PROCEDURE FOR PROCESSING WORK ORDER/REQUEST FOR INSPECTION/ AUDIT

PURPOSE

To receive and record inspection/Audit application/work order and planning and establishing inspection/Audit techniques for an efficient and correct operation of inspection/Audit systems

2. SCOPE

This covers inspection/Audit planning and inspection/Audit techniques used in the operation of the AMR's inspection/Audit services

3. RESPONSIBILITY

3.1 CEO is responsible for defining criteria for different scope sectors for operation of inspection/Audit schemes

3.2 In charge ID is responsible to ensure proper planning, preparation and appointment of teams for inspection/Audit in different inspection/Audit schemes.

4. PROCEDURE

4.1 Receipt of inspection/Audit request/work order

4.1.1 AMR-ID has developed a work order control system which ensures that:

a) Work undertaken are within expertise and adequate resources in terms of facilities, equipment, reference documentation, procedures or human resources to meet the requirements. For routine or repeat work order control is limited to considerations of time and human resources.

b) Requirements of those seeking Inspection/Audit services from AMR-ID are adequately defined and any special conditions are understood to avoid that unambiguous situations while performing the duties by the inspectors/Auditors. When verbal or letter requests are received a proper record of all requests and instructions received verbally, relevant dates and the identity of the client's representative,

c) Inspections/Audits undertaken are controlled by regular review and corrective action. The contract or work order control system ensures that there is a clear and demonstrable understanding between ID and its client of the scope of the inspection/Audit work to be undertaken.

4.1.2 When ID uses information of any other party such as regulatory authority or the client as part of the inspection/Audit process, it verifies suitability and integrity of such information.

4.2 Work order execution

4.2.1 AMR-ID uses standard procedures for inspection/Audit defined in the regulations, standards or specifications, or contracts against which inspection/Audit are to be performed. If not defined, the ID has developed specific methods and procedures to be used

4.2.2 Inspections/Audits are carried out on demand basis and no definite plan can be drawn except for surveillance inspections/Audits where required. The inspection/Audit personnel have sufficient knowledge of statistical techniques to ensure statistically sound sampling procedures and the correct processing and interpretation of results. The methods emphasized that samples taken should represent the population from where it taken.

4.3 When non-standard inspection/Audit methods or procedures are used, these are fully documented. The clear in-house instructions/Audits on inspection/Audit procedure and technique are provided to support inspections/Audits conducted against defined product specifications.

4.4 All instructions, standards or written procedures, worksheets, check lists and reference data relevant to the work of the ID are maintained up-to-date and are readily available to the inspection/Audit personnel.

4.3 Constitution of team and Inspection/Audit at site

4.3.1 AMR-ID calculates the man-days required and accordingly appoints an inspection/Audit team. The date of inspection/Audit is decided in consultation with the client and team composition is sent well in advance.

4.3.2 AMR-ID has documented instruction for carrying out inspections/Audits in a safe manner

4.4.2 Observations or data obtained in the course of inspections/Audits are recorded in a timely manner so as to prevent loss of relevant information.

4.4.3 Calculations and data transfers are subject to appropriate checks. This data includes textual material, digital data and anything else that is transferred from one location to another where errors could be introduced.

5. REFERENCES

ILAC P15:07/2016 Application of ISO/IEC 17020:2012 for the Accreditation of Inspection Bodies

AMR-ID-P7.1-02-F01 Format for application/work order

AMR-ID-P7.1-02-F02 Format for intimation of the team

AMR-ID-P7.1-02-F03 Format for application work order register

AMR-ID -WI7.1-01 Work instruction for inspection/Audit planning

AMR-ID -WI7.1-02 Work instruction for inspections/Audits