

## Notification of change to INAB assessment procedure

### Currently:

In cases where INAB teams identify nonconformities with accreditation requirements conformity assessment bodies (CABs) are required to submit evidence of implementation of corrective actions taken to resolve the nonconformities within a specified timeframe.

### Future:

INAB teams will no longer automatically require the submission of evidence of implementation of corrective actions but will require, in all cases, the submission of an analysis of the extent and cause of the nonconformity and also a description of the action planned or already taken to resolve the nonconformity. Assessors will be unable to close a nonconformity unless all this information is provided.

For minor nonconformities (excluding at initial assessments and extensions to scope) the assessor who raises the nonconformity will identify whether or not evidence of implementation is required (this is optional and at the discretion of the assessor based on the issue highlighted or history of the CAB in implementing corrective actions).

All nonconformities identified at initial assessments and extensions to scope assessments require submission of evidence of implementation of corrective actions.

All major nonconformities require submission of evidence of implementation of the corrective actions.

CABs are required to submit a brief report on the effectiveness of the corrective actions implemented at subsequent assessments with other documentation as per PS10 requirements. Implementation will be checked at the subsequent INAB assessment.

### **To summarise:**

Minor nonconformity – CAB required to submit to INAB:

1. Analysis of extent and cause (mandatory)
2. Description of corrective actions taken or planned (mandatory)
3. Evidence of implementation of corrective action (specified by assessor)

Major nonconformity – CAB required to submit to INAB:

1. Analysis of extent and cause (mandatory)
2. Description of corrective actions taken or planned (mandatory)
3. Evidence of implementation of corrective action (mandatory)

The Excel template for assessors to record nonconformities (replacing the AF117 form) has not been designed to take account of this process. INAB is currently seeking to amend the template but this may take time as each field in the spreadsheet is linked to multiple fields in the CRM.

In the meantime it will be necessary for each assessor to indicate what is required through the addition of standard text. See 1, 2 and 3 in this example:

	A	B	C	D	E	F	G
1	<b>Organisation name - XXX Reg No. - Visit Type - Assessor Name</b>						
2	<b>Classification</b>	<b>Extension to scope</b>	<b>Standard Ref</b>	<b>Observation Number</b>	<b>INAB Observation</b>	<b>Root cause analysis required</b>	<b>Cab response</b>
3					Details of the nonconformity to be entered here plus and indication of whether or not evidence is required: <b>Evidence required</b> Y/N	Yes	CAB to insert its proposed response here plus assessor to add the following text: <b>Required: Analysis of extent and description of actions planned or already taken</b>

CABs can continue to indicate what the proposed response might be and input this into the fields under column G.

This change will be applied from the 1<sup>st</sup> July 2017.

Please contact your accreditation officer with any queries.

INAB

Date of issue: 23<sup>rd</sup> June 2017