

INAB ACCREDITATION PROCESS

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INAB Client Workshop

INAB Accreditation Process

- The process
- Accreditation Steps
- Role of Assessment Team and INAB Officer
- Efficiency of visits
- Customer Service

The Process

- Peer Review Process - independent 3rd party assessment
 - Verification of applicants claim of technical competence
- European/International Standards and INAB Requirements - (Regulations/Policies)
- Assess Competence of Organisation for Scope of Accreditation
- Decision (Impartiality)

Some Key Elements of INAB Systems

- Assessor Competence - Register of Assessors
Qualification/Monitoring/Equivalence
- Non-Prescriptive advice only - No Consultancy
- Key focus is technical competence and compliance with
INAB Regulations/Policies (EA/ILAC/IAF; e.g. Use of
Accreditation Symbol)
- Equivalence of Assessments
- Protect the reputation of INAB and its accredited organisations
- Maintain INAB European and International Recognition (MLA
membership)

Accreditation Steps

- Application
 - Identify/Agree/Assign Team (overseas assessors)
- Documentation Review
 - Scope/Quality Manual/Procedures
 - PS10/PS10A documentation (Assessment/Surveillance)
 - Visit Plan (Assessment/Surveillance)
- Pre-assessment
 - Non-prescriptive advice; Gap analysis

Accreditation Steps

- Assessment/Surveillance
 - Discussions/Witnessing/Records review
 - Scope Matrix (Accreditation Cycle)
 - Objective evidence/Findings/Assessment Trail
 - Private meeting
 - Report with recommendation for decision

Accreditation Steps

- Corrective Actions Submission and Review
- Report to Board/Management
- Decision on Accreditation Status
- Annual Surveillance/Extension
- Reassessment - change of team

The Process

- INAB Assessment team
Lead, Technical & INAB Officer
- Documentation review (Application/PS10/PS10A)
- On-site assessment surveillance
- Documented Findings and Report
- Assess submitted Corrective Actions
- Decision

Lead Assessor Key Roles

- Manage team and workload
- Assess Policies/Procedures/Records
Quality Management Systems Focus
- Collect objective evidence to support recommendation
- Evaluate submitted Corrective Actions
- Balanced Reporting

Technical Assessor Key Roles

- Peer Review
- Assess technical management systems
- Technical staff competence
- Technical Methodology/Equipment/Technical criteria (AQC)
- Balanced Reporting
- Collect objective evidence to form technical opinion and support recommendation

INAB Officer Key Roles

- Manage relationship with applicant/accredited organisation
- Monitor team
- Assist team - Management Systems
- Harmonisation of the process
 - Ensure fair/objective/thorough assessment/ surveillance activities
- Principal focus on Management Systems and INAB Regulations/Policies
- INAB Officer is not Technical Assessor/Expert
- Prepare recommendation for decision post-visit

INAB Officer Key Roles

- Ensures File/Scope is maintained current
- Database/Visit Schedules/Scope Matrix
- Website/Extranet/Newsletter
- Team Composition
- Balanced Reporting - Categorisation

Outcome

- Verification of Technical Competence for scope
- International recognition and acceptance of Accredited reports/certificates
- Independent 3rd Party Objective Assessment
- Confirmation of continued technical competence

Efficiency of Visits

- Documentation review in advance of visit
- Role of INAB Officer
- Scope Matrix
- Electronic Reporting
- Website management of Corrective Actions

Customer Service

- Client Survey
- Change of INAB contact staff
- Client Feedback Report
- Service to client
- Customer Focus
- Value-adding Services
- International Recognition of Technical Competence
- Exchange of information/Best Practice
- Raises Profile of Accredited Organisation
Newsletter/website/Publications/Meetings/Board/Committees