

APPENDIX 2

Additional Criteria for Inspection Body Accreditation

Key Staff and Approved Signatories

Staff in charge of inspection bodies must have sufficient knowledge and practical experience to enable them to foresee, to recognise and to cope with any technical problem likely to arise in the course of the work of the inspection body. They must also be able to control the work of their staff. If any other persons are engaged in supervision of inspection body staff they too must have these capabilities. The qualifications and experience required of the person in charge and other staff members cannot be rigidly specified but must be appropriate to the work in which they are engaged.

It would normally be expected that senior staff members will hold tertiary qualifications in a relevant discipline. In some cases qualifications such as a Certification Board for Inspection Personnel (CBIP) qualification will be appropriate. Inspection bodies engaged in a restricted range of repetitive work may be controlled by an officer with practical experience and specific training in that work but without formal qualifications. Assistant staff members must have qualifications and experience appropriate to the work in which they are engaged. The ratio of qualified and experienced staff to other inspection body staff must be such as to ensure adequate control over the work of the latter. IANZ recognises certain staff members as having special responsibilities and these are called Approved Signatories.

Approved Signatories

Every inspection body must have at least one staff member who meets the requirements for an Approved Signatory and whose approval covers the terms of accreditation of the inspection body. The scope of accreditation is automatically limited to the sum of the scopes of its Approved Signatories. Accreditation automatically becomes inoperative if an inspection body loses all its Approved Signatories.

IANZ endorsed inspection documents must be signed by a member of the inspection body's staff to whom signatory approval has been granted by the Council. A person may be granted signatory approval either for all of the inspections included in their inspection body's scope of accreditation or only for specific inspections relating to their area of personal expertise.

Signatory approval is not a transferable personal qualification. It lapses when an officer leaves the inspection body or has a changed role in the inspection body.

The following matters are considered when assessing the suitability of staff members for approval as signatories:

- (a) Relevant qualifications and/or experience. (If the signatories do not have relevant qualifications they must have sufficient relevant practical experience enabling them to comply with the requirements listed below)
- (b) Position in the staff structure. (Approved Signatories must be technical personnel closely involved in the day to day operations of the inspection body)
- (c) Familiarity with procedures and awareness of any limitations of these procedures. (Approved Signatories must have appropriate personal experience in the inspection procedures for which approval is held. They must be aware of any limitations with regard to these procedures, and must understand the technical basis of the procedures)
- (d) Ability to make a critical evaluation of inspection results and a position in the staff structure which makes them responsible for the adequacy of inspection results. Knowledge of quality assurance procedures in the operation in the inspection body and ability to take appropriate and effective corrective action, when required

- (e) Knowledge of, and a commitment to, the IANZ requirements for signatories and for accreditation. (This will include being conversant with the RIBANZ and the requirements of this document)
- (f) Sufficient service in the inspection body to address the above points. (It is difficult to specify a precise duration of service as it is dependent on the staff member's background knowledge and experience and current role in the inspection body. It is unlikely that this period would be less than six months, but exceptional circumstances may apply).

In situations where inspectors routinely carry out inspections without close supervision and remote from technical support, each inspector must be an Approved Signatory.

Signatory approval is available to persons engaged by an inspection body as consultants, with respect to inspection work done at or from the accredited inspection body's premises, provided that there is a written agreement between the parties setting out the extent of the authority and responsibility of the consultants in relation to the inspection body. The consultants' position in relation to the inspection body must be such that they can perform their role as supervisory officers as effectively as if they were employees.

Officers of the inspection body who are not engaged full-time in the inspection body are also eligible for signatory approval, provided that the circumstances in which they are called upon to exercise their signatory function and their access to, and knowledge of, the inspection operations are such that they are able to take responsibility for the relevant inspection results.

The position and function of an Approved Signatory are quite distinct from those of an Authorised Representative. An inspection body may have more than one Approved Signatories but can only have one Authorised Representative. The Authorised Representative may only sign an inspection document bearing the IANZ endorsement if the document is also signed by an Approved Signatory or if the Authorised Representative has been formally granted approved signatory status by IANZ.

Associated and Subsidiary Inspection Bodies

Inspection Body Branches

If an inspection body has two or more branches each of which can accept new clients or new work without reference to any of the others, then separate applications for accreditation are required from each branch together with the appropriate fees.

Temporary Branches

If an inspection body is required to establish a subsidiary branch to service a particular project or location it is termed a temporary branch and the following procedures apply. Temporary branches are divided into two categories according to the length of time for which they are established. These categories are as follows:

- (a) If a temporary branch is established by an accredited inspection body for a period up to twelve months, this is regarded as a routine on-site inspection project. Such projects are covered by the inspection body's accreditation and if the temporary branch complies with the IANZ criteria for accreditation, then inspection reports issued by the temporary branch may be IANZ endorsed
- (b) When a branch is to be established for a period in excess of 12 months, it is regarded as being a separate branch in its own right. A separate accreditation must therefore be sought and the appropriate fees paid.