

Policy on Unannounced Visits to INAB Accredited Organisations

PS6

1) Purpose

This Statement outlines the Irish National Accreditation Board's policy for conducting unannounced visits to accredited Conformity Assessment Bodies.

2) Definition

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 and personnel certification body, verification body (ISO/IEC 17000 and ISO/IEC 17011 refer).

3) Background

In accordance with the INAB **"R1 Regulations for INAB Accredited Organisations"**, INAB carries out a number of unannounced visits to its accredited conformity assessment bodies each year in order to monitor the ongoing effectiveness of the implementation of the quality system of CABs in the INAB accreditation programmes.

4) Policy

- 4.1) Unannounced visits are additional to the scheduled annual surveillance visits and every INAB accredited conformity assessment body can expect to receive unannounced visits at various times throughout the period of its accreditation.
- 4.2) The programme for unannounced visits is determined annually by INAB with a view to ensuring that all CABs receive an unannounced visit within a 5-year period.
- 4.3) Since these visits are performed without prior notice INAB wishes to minimise its disruption of the conformity assessment body's normal work activities on the day of the visit. In this regard, these unannounced visits comprise an audit that focuses primarily on the quality management system. These unannounced visits are normally carried out over a period of approximately 4 hours by the lead assessor and one technical assessor. INAB will normally only require access to the conformity assessment body's documentation and records and will undertake the audit even when key personnel are not available at the time of the visit to assist with the audit.
- 4.4) Conformity assessment bodies are not charged for these unannounced visits and if non-conformities are raised these are managed and resolved according to the normal process, with a decision by the Manager of INAB.

5) Contact

Your co-operation with these unannounced visits is appreciated. However if you have any queries or require further clarification please contact your INAB officer at the **Irish National Accreditation Board**.

Phone: 1890 289389

Fax: +353 1 6147125

E-mail: inab@inab.ie

Website: www.inab.ie