

Self-assessment

This self-assessment worksheet may be used in preparation for an assessment. It does not need to be returned to NATA.

4 GENERAL REQUIREMENTS

4.1 Impartiality

Clause No.	Summary	Your System Reference	Other Comment
4.1.1	Inspection activities shall be undertaken impartially.		
4.1.2	The inspection body is responsible for impartiality of its inspection activities and shall not allow commercial, financial or other pressures to compromise its impartiality.		
4.1.3	Identify risks to its impartiality on an ongoing basis. Shall include relationships of personnel relationships. NOTE Relationships can be based on ownership, governance, management, personnel, shared resources, finances, contracts, marketing (including branding), commissions or other inducement, etc.		
4.1.4	If a threat to impartiality is identified, its effect shall be eliminated or minimized so that impartiality is not compromised. The IB shall demonstrate how it eliminates or minimizes such threats.		
4.1.5	The inspection body shall have top management commitment to impartiality.		
4.1.6	Inspection body shall be structured and managed so as to safeguard impartiality.		
4.1.7	Personnel internal or external that could influence inspection activities shall act impartially. Shall not be		

Clause No.	Summary	Your System Reference	Other Comment
	remunerated in such a way that influences results of inspections.		

4.2 Confidentiality

Clause No.	Summary	Your System Reference	Other Comment
4.2.1	The inspection body is responsible, through legally enforceable commitments, for the management of information obtained or created. Inform client, in advance, of information placed into the public domain except where client makes publically available or agreed between IB and client. All other information is proprietary and shall be regarded confidential. NOTE Legally enforceable commitments can be contractual agreements or commitments related to confidentiality policy on IB website or documentation.		
4.2.2	When inspection body required by law or authorized by contractual arrangements to release confidential information, the client notified of information provided, unless prohibited by law.		
4.2.3	Information about the client obtained from other sources also confidential unless agreed by source.		
4.2.4	Personnel including committee members, contractors, personnel of external bodies, or persons acting on IB behalf shall keep obtained all information confidential or created.		

5 STRUCTURAL REQUIREMENTS

5.1 Independence

Clause No.	Summary	Your System Reference	Other Comment
5.1	The inspection body shall meet independence requirements specified in Annex A based on conditions under which it performs inspection activities and if applicable as required by the inspection scheme. NOTE The inspection body can meet different independence requirements (Type A, Non-Type A) for different activities.		

5.2 Legal entity and liabilities

Clause No.	Summary	Your System Reference	Other Comment		
5.2.1	Legal entity or defined part of legal entity. Legal entity responsible for inspection body and activities. NOTE A governmental IB is a legal entity due to governmental status.				
5.2.2	An inspection body that is part of a legal entity shall be identifiable within that entity.				
5.2.3	Define and document the inspection activities for which it conforms to the requirements of this document.				
	<i>Quality documentation must include or reference the scope of accreditation and the policy on the use of the NATA endorsement.</i>				
5.2.4	Adequate provision (e.g. insurance or reserves) to cover liabilities. The inspection body shall: a) analyse risks from inspection activities; b) assess potential liabilities associated with identified risks; c) assure level of provisions consistent with those liabilities				
	Insurance	Insurer	Policy No	Value	Expiry

Clause No.	Summary	Your System Reference	Other Comment
	Prof. indemnity		
	Public Liability		
	Other		
Clause No.	Summary	Your System Reference	Other Comment
5.2.5	Documentation describing the contractual conditions under which it provides inspection, except for services to legal entity of which it is a part. In this case, internal agreements shall be established.		

5.3 Organisation and management

Clause No.	Summary	Your System Reference	Other Comment
5.3.1	The inspection body shall: a) define organization and management structure, place within parent organization and relationship between management, technical activities and support services; b) specify responsibility, authority and interrelationships of personnel who manage or perform work; c) maintain capability to carry out activities as described in 5.2.3; d) document procedures to extent necessary to ensure consistent application of activities and validity of results.		
5.3.2	Technical management who have overall authority and responsibility for: a) development of inspection activities;		

Clause No.	Summary	Your System Reference	Other Comment
	b) performance of monitoring (see 6.1.5); c) access to necessary resources; d) requirements for competence of personnel; e) provision of technical aspects of contractual arrangements; f) performance of inspection activities.		
5.3.3	Technical management shall be technically competent for the operation of an inspection body.		
5.3.4	The inspection body shall have personnel who, irrespective of other responsibilities, have authority and resources needed to carry out their duties, including: a) implementation, maintenance and improvement of management system; b) identification of deviations; c) initiation of actions to prevent or minimize deviations; d) reporting to management on performance of management system and improvement; e) ensuring effectiveness of inspection body's activities.		
5.3.5	Document the duties, responsibilities and authorities for each function in inspection activities in a job description or other documentation.		

6 RESOURCE REQUIREMENTS

6.1 Personnel

Clause No.	Summary	Your System Reference	Other Comment
6.1.1	The inspection body shall have access to sufficient number of competent persons, for type, range and volume of inspection activities. Shall ensure each person		

Clause No.	Summary	Your System Reference	Other Comment
	understands their duties, responsibility and authorities with scope of function they perform.		
6.1.2	Documented process for managing competence of personnel. Process shall address: a) determining competence requirements; b) selection of personnel; c) initial training; d) authorization; e) monitoring of competence; f) continual training.		
6.1.3	Personnel shall have knowledge, for the type of inspection undertaken, of the following: a) the technology used for manufacture, operation, delivery of services; b) how products used, processes operated and services delivered; c) any defects which can occur, any failures in operation of process and any deficiencies in delivery; d) significance of deviations in normal use, operation and provision of services.		
6.1.4	Initial training shall include induction period and mentored working period with authorized and competent personnel.		
6.1.5	Personnel shall be monitored at defined frequency by authorized and competent personnel in accordance with a monitoring programme. <i>Each inspector, on-site, at least once during the accreditation cycle (i.e. every three years).</i>		
6.1.6	Results of monitoring shall be used as a means of identifying training needs (see 6.1.8) and shall be considered for maintenance of authorisation.		

Clause No.	Summary	Your System Reference	Other Comment
6.1.7	Each inspector shall be observed performing inspection, unless sufficient supporting evidence that the inspector is continuing to perform competently. NOTE Sufficient evidence can be performance of examinations and determinations, outcome of monitoring, outcome of separate evaluations, outcome of mentoring and training, results of examinations by competent body.		
6.1.8	The inspection body shall identify training needs and provide relevant training to personnel to keep pace with technology, methods and other changes depending on competence, experience and results of monitoring (see 6.1.7).		
6.1.9	The inspection body shall have documented information demonstrating competence of its personnel (see 6.1.2).		

6.2 Facilities and equipment

Clause No.	Summary	Your System Reference	Other Comment
6.2.1	The inspection body shall have available, suitable and adequate facilities and equipment to ensure activities performed in competent and safe manner. NOTE: Inspection body is not necessarily owner of facilities or equipment. Responsibility for suitability and calibration status of equipment lies with the inspection body.		
6.2.2	The inspection body shall have rules for the access to, and the use of, specified facilities and equipment used to perform inspections.		

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Clause No.	Summary	Your System Reference	Other Comment
6.2.3	Ensure the continued suitability of the facilities and the equipment mentioned in 6.2.1 for their intended use. NOTE Can be established by visual checks, functional checks, periodic maintenance or re-calibration.		
6.2.4	All equipment having a significant influence on the results of the inspection shall be determined, and where appropriate: a) uniquely identified; b) subjected to in-service checks when necessary according to a procedure; c) be calibrated before being out into service and thereafter according to established programme. NOTE The inspection body can document rational for decisions on significance on influence of equipment. NOTE Procedure in b) can specify nature of checks, frequency an acceptance criteria.		
6.2.5	The inspection body shall have procedures for handling, transport, storage, use and planned maintenance of equipment in 6.2.4 to ensure proper function of prevent contamination or deterioration.		
6.2.6	The inspection body shall verify that equipment conforms to specified requirements before being placed into service or returned to service.		
6.2.7	Measurement results which have a significant influence on result or when required by inspection scheme are metrologically traceable to SI Units through at least one of the following: a) calibration by a competent lab; b) certified values of CRM provided by competent producer;		

Clause No.	Summary	Your System Reference	Other Comment
	c) direct realization of the SI units ensured by comparison, directly or indirectly, with national standards or international standards.		
6.2.8	When metrological traceability to SI units not technically possible, metrological traceability shall be ensured by, for example: a) certified values of CRM provided by competent producer; b) results of reference measurement procedures, specified methods or consensus standards that are clearly described and accepted as providing measurement results fit for their intended use and ensured by suitable comparison. <i>The NATA document Equipment Assurance, In-house Calibration and Equipment Verification provides guidance.</i> <i>Facilities performing in-house calibrations in support of their accredited activities shall be required to demonstrate</i> <i>technical competence of these services,</i> <i>have sufficient evidence of metrological traceability,</i> <i>achieve the required measurement uncertainty associated with the calibration.</i>		
6.2.9	If technology used, in connection with inspections (computers, automated equipment, AI, AR, remote techniques), it shall ensure that: a) the technology is suitable and adequate for use; b) procedures established and implemented for protecting integrity and security of data; c) equipment, including hardware and software, is maintained to ensure proper functioning.		

Clause No.	Summary	Your System Reference	Other Comment
6.2.10	The inspection body shall have procedures for dealing with defective equipment. Removed from service by segregation, clearly identified as defective by labelling or marking. Shall examine effects on previous inspections and follow procedure in 8.5.		
6.2.11	Equipment and software shall be recorded. Shall include identification and, where appropriate, information on calibration and maintenance.		

6.3 Externally provided products and services

Clause No.	Summary	Your System Reference	Other Comment
6.3.1	The inspection body shall ensure only suitable externally provided products and services that affect inspection activities are used, when such products and services: a) are intended for incorporation into inspection activities; b) are provided, in part or in full, directly to client by inspection body, as received from external provider; c) are used to support operation of the inspection body.		
6.3.2	The inspection body shall have a procedure and retain records for: a) defining, reviewing, approving requirements for externally provided products and services; b) defining the criteria for evaluation, selection, monitoring of performance and re-evaluation of external providers; c) externally provided products and services conform to requirements, or when applicable, relevant requirements of this document or other relevant standards for conformity assessment bodies, before used; d) taking any actions arising from evaluations, monitoring of		

Clause No.	Summary	Your System Reference	Other Comment
	performance and re-evaluations of external providers.		
6.3.3	The inspection body shall normally perform the inspections that it contracts to undertake. Use of externally provided inspection activities for part or the entire inspection shall be used in exceptional circumstances.		
6.3.4	Inform client of intention to use externally provided inspection activities, to provide client opportunity to object in advance.		
6.3.5	Whenever externally provided inspection activities form part of an inspection or the entire inspection, responsibility for inspection results and any determination of conformity of item inspected remains with the inspection body.		
6.3.6	Retain documented information for approved external service providers and for which services the approval applies.		

7 PROCESS REQUIREMENTS

7.1 Review of requests, tenders and contracts

Clause No.	Summary	Your System Reference	Other Comment
7.1.1	The inspection body shall have a procedure for review of inspection requests, tenders, and contracts. Procedure shall ensure that: a) inspection is defined, item clearly identified and requirements adequately defined, documented, and understood; b) the inspection body has capability, adequate resources, to meet client requirements; c) the appropriate inspection methods available or are to be		

Clause No.	Summary	Your System Reference	Other Comment
	developed to meet client requirements; d) requirements, including special conditions of client, adequately defined and understood, so clear instructions can be issued to personnel performing inspection activities; e) requirements of request, tender, contract or work order have been met. NOTE For routine / repeated work requests, reviews of requests, tenders and contracts can be performed in simplified way.		
7.1.2	The inspection body shall inform the client if requested inspection is considered inappropriate.		
7.1.3	Differences between request or tender and contract shall be resolved before inspection activities start.		
7.1.4	Each contract shall be acceptable both to the inspection body and client. Deviations requested by client shall not impact validity of results.		
7.1.5	Records of review of requests, tenders and contracts, including any significant changes, shall be retained.		

7.2 Inspection methods and procedures

Clause No.	Summary	Your System Reference	Other Comment
7.2.1	The inspection body shall perform inspections using appropriate methods and procedures.		
7.2.2	Where these are not defined, the inspection body shall develop		

Clause No.	Summary	Your System Reference	Other Comment
	specific methods and procedures to be used (see 7.2.3). <i>Proficiency testing (PT) may be used in some types of inspection where available and justified by the inclusion of testing activities that directly affect and determine the inspection result, or when required by law or by regulators.</i>		
7.2.3	The inspection body shall use standard inspection methods or procedures. Where non-standard methods used, shall be appropriate and documented.		
7.2.4	Development and modification of inspection methods shall be planned activity and assigned to competent personnel equipped with adequate resources. <i>Non-standard methods must be appropriately validated to ensure they satisfy the intended purpose of the inspection activity.</i>		
7.2.5	Procedures shall address: a) techniques used and, where appropriate, measurements taken, including adequate information on equipment and facilities used; b) activities that inspector's judgement may rely on use of technology; c) inspection planning and sampling, where absence of instructions can jeopardize effectiveness of inspection; d) when sampling relevant to outcome of inspection, shall establish sampling plan, method; where appropriate, sampling plans based on statistical methods; records of sampling maintained, including details on method, date and time, personnel, and any deviations, to ensure traceability; e) information supplied by other party (including client), and how integrity and the validity of such		

Clause No.	Summary	Your System Reference	Other Comment
	information shall be verified to extent appropriate; f) results from AI or digital developments; g) use of safety equipment and instructions for carrying out inspections in safe manner; h) where applicable, criteria to make decision on conformity; i) which equipment has significant influence (if any) on inspection result, and if relevant, under which conditions (such as environmental).		
7.2.6	The inspection body shall validate non-standard inspection procedures including when technology is used. Validation shall be appropriate to needs of application or field of application. Records of validation shall be retained.		

7.3 Handling of items

Clause No.	Summary	Your System Reference	Other Comment
7.3.1	Items to be inspected are uniquely identified in order to avoid confusion regarding identity of items.		
7.3.2	The inspection body shall establish whether item inspected is in ready state for intended inspection, where applicable. Where doubt of suitability, or item does not conform to description, shall be recorded and IB shall contact client before proceeding.		
7.3.3	The inspection body shall have documented procedures and appropriate facilities to avoid deterioration or damage to item while under its responsibility.		

7.4 Inspection records

Clause No.	Summary	Your System Reference	Other Comment
7.4.1	Observations or data obtained recorded in timely manner to prevent loss of relevant information. Calculations and data transfers checked in propiate and systematic manner.		
7.4.2	The inspection body shall maintain records to demonstrate effective fulfilment the inspection procedures and enable an evaluation of inspection process.		
7.4.3	Records shall identify equipment having significant influence on result, date of use, and when relevant, conditions (such as environmental) under which equipment was used.		
7.4.4	The inspection body shall ensure that amendments to records can be tracked to previous versions or original observations. Both original and amended data and files retained, including date.		

7.5 Control of data and information

Clause No.	Summary	Your System Reference	Other Comment
7.5.1	The inspection body system for collection, processing, recording, reporting, storage or retrieval of data shall be validated. Any changes, including software configuration or modifications to commercial off-the-shelf software, shall be authorized, documented and validated before implementation. NOTE Commercial off-the-shelf software in general use within designed application range can be considered sufficiently validated.		
7.5.2	Technical data and inspection records shall:		

Clause No.	Summary	Your System Reference	Other Comment
	a) be safeguarded against unauthorized access, tampering and loss; b) be maintained in manner that ensures the integrity and security of the data and information; c) include information on system failures and appropriate immediate and corrective actions.		

7.6 Inspection report and inspection certificate

Clause No.	Summary	Your System Reference	Other Comment
7.6.1	The work carried out by the inspection body shall be covered by an inspection report or inspection certificate. <i>Where electronic means are used to approve an inspection report, inspection body must be able to demonstrate appropriate controls.</i> <i>Any information normally in a hardcopy report must be included on the electronically version and appear in any hardcopy printed by recipient.</i> <i>NOTE Items in bold are requirements of standard; items in plain text are options identified in Annex B, items in italics are NATA's reporting requirements.</i>		
7.6.2	Inspection report or certificate shall include, at least, the following:	Y/N	
	a) identification of the issuing body;		
	b) unique identification of the report;		
	c) date of issue;		
	d) date(s) of inspection;		
	e) identification of items inspected;		
	f) signature or other indication of approval, by authorised personnel;		

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	g) statement of conformity where applicable;		
	h) inspection results, except in inspection certificate where they are available upon request and traceable to report		
	i) facility name or location of inspection when relevant.		
	designation of the document, i.e. as an inspection report or an inspection certificate, (Annex B, a))		
	identification of the client; (Annex B, b)) (Note the owner of the inspected item can be mentioned in the report or certificate if the owner is not the client)		
	description of the inspection work ordered; (Annex B c))		
	information on what has been omitted from the original scope of work; (Annex B d))		
	identification or brief description of the inspection method(s) and procedure(s) mentioning deviations from, additions to or exclusions from the agreed methods and procedures; (Annex B, e))		
	identification of equipment with significant influence; (Annex B f))		
	where applicable, and if not specified in the inspection method or procedure, reference to or description of the sampling methods and information on where, when, how and by whom the samples were taken; (Annex B g))		
	information on environmental conditions during the inspection, if relevant; (Annex B, h))		
	a statement that the inspection results relate exclusively to the work ordered or		

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Clause No.	Summary	Your System Reference	Other Comment
	to the items or lot inspected; (Annex B, i)		
	a statement that the inspection report should not be reproduced, except in full; (Annex B, j))		
	the inspector's mark or seal, secure electronic authentication or their signature; (Annex B, k))		
	<i>flexible pagination to accommodate formatting changes when printed by the recipient may also be required. (SAD ISO/IEC 17020 7.6.1)</i>		
	<i>the correct NATA endorsement (see NATA Rules,) including conditions under which the report may be reproduced (SAD ISO/IEC 17020 7.6.1)</i>		
	<i>any other information required by the client; (SAD ISO/IEC 17020 7.6.2)</i>		
	<i>reference to sub-contractor's attached reports (where appropriate - GAC NATA-Emblem);</i>		
	<i>clear identification of inspection and test data from non-accredited sources that has been utilised in the inspection (where appropriate); (GAC NATA-Emblem)</i>		
	<i>Abbreviated and customer - specified formats – IB ID to be reported, full data retained and record of customer requiring this format. (SAD ISO/IEC 17020 7.6.2)</i>		
7.6.3	All information listed in 7.6.2 shall be reported, correctly, accurately and clearly. Results delivered by external providers shall be clearly identified.		
7.6.4	Inspection report or inspection certificate shall be traceable to inspector(s) who performed inspection.		

Clause No.	Summary	Your System Reference	Other Comment
7.6.5	Corrections, additions or amendments to an inspection report or inspection certificate after issue shall be recorded in accordance with relevant requirements subclause (7.6). Amended report or certificate shall identify the report or certificate replaced. <i>Must have procedures covering the withdrawal and re-issue of inspection reports.</i>		
7.6.6	When agreed with client, results can be reported in simplified way. Any information listed in 7.6.2 not reported shall be readily available. NOTE Reporting continues to meet applicable scheme requirements, regulatory and contractual obligations.		

7.7 Handling of appeals

Clause No.	Summary	Your System Reference	Other Comment
7.7.1	The inspection body shall have documented procedure for handling appeals shall include at least the following: a) description of process for receiving, investigating appeal, and deciding actions to be taken; b) tracking and recording appeals, including actions undertaken to resolve; c) ensuring appropriate action is taken.		
7.7.2	Description of the handling process for appeals shall be publicly available.		
7.7.3	Shall acknowledge receipt, provide appellant with outcome and, if applicable, progress reports.		

Clause No.	Summary	Your System Reference	Other Comment
7.7.4	The inspection body receiving appeal responsible for gathering all necessary information to determine whether appeal is valid.		
7.7.5	Responsible for all decisions for the process for handling appeals.		
7.7.6	Decision on appeal made by, or reviewed and approved by, persons not involved in decision that is subject of appeal.		
7.7.7	Investigation and decision on appeals shall not result in discriminatory actions.		

7.8 Handling of complaints

Clause No.	Summary	Your System Reference	Other Comment
7.8.1	The inspection body shall have documented procedure for handling complaints shall include at least the following: a) description of process for receiving, substantiating and investigating complaint, and deciding what actions shall be taken; b) tracking and recording complaint, including actions undertaken to resolve; c) ensuring appropriate action is taken.		
7.8.2	Description of process for handling complaints shall be publicly available.		
7.8.3	Upon receipt inspection body shall confirm whether the complaint relates to its conformity assessment activities and, if so, shall resolve complaint.		
7.8.4	The inspection body receiving the complaint responsible for gathering all necessary information to		

Clause No.	Summary	Your System Reference	Other Comment
	determine whether complaint is substantiated.		
7.8.5	Whenever possible, the inspection body shall acknowledge receipt of complaint, provide complainant with outcome and, if applicable, progress reports.		
7.8.6	Investigation and resolution of complaints shall not result any discriminatory actions.		
7.8.7	Resolution of complaints shall be made by, or reviewed and approved by, persons not involved in subject of complaint. Where resources do not permit this, alternative approach shall not compromise impartiality.		

8 MANAGEMENT SYSTEM REQUIREMENTS

8.1 Options

Clause No.	Summary	Your System Reference	Other Comment
8.1.1	The inspection body shall establish, document, implement and maintain a management system to support and demonstrate consistent fulfilment of the requirements of this document.		
8.1.2	The management system of inspection body shall include at least the following: - policies and responsibilities (8.2); - documented information (8.3); - actions to address risks and opportunities (8.4); - corrective actions (8.5); - internal audits (8.6); - management review (8.7).		
8.1.3	An inspection body may meet 8.1.2 by establishing, implementing and maintaining a quality management system (e.g. in accordance with ISO 9001). This quality management		

Clause No.	Summary	Your System Reference	Other Comment
	system shall support and demonstrate consistent fulfilment of the requirements of this document.		

8.2 Policies and responsibilities

Clause No.	Summary	Your System Reference	Other Comment
8.2.1	The inspection body top management shall establish, document, and maintain policies and objectives for fulfilment of requirements of this document and shall ensure policies and objectives are acknowledged and implemented at all levels of inspection body's organization.		
8.2.2	The policies and objectives shall address competence, impartiality and consistent operation of inspection body.		
8.2.3	The inspection body top management shall provide evidence of commitment to development and implementation of management system and effectiveness in achieving consistent fulfilment of requirements of this document.		

8.3 Documented information

Clause No.	Summary	Your System Reference	Other Comment
8.3.1	The inspection body shall control the documents (internal and external) that relate to the fulfilment of requirements of this document. Procedures for control of documents shall ensure that: a) documents are approved for adequacy prior to issue by authorized personnel;		

Clause No.	Summary	Your System Reference	Other Comment
	b) documents are periodically reviewed and updated as necessary; c) changes and current revision status of documents are identified; d) relevant versions of applicable documents available at points of use and distribution controlled; e) documents uniquely identified; f) documents of external origin identified and distribution controlled; g) the unintended use of obsolete documents prevented and suitable identification applied if are retained for any purpose.		
8.3.2	The inspection body shall implement controls needed for identification, storage, protection, back-up, archive, retrieval, retaining and disposal of records.		
8.3.3	The inspection body shall retain records for a period consistent with contractual obligations. Access to records shall be consistent with confidentiality commitments and records shall be readily available.		
8.3.4	All documentation, processes, systems and records related to fulfilment of requirements of this document shall be included in, or referenced from, the management system.		
8.3.5	All personnel involved in inspection activities shall have access to documented information that is applicable to their responsibilities.		

8.4 Actions to address risks and opportunities

Clause No.	Summary	Your System Reference	Other Comment
8.4.1	The inspection body shall consider risks and opportunities associated with inspection activities to:		

Clause No.	Summary	Your System Reference	Other Comment
	a) give assurance the management system achieves intended results; b) enhance desirable effects to achieve purpose and objectives of inspection body; c) prevent, or reduce, undesired impacts and potential failures in inspection body; d) achieve improvement.		
8.4.2	The inspection body shall plan: a) actions to address risks and opportunities; b) how to: 1) integrate and implement actions into management system; 2) evaluate effectiveness of actions.		
8.4.3	Actions taken to address risks and opportunities shall be proportional to potential impact on validity of inspection results and, if relevant, on validity of inspection scheme.		
8.4.4	The inspection body shall seek feedback from clients and, if relevant, interested parties. Feedback shall be analysed and used to improve management system and inspection activities.		

8.5 Corrective actions

Clause No.	Summary	Your System Reference	Other Comment
8.5.1	The inspection body shall have a procedure for identification and management of nonconformities. This shall include any aspect of the management system and operations, that do not conform to inspection body's own procedures or this document, as well as inspection activities that do not conform to inspection body's procedures or agreed requirements of client.		

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Clause No.	Summary	Your System Reference	Other Comment
8.5.2	When nonconformity occurs, the inspection body shall: a) ensure that responsibilities and authorities for management of nonconformities defined; b) react to nonconformity and, as applicable: 1) take action to control and correct it; 2) address consequences; c) evaluate need for action to eliminate cause(s) of any nonconformity, in order that it does not recur or occur elsewhere, by: 1) reviewing and analysing nonconformity; 2) determining causes of nonconformity; 3) determining if similar nonconformities exist, or can potentially occur; d) implement any action needed, in timely manner; e) review effectiveness of corrective action taken; f) update risks and opportunities determined during planning, if necessary; and g) make changes to management system, if necessary.		
8.5.3	In the case of nonconformities related to inspection activities that do not conform to the inspection body's own procedures or agreed requirements with client, the inspection body shall, in addition to 8.5.2 c) to g), also ensure that: — actions that are defined (including halting or repeating of work and withholding of reports, as necessary), are based upon risk established by inspection body; — evaluation made of significance of non-conformity, including an impact analysis on previous results; — decision taken on acceptability of inspection work affected by nonconformity; — where necessary, client notified and work recalled or disregarded; — responsibility for authorizing resumption of work defined.		

Clause No.	Summary	Your System Reference	Other Comment
8.5.4	Corrective actions shall be appropriate to effects of nonconformities encountered.		
8.5.5	The inspection body shall retain records of: a) nature of nonconformities, causes and subsequent actions taken (8.5.2 to 8.5.4); b) effectiveness of corrective action.		

8.6 Internal audits

Clause No.	Summary	Your System Reference	Other Comment
8.6.1	The inspection body shall conduct internal audits at planned intervals to provide information on whether it: a) conforms to: 1) inspection body's own requirements for management system, including inspection activities; 2) requirements of this document; b) effectively implemented and maintained required management system.		
8.6.2	The inspection body shall: a) plan, establish, implement and maintain an audit programme including frequency, methods, responsibilities, planning requirements and reporting, which shall take into consideration importance of inspection activities concerned, changes affecting inspection body and results of previous audits; b) ensure internal audits are performed by personnel knowledgeable in conducting inspection activities and auditing and the requirements of this document and that personnel do not audit their own work; c) define audit criteria and scope for each audit ensuring all requirements of this document are covered by		

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	internal audit program; the requirements to be covered shall be considered for all fields of inspection and for all premises where inspection activities are managed or performed; d) ensure that results of audits are reported to relevant management and to personnel responsible for area audited; e) implement appropriate corrections and corrective actions without undue delay; f) identify any opportunities for improvement; g) retain records as evidence of implementation of audit programme and audit results.		

8.7 Management review

Clause No.	Summary	Your System Reference	Other Comment
8.7.1	The inspection body management shall review management system at planned intervals to ensure continuing suitability, adequacy and effectiveness, including stated policies and objectives related to fulfilment of requirements of this document.		
8.7.2	Inputs to management review shall be recorded and shall include information related to following: a) changes in internal and external issues that are relevant to inspection body; b) suitability of policies and procedures; c) outcome of recent internal audits; d) assessments by external bodies; e) client, personnel, and, if relevant, interested parties feedback; f) corrective actions; g) status of actions from previous management reviews; h) fulfilment of objectives;		

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	i) changes in volume and type of work or in range of inspection activities; j) appeals and complaints; k) effectiveness of implemented improvements; l) adequacy of resources including current human and equipment resources, projected workloads and need for training of both new and existing personnel; m) results of risk identification including impartiality threat identification process and conclusions; n) review of effectiveness of processes established to ensure adequate competence of personnel, including monitoring and training of inspectors and other personnel involved in inspection activities; o) other relevant factors.		
8.7.3	The outputs from management review shall record all decisions and actions related to: a) effectiveness of management system and processes; b) improvement of activities related to fulfilment of requirements of this document; c) provision of required resources; d) any need for changes.		