refer ILAC P15, clause 6.1.10 a****Or Refer ILAC P15/2020, 6.1.10 n1** | Is the inspection body shall maintain records of monitoring, education, training, technical knowledge, skills, experience and authorization of each member of its personnel involved in inspection activities? |  |  |  |  |  |  |
| 6.1.11**Refer ILAC P15, clause 6.1.11a** | Is the personnel involved in inspection activities are not remunerated in a way that influences the results of inspections? |  |  |  |  |  |  |
| 6.1.12 **Refer ILAC P15, clause 6.1.12 a****Or Refer ILAC P15/2020, 6.1.12 n1** | Is all personnel of the inspection body, either internal or external, that could influence the inspection activities act impartially? |  |  |  |  |  |  |
| 6.1.13 | Is all personnel of the inspection body, including sub-contractors, personnel of external bodies, and individuals acting on the inspection body's behalf, keep confidential all information obtained or created during the performance of the inspection activities, except as required by law? |  |  |  |  |  |  |
| **6.2** | **Facilities and equipment** |  |  |  |  |  |  |
| 6.2.1**Refer ILAC P15, clause 6.2.1 a** | Is the inspection body have suitable and adequate facilities and equipment to permit all activities associated with the inspection activities to be carried out in a competent and safe manner? |  |  |  |  |  |  |
| 6.2.2 | Is the inspection body have rules for the access to, and the use of, specified facilities and equipment used to perform inspections? |  |  |  |  |  |  |
| 6.2.3**Refer ILAC P15, clause 6.2.3 a,b****Or Refer ILAC P15/2020, 6.2.3 n1&2** | Is the inspection body has ensured the continued suitability of the facilities and the equipment mentioned in 6.2.1 for their intended use? |  |  |  |  |  |  |
| 6.2.4**Refer ILAC P15, clause 6.2.4 a,b,c****Or Refer ILAC P15/2020, 6.2.4 n1-3** | Is all equipment having a significant influence on the results of the inspection shall be defined and, where appropriate, uniquely identified? |  |  |  |  |  |  |
| 6.2.5 | Is all equipment (see 6.2.4) maintained in accordance with documented procedures and instructions? |  |  |  |  |  |  |
| 6.2.6**Refer ILAC P15, clause 6.2.6 a,b****Or Refer ILAC P15/2020, 6.2.6 n1-3** | Is measurement equipment having a significant influence on the results of the inspection are calibrated before being put into service, and thereafter calibrated according to an established programme, where applicable? |  |  |  |  |  |  |
| 6.2.7**Refer ILAC P15, clause 6.2.7 a,b,c****Or Refer ILAC P15/2020, 6.2.7 n1 &2** | Is the overall programme of calibration of equipment has been designed and operated so as to ensure that, wherever applicable, measurements made by the inspection body are traceable to national or international standards of measurement, where available? Has the inspection body maintained evidence of correlation or accuracy of inspection results, where traceability to national or international standards of measurement is not applicable? |  |  |  |  |  |  |
| 6.2.8**Refer ILAC P15, clause 6.2.8 a** | Is Reference standards of measurement held by the inspection body are used for calibration only and for no other purpose? Is Reference standards of measurement are calibrated providing traceability to a national or international standard of measurement? |  |  |  |  |  |  |
| 6.2.9**Refer ILAC P15, clause 6.2.9 a****Or Refer ILAC P15/2020, 6.2.9 n1** | Is equipment shall be subjected to in-service checks between regular recalibrations, where relevant? |  |  |  |  |  |  |
| 6.2.10**Refer ILAC P15, clause 6.2.10a****Or Refer ILAC P15/2020, 6.2.10 n1** | Is Reference materials are traceable to national or international reference materials, where they exist? |  |  |  |  |  |  |
| 6.2.11**Refer ILAC P15, clause 6.2.11a,b****Or Refer ILAC P15/2020, 6.2.11 n1 &2** | Is the inspection body have procedures for the following, where relevant for the outcome of inspection activities?a) selection and approval of suppliers;b) verification of incoming goods and services;c) ensuring appropriate storage facilities. |  |  |  |  |  |  |
| 6.2.12 | Is the condition of stored items shall be assessed at appropriate intervals to detect deterioration, where applicable? |  |  |  |  |  |  |
| 6.2.13**Refer ILAC P15, clause 6.2.13 a** | Is inspection boy ensure the following, if the inspection body uses computers or automated equipment in connection with inspections:a) computer software is adequate for use;b) procedures are established and implemented for protecting the integrity and security of data;c) computer and automated equipment is maintained in order to ensure proper functioning. |  |  |  |  |  |  |
| 6.2.14 | Is the inspection body has documented procedures for dealing with defective equipment? Is Defective equipment has been removed from service by segregation, prominent labeling or marking? Is the inspection body has examined the effect of defects on previous inspections and, when necessary, take appropriate corrective action? |  |  |  |  |  |  |
| 6.2.15 | Is relevant information on the equipment, including software, are recorded? Is this included identification and, where appropriate, information on calibration and maintenance? |  |  |  |  |  |  |
| **6.3** | **Subcontracting** |  |  |  |  |  |  |
| 6.3.1**Refer ILAC P15, clause 6.3.1 a ,b****Or Refer ILAC P15/2020, 6.3.1 n1** | Is the inspection body normally perform the inspections that it contracts to undertake? Where an inspection body subcontracts any part of the inspection, is it ensured and be able to demonstrate that the subcontractor is competent to perform the activities in question and, where applicable, complies with the relevant requirements stipulated in this International Standard or in other relevant conformity assessment standards? |  |  |  |  |  |  |
| 6.3.2 | Has the inspection body has informed the client of its intention to subcontract any part of the inspection? |  |  |  |  |  |  |
| 6.3.3**Refer ILAC P15, clause 6.3.3 a****Or Refer ILAC P15/2020, 6.3.3 n1** | Whenever subcontractors carry out work that forms part of an inspection, is the responsibility for any determination of conformity of the inspected item with the requirements shall remain with the inspection body? |  |  |  |  |  |  |
| 6.3.4**Refer ILAC P15, clause 6.3.4 a****Or Refer ILAC P15/2020, 6.3.4 n1&3** | Is the inspection body has recorded and retained details of its investigation of the competence of its subcontractors and of their conformity with the applicable requirements of this International Standard or in other relevant conformity assessment standards? Has the inspection body maintained a register of all subcontractors? |  |  |  |  |  |  |
| **7.0** | **Process requirements**  |  |  |  |  |  |  |
| **7.1** | **Inspection methods and procedures** |  |  |  |  |  |  |
| 7.1.1**Or Refer ILAC P15/2020, 7.1.1 n1-3** | Is the inspection body use the methods and procedures for inspection which are defined in the requirements against which inspection is to be performed? Where these are not defined, has the inspection body developed specific methods and procedures to be used (see 7.1.3)? Is the inspection body inform the client if the inspection method proposed by the client is considered to be inappropriate? |  |  |  |  |  |  |
| 7.1.2 | Is the inspection body have and use adequate documented instructions on inspection planning and on sampling and inspection techniques, where the absence of such instructions could jeopardize the effectiveness of the inspection process? Where applicable, is the inspection body have sufficient knowledge of statistical techniques to ensure statistically sound sampling procedures and the correct processing and interpretation of results? |  |  |  |  |  |  |
| 7.1.3**Or Refer ILAC P15/2020, 7.1.3 n1** | When the inspection body has to use inspection methods or procedures which are non-standard, are such methods and procedures appropriate and fully documented? |  |  |  |  |  |  |
| 7.1.4 | Is all instructions, standards or written procedures, worksheets, check lists and reference data relevant to the work of the inspection body are maintained up-to-date and be readily available to the personnel? |  |  |  |  |  |  |
| 7.1.5**Refer ILAC P15, clause 7.1.5 a,b,c****Or Refer ILAC P15/2020, 7.1.5 n1-3** | Is the inspection body have contract or work order control system which ensures that:a) work to be undertaken is within its expertise and that the organization has adequate resources to meet the requirements;b) the requirements of those seeking the inspection body's services are adequately defined and that special conditions are understood, so that unambiguous instructions can be issued to personnel performing the duties to be required;c) work being undertaken is controlled by regular review and corrective action;d) the requirements of the contract or work order have been met. |  |  |  |  |  |  |
| 7.1.6**Refer ILAC P15, clause 7.1.6 a****Or Refer ILAC P15/2020, 7.1.6 n1** | When the inspection body uses information supplied by any other party as part of the inspection process, is it verified for the integrity of such information? |  |  |  |  |  |  |
| 7.1.7 | Isobservations or data obtained in the course of inspections are recorded in a timely manner so as to prevent loss of relevant information? |  |  |  |  |  |  |
| 7.1.8 | Are calculations and data transfers subject to appropriate checks? |  |  |  |  |  |  |
| 7.1.9 | Is the inspection body have documented instructions for carrying out inspection in a safe manner? |  |  |  |  |  |  |
| **7.2** | **Handling inspection items and samples** |  |  |  |  |  |  |
| 7.2.1 | Is the inspection body has ensured items and samples to be inspected are uniquely identified in order to avoid confusion regarding the identity of such items and samples? |  |  |  |  |  |  |
| 7.2.2 | Is the inspection body has established whether the item to be inspected has been prepared? |  |  |  |  |  |  |
| 7.2.3 | Is any apparent abnormalities notified to, or noticed by, the inspector are recorded? Where there is any doubt as to the item's suitability for the inspection to be carried out, or where the item does not conform to the description provided, whether the inspection body contact the client before proceeding? |  |  |  |  |  |  |
| 7.2.4 | Is the inspection body have documented procedures and appropriate facilities to avoid deterioration or damage to inspection items while under its responsibility? |  |  |  |  |  |  |
| **7.3** | **Inspection records** |  |  |  |  |  |  |
| 7.3.1**Refer ILAC P15/2020, 7.3.1 n1** | Is the inspection body has maintained a record system (see 8.4) to demonstrate the effective fulfilment of the inspection procedures and to enable an evaluation of the inspection? |  |  |  |  |  |  |
| 7.3.2 | Is the inspection report or certificate is internally traceable to the inspector(s) who performed the inspection? |  |  |  |  |  |  |
| **7.4** | **Inspection reports and inspection certificates** |  |  |  |  |  |  |
| 7.4.1 | Is the work carried out by the inspection body covered by a retrievable inspection report or inspection certificate? |  |  |  |  |  |  |
| 7.4.2**Refer ILAC P15, clause 7.4.2 a****Or Refer ILAC P15/2020, 7.4.2 n1** | Is any inspection report/certificate shall include all of the following:a) identification of the issuing body;b) unique identification and date of issue;c) date(s) of inspection;d) identification of the item(s) inspected;e) signature or other indication of approval, by authorized personnel;f) a statement of conformity where applicable;g) the inspection results, except where detailed in accordance with 7.4.3. |  |  |  |  |  |  |
| 7.4.3 | Is the inspection body issue an inspection certificate that does not include the inspection results (see 7.4.2 g)? Is it only when the inspection body can also produce an inspection report containing the inspection results, and when both the inspection certificate and inspection report are traceable to each other? |  |  |  |  |  |  |
| 7.4.4**Refer ILAC P15, clause 7.4.4a** | Is all information listed in 7.4.2 are reported correctly, accurately, and clearly. Where the inspection report or inspection certificate contains results supplied by subcontractors, are these results clearly identified? |  |  |  |  |  |  |
| 7.4.5 | Is Corrections or additions to an inspection report or inspection certificate after issue are recorded in accordance with the relevant requirements of this sub clause (7.4)? Is an amended report or certificate identifies the report or certificate replaced? |  |  |  |  |  |  |
| **7.5** | **Complaints and appeals** |  |  |  |  |  |  |
| 7.5.1 | Is the inspection body have a documented process to receive, evaluate and make decisions on complaints and appeals? |  |  |  |  |  |  |
| 7.5.2 | Is a description of the handling process for complaints and appeals available to any interested party upon request? |  |  |  |  |  |  |
| 7.5.3 | Upon receipt of a complaint, is the inspection body confirm whether the complaint relates to inspection activities for which it is responsible and, if so, dealt with it? |  |  |  |  |  |  |
| 7.5.4 | Is the inspection body responsible for all decision at all levels of the handling process for complaints and appeals? |  |  |  |  |  |  |
| 7.5.5 | Is investigation and decision on appeals were not resulted in any discriminatory actions? |  |  |  |  |  |  |
| **7.6** | **Complaints and appeals process** |  |  |  |  |  |  |
| 7.6.1 | Is the handling process for complaints and appeals include at least the following elements and methods:a) a description of the process for receiving, validating, investigating the complaint or appeal, and decidingwhat actions are to be taken in response to it;b) tracking and recording complaints and appeals, including actions undertaken to resolve them;c) ensuring that any appropriate action is taken. |  |  |  |  |  |  |
| 7.6.2 | Is the inspection body receiving the complaint or appeal responsible for gathering and verifying all necessary information to validate the complaint or appeal? |  |  |  |  |  |  |
| 7.6.3 | Is the inspection body acknowledge receipt of the complaint or appeal, and shall provide the complainant or appellant with progress reports and the outcome, whenever possible? |  |  |  |  |  |  |
| 7.6.4 | Is the decision to be communicated to the complainant or appellant made by, or reviewed and approved by, individual(s) not involved in the original inspection activities in question? |  |  |  |  |  |  |
| 7.6.5 | Is the inspection body give formal notice of the end of the complaint and appeals handling process to the complainant or appellant, whenever possible? |  |  |  |  |  |  |
| **8.0** | **Management system requirements** |
| **8.1** | **Options** |
| **8.1.1** | **General** Is The inspection body has established and maintained a management system that is capable of achieving the consistent fulfilment of the requirements of this International Standard in accordance with either Option A or Option B? |  |  |  |  |  |  |
| **8.1.2** | **Option A**Is the management system of the inspection body has addressed the following:1. management system documentation (e.g. manual, policies, definition of responsibilities, see 8.2);
2. control of documents (see 8.3);
3. control of records (see 8.4);
4. management review (see 8.5);
5. internal audit (see 8.6);
6. corrective actions (see 8.7);
7. preventive actions (see 8.8);
8. complaints and appeals (see 7.5 and 7.6).
 |  |  |  |  |  |  |
| **8.1.3****Refer ILAC P15, clause 8.1.3 a ,b or** **Refer ILAC P15/2020, 8.1.3 n1** & 2 | **Option B**Is the inspection body has established and maintains a management system, in accordance with the requirements of ISO 9001, and that is capable of supporting and demonstrating the consistent fulfilment of the requirements of this international Standard, fulfils the management system clause requirements (see 8.2 to 8.8)? |  |  |  |  |  |  |
| **8.2** | **Management system documentation (Option A)** |
| **8.2.1** | Is the inspection body's top management has established, documented, and maintained policies and objectives for fulfilment of this International Standard and ensured the policies and objectives are acknowledged and implemented at all levels of the inspection body's organization? |  |  |  |  |  |  |
| **8.2.2** | Is the top management has provided evidence of its commitment to the development and implementation of the management system and its effectiveness in achieving consistent fulfilment of this International Standard? |  |  |  |  |  |  |
| **8.2.3** | Is the inspection body's top management has appointed a member of management who, irrespective of other responsibilities, shall have responsibility and authority that include the following:a) ensuring that processes and procedures needed for the management system are established, implemented and maintained; andb) reporting to top management on the performance of the management system and any need for improvement. |  |  |  |  |  |  |
| **8.2.4****Refer ILAC P15, clause 8.2.4 a****or** **Refer ILAC P15/2020, 8.2.4 n1**  | Is all documentation, processes, systems, records, etc. related to the fulfilment of the requirements of this International Standard shall be included, referenced, or linked to documentation of the management system? |  |  |  |  |  |  |
| **8.2.5** | Is all personnel involved in inspection activities have access to the parts of the management system documentation and related information that are applicable to their responsibilities? |  |  |  |  |  |  |
| **8.3** | **Control of documents (Option A)** |
| **8.3.1** | Is the inspection body has established procedures to control the documents (internal and external) that relate to the fulfilment of this International Standard? |  |  |  |  |  |  |
| **8.3.2** | Is the procedures defined the controls needed to:a) approve documents for adequacy prior to issue;b) review and update (as necessary) and re-approve documents;c) ensure that changes and the current revision status of documents are identified;d) ensure that relevant versions of applicable documents are available at points of use;e) ensure that documents remain legible and readily identifiable;f) ensure that documents of external origin are identified and their distribution controlled;g) prevent the unintended use of obsolete documents, and apply suitable identification to them if they are retained for any purpose. |  |  |  |  |  |  |
| **8.4** | **Control of records (Option A)** |
| **8.4.1****Refer ILAC P15, clause 8.4.1 a,b****Refer ILAC P15/2020, 8.4.1 n1 &2** | Is the inspection body has established procedures to define the controls needed for the identification, storage, protection, retrieval, retention time and disposition of its records related to the fulfilment of this International Standard? |  |  |  |  |  |  |
| **8.4.2** | Is the inspection body has established procedures for retaining records for a period consistent with its contractual and legal obligations. Access to these records shall be consistent with the confidentiality arrangements? |  |  |  |  |  |  |
| **8.5** | **Management review (Option A)**  |
| **8.5.1****Refer ILAC P15, clause 8.5.1 a,b,c** | **General** |  |  |  |  |  |  |
| 8.5.1.1 | Is the inspection body's top management has established procedures to review its management system at planned intervals, in order to ensure its continuing suitability, adequacy and effectiveness, including the stated policies and objectives related to the fulfilment of this International Standard? |  |  |  |  |  |  |
| 8.5.1.2 | Is these reviews were conducted at least once a year? Alternatively, a complete review broken up into segments (a rolling review) shall be completed within a 12-month time frame |  |  |  |  |  |  |
| 8.5.1.3 | Is records of reviews shall be maintained? |  |  |  |  |  |  |
| **8.5.2****Refer ILAC P15/2020, 8.5.2 n 1-3** | **Review inputs**Is the input to the management review has included information related to the following:a) results of internal and external audits;b) feedback from clients and interested parties related to the fulfilment of this International Standard;c) the status of preventive and corrective actions;d) follow-up actions from previous management reviews;e) the fulfilment of objectives;f) changes that could affect the management system;g) appeals and complaints. |  |  |  |  |  |  |
| **8.5.3** | **Review outputs**Is the outputs from the management review has included decisions and actions related to:a) improvement of the effectiveness of the management system and its processes;b) improvement of the inspection body related to the fulfilment of this International Standard;c) resource needs. |  |  |  |  |  |  |
| **8.6** | **Internal audits (Option A)**  |
| 8.6.1 | Is the inspection body has established procedures for internal audits to verify that it fulfils the requirements of this International Standard and that the management system is effectively implemented and maintained? |  |  |  |  |  |  |
| 8.6.2 | Is an audit programme has planned, taking into consideration the importance of the processes and areas to be audited, as well as the results of previous audits? |  |  |  |  |  |  |
| 8.6.3 | Is the inspection body has conducted periodic internal audits covering all procedures in a planned and systematic manner, in order to verify that the management system is implemented and is effective? |  |  |  |  |  |  |
| 8.6.4**Refer ILAC P15, clause 8.6.4 a****or****Refer ILAC P15/2020, 8.6.4 n1 & 2** | Is internal audits has performed at least once every 12 months? (The frequency of internal audits may be adjusted depending on the demonstrable effectiveness of the management system and its proven stability) |  |  |  |  |  |  |
| 8.6.5**Refer ILAC P15, clause 8.6.5 a****or****Refer ILAC P15/2020, 8.6.5 n1** | Is the inspection body has ensured that:a) internal audits are conducted by qualified personnel knowledgeable in inspection, auditing and therequirements of this International Standard;b) auditors do not audit their own work;c) personnel responsible for the area audited are informed of the outcome of the audit;d) any actions resulting from internal audits are taken in a timely and appropriate manner;e) any opportunities for improvement are identified;f) the results of the audit are documented. |  |  |  |  |  |  |
| **8.7** | **Corrective actions (Option A)** |
| 8.7.1 | Is the inspection body has established procedures for identification and management of nonconformities in its operations? |  |  |  |  |  |  |
| 8.7.2 | Is the inspection body take actions to eliminate the causes of nonconformities in order to prevent recurrence, where necessary?  |  |  |  |  |  |  |
| 8.7.3 | Is corrective actions are appropriate to the impact of the problems encountered? |  |  |  |  |  |  |
| 8.7.4 | Is the procedures define requirements for the following:a) identifying nonconformities;b) determining the causes of nonconformity;c) correcting nonconformities;d) evaluating the need for actions to ensure that nonconformities do not recur;e) determining the actions needed and implementing them in a timely manner;f) recording the results of actions taken;g) reviewing the effectiveness of corrective actions. |  |  |  |  |  |  |
| **8.8** | **Preventive actions (Option A)** |
| 8.8.1**Refer ILAC P15, clause 8.8.1 a****or****Refer ILAC P15/2020, 8.8.1 n1** | Is the inspection body has established procedures for taking preventive actions to eliminate the causes of potential nonconformities? |  |  |  |  |  |  |
| 8.8.2 | Is Preventive actions taken are appropriate to the probable impact of the potential problems? |  |  |  |  |  |  |
| 8.8.3 | Is the procedures for preventive actions define requirements for the following:a) identifying potential nonconformities and their causes;b) evaluating the need for action to prevent the occurrence of nonconformities;c) determining and implementing the action needed;d) recording the results of actions taken;e) reviewing the effectiveness of the preventive actions taken. |  |  |  |  |  |  |
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| **For internal use only** |
| **Inspection Body** |  | **Acc. No.** | IB – CF- |
| **Type of Visit** | **Document and Record Review/Pre-Assessment/ Initial Assessment / Surveillance / Re-Assessment**  |
| **Name of the Assessor** |  |
| **Date** |  |