

# SCHEDULE A-1: BUSINESS RULES FOR INAB ASSESSORS



## Information

INAB applicants and accredited CABs are assessed according to the relevant ISO 17000 conformity assessment standard and the current mandatory, guidance and policy documents. These requirements are documented in INAB publication DC1 available from the INAB website.

A Conformity Assessment Body (CAB) is a body that performs conformity assessment services and that can be the object of accreditation, for example, laboratory, inspection body, product certification body, management system certification body, reference material producer and personnel certification body.

The Assessor/Expert/Inspector is required to attend a CAB's premises as specified by INAB, at the times determined by INAB in connection with CAB assessment, reassessment, surveillance, and such preparatory or follow-up work as INAB considers necessary for the operation of services, including notifying INAB as appropriate, subsequent to the aforementioned attendances, of matters relevant to a CAB's competence or compliance with INAB's requirements.

The assessment roles of externally contracted assessors/experts/inspectors are described in INAB IR08 "*The INAB Assessment Team and Individual Team Member Functions*". The Assessor/Expert/Inspector shall observe and adhere to the INAB PS8 *Code of Conduct for Assessment Visits*.

## **A. Assessment Preparation**

The CAB is required to submit the following completed documentation to INAB at least 4-6 weeks prior to the carrying out of an assessment:

- i. PS10 *Submission of Documentation in Preparation for an INAB visit*;
- ii. Any supplemental documentation required by INAB and as notified to the Assessor/Expert/Inspector in writing prior to carrying out an assessment.

The Assessor/Expert/Inspector shall inform INAB of any omissions in the documentation furnished by INAB and/or request such further information from INAB prior to carrying out the assessment.

The Assessment team, led by the Lead Assessor shall prepare and issue a visit plan at least 7 days prior to the assessment visit. The visit plan shall be informed by the CAB scope matrix and any extension to scope applications.

## **B. Assessment Reporting**

The Assessor/Expert/Inspector shall:

- i. Complete the forms in accordance with the requirements set out in document P7 *Guide to INAB Assessment Procedures*;
- ii. Complete and return the following reports to INAB on the day of the site visit:
  - a. summary report, non-conformity report, and AF119 form (initial assessment, surveillance, re-assessment, unannounced visit, witnessed audit/inspection)
  - b. pre-assessment and AF119 form (pre-assessment visit)
- iii. Complete and return all other assessment forms no later than 1 week following the site assessment;
- iv. Complete preliminary review of application report within 15 working days of receipt;
- v. Complete the review of the corrective actions submitted by the CAB after an assessment visit, and submit outcome of review to INAB no later than 15 working days from receipt of corrective actions;
- vi. Advise INAB immediately if there is any potential delay in meeting these timeframes.

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## C. Accommodation Arrangements and Reimbursement of Expenses

- i. INAB will reimburse the vouched for travelling and other reasonable accommodation expenses actually, properly and necessarily incurred in the supply of the services. Please note actual receipts, not bank/credit card receipts or statements are required.
- ii. INAB is not responsible for any travel insurance costs.
- iii. Travel time does not incur a fee.
- iv. Air Travel: Flights shall be booked early and selected for the most competitive rate. INAB will pay any change fees that may arise as a result of selecting the most competitive rate, in the unlikely event that travel arrangements have to be changed by the INAB Executive/CAB. Business class travel is not reimbursed.
- v. For surface travel INAB will reimburse for either:
  - Public transport costs (mainline train (economy fare) and/or bus in combination with taxi for journeys to and from the airport and stations);
  - Long term airport parking;
  - Where public transport is not an option, the mileage rate is 37c per kilometre;
  - The use of taxis shall be kept to an absolute minimum;
  - The following details provide useful information on public transport options within Ireland: [www.aircoach.ie](http://www.aircoach.ie); [www.irishrail.ie](http://www.irishrail.ie); [www.dublinbus.ie](http://www.dublinbus.ie); [www.buseireann.ie](http://www.buseireann.ie); [www.luas.ie](http://www.luas.ie)Prior approval must be obtained from INAB for any deviation from the above options.
- vi. The Assessor shall be responsible for booking suitable accommodation in a location convenient to the assessment. INAB provide a list of suggested accommodation within a defined price range. INAB also provide access to a travel service which contracted assessors can avail of for INAB business purposes, [traveldes@ida.ie](mailto:traveldes@ida.ie). Hotel accommodation should be booked as early as possible once an assessment event is confirmed, in order to obtain the most competitive rate.
- vii. It is the Assessor's responsibility to pay accommodation invoices in full. The Authority/INAB will not pay for hotel accommodation that is not cancelled by the assessor within the hotels cancellation policy notr if the assessor does 'not show' for the room.
- viii. In exceptional circumstances, where car hire is required and public transport is not a viable option, the assessor shall avail of the services of the INAB traveldes (details above) to avail of reasonable prices with selected firms. The negotiated rates for Group C cars only include Collision Damage Waiver, Theft Protection and unlimited mileage. No further additions are reimbursed.
- ix. Expense claims are submitted individually for each assessment event.
- x. All invoices for fees and for reimbursement of vouched for expenses incurred shall be submitted together with scanned receipts and vouching documentation including the actual airline tickets.
- xi. In order that expenses claim can be processed, a Tax Clearance Certificate must be forwarded annually to the Health and Safety Authority Finance Unit ([hsaccounts@crowleysdfk.ie](mailto:hsaccounts@crowleysdfk.ie) or 01-6790800). Please DO NOT send the TCC with an expense claim through CRM – please send by separate communication directly to the Finance Unit.
- xii. With each payment issued, Health and Safety Authority Accounts will provide a professional services withholding tax receipt. The tax may be claimed in full from [www.revenue.ie](http://www.revenue.ie), with this receipt.
- xiii. INAB does not pay the following ancillary expense items associated with INAB assessments:
  - Alcohol, newspapers, communications costs (Wifi, phone), airline pre-booked seats, short-term airport parking, roaming charges, travel/excess insurance cover.

## D. Information Security

The Assessor is responsible for the protection and security of all information provided by INAB in the provision of these services, in hard and soft copy form. Please refer to AP16 Mobile Device IT Usage Policy.

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## E. Health and Safety

The Assessor is responsible, at its own cost, for the provision of all required health and safety equipment for the provision of the Services including any personal protective equipment required by applicable law and regulations relating to Health and Safety.

## F. Information Access

The following indicates where the INAB contracted assessor/expert/inspector can access documentation referred to in this Schedule.

Once the Terms and Conditions for Engagement of Assessors have been signed, the assessor/expert/inspector is provided with login access to the secure INAB CRM system.

Assessor Portal Library	INAB Website ( <a href="http://www.inab.ie">www.inab.ie</a> )
INAB assessment team roles and functions	All CAB related mandatory, guidance requirements
Withholding tax information	All INAB publications
Assessment forms	Terms and Conditions of Engagement of Assessors
AP16 Mobile Device IT Usage Policy	CAB scopes of accreditation
List of Hotels and business rules	PS8 Code of Conduct for INAB Assessment Visits
Terms and Conditions of Engagement of Assessors	
Business Rules for INAB Assessors	
Guidance note for INAB assessors/experts: Completion of Audit Trail Forms	
Guidance note for INAB assessors/experts: Completion of Non-conformity reports	
Guidance note for INAB assessors/experts: Completing the Assessment Summary report	

## G. Change to Details

It is the assessor's responsibility to maintain all relevant information current through the CRM portal. In the event of changes in VAT or other financial information, please advise INAB immediately through the CRM portal.