**1. INTRODUCTION**

One of the services provided by EAF is to audit and accredit the qualifications of inspection bodies. Therefore, each inspection body wishing to be accredited must provide the application form and the EAF with basic information about its activities, equipment and personnel. The qualification audit of an inspection body is carried out by reviewing the document, visiting the administrative head office and branches, if any, and inspecting the inspection activities in the field. The purpose of the audit is to check that the inspection body is operating in accordance with the requirements of ISO / IEC 17020 standard, ILAC P15 guideline, relevant APAC and ILAC documents and EAF guideline.

The EAF employs technical auditors and experts with expertise in the relevant field to audit the adequacy of the examinations for which accreditation is required. The auditors and technical experts sign the forms and contracts prepared by EAF in terms of confidentiality of information obtained during the audit process and ethical rules. The activities of the auditors and technical experts are limited to assessing the compliance of the inspection body with the relevant requirements and reporting its findings to the EAF.

This document outlines how EAF will plan and perform accreditation audits, surveillance audits, and accreditation renewal audits during an accreditation cycle (48 + 4 months) for inspection bodies serving in accordance with the requirements of the ISO / IEC 17020 standard. It also refers to the audit techniques normally used.

Accreditation processes are carried out in parallel with the "EAF-G.28 Guidelines for Accreditation of Conformity Assessment Bodies" , taking into account the issues in this guideline.

**2. TERMS & DEFINITIONS**

**Site:** The place where the examination is performed.

**Multi-branch organization:** A central organization, where the key activities are carried out, or an entire organization with the central office that manages the network of branches in which the key activities are carried out in whole or in part. All branches are directly legally or contractually affiliated to the head office and operate under a common quality system.

**3. APPLICATION**

 Upon receipt of an application from an inspection body operating in accordance with ISO / IEC 17020, the EAF Product, Service and Inspection Accreditation President appoints a technical officer responsible for the accreditation process. Case officer In addition to the assessments mentioned in the "**EAF-G.28 Guidelines for Accreditation of Conformity Assessment Bodies**";

i. The applicant confirms the type and fields of examination for which the inspection body requests accreditation by contacting the accreditation body.

ii. Evaluates the accreditation scope of the organization in terms of its accreditability. This assessment is not limited to also Includes the following stages:

a. Is the scope applied for inspection?

b. Does the scope applied by the organization see demand in the market, does the market need such an activity?

c. Has the organization already carried out activities in the areas covered by the application? (except for special cases, for example by accreditation, approval of the relevant ministries)

d. Is there a domestic / international accreditation application in the applied field?

The Inspection body should be carrying out its activities within the scope requested by the first accreditation application and carried out inspection activities regarding these scopes.

 The EAF confirms the different branches in which the Inspection service is performed and the information on which of these key activities are carried out.

For inspection bodies; The key activities are policy formulation, development of procedures and processes, selection of inspection personnel, contract review, planning of inspections, control and approval of actual inspections.

 The issues that have an impact on the result of the examination should be taken into account in determining where key activities have been carried out.

Whether the key activity has been carried out or not, the issues to be considered in terms of location may include the following:

i. Review of the contract regardless of the head office,

ii. Keeping records regardless of head office,

iii. Maintaining system documentation regardless of head office,

iv. Calibration of special equipment regardless of head office

**4. AUDIT PROCESS**

 Before the inspection, the inspection body should inform the EAF that the existing inspection personnel are competent for which inspection types in which inspection area (qualification matrix).

 The inspection body shall provide a list of all the inspections it has carried out for all the scopes to which it has requested the scope; The inspection staff shall prepare the list in electronic form including the inspection type, the examined item, customer name / code and location and upload the list to the Customer List section of the EAF e-portal or e-mail it.

It should also, if applicable, indicate possible locations where the inspection activity will be carried out according to the current work schedule.

The EAF's lead auditor, who is the case officer and appointed for the audit, will plan the audit and take into account all the factors necessary to reliably audit the adequacy of the inspection body on the basis of the examinations performed within the scope applied. During the planning process, the selection of sample locations and inspection personnel for field inspection in connection with the inspection body and the need for additional technical auditors will be decided.

The nature of the initial audit will depend on the scope of the accreditation requested by the inspection body and the complexity of the quality system operated. However, the following points should be covered in the first audit;

i) Center office

ii) All locations where key activities take place

iii) Field inspections of inspection staff and inspections for different inspection types and areas

All inspection types and areas will be subject to technical review and office inspection. The audit team shall audit the technical competence of inspection staff in each major area or type at the following point;

a) Audit of the records formed as a result of the inspection activity,

b) Meeting with technical manager

c) Audit of the performance of personnel during the inspection

4.1. Multi-Branch Accreditation

 In the application form, the inspection body shall indicate the scale and number of branches operating under its management system.

The EAF audit team will also begin to audit the following points by using objective evidence and various techniques;

i) All branches are operated under the same management system,

ii) All branches are included in the internal audit program and management review.

Branches that do not carry out temporary, mobile or key activities should operate under the same conditions. These branches may be included in the audit process on a sampling basis as part of the accreditation process to provide evidence of the effectiveness of the system and the activity there.

During the audit of the branches where key activities are carried out, the EAF may need to audit the records of certain activities carried out at different locations.

If the EAF observes nonconformity under the supervision of the head office or in more than one branch of the organization, the corrective action procedure should be applied to cover all branches. If the results of any branch audit reveal significant weaknesses and inconsistencies in the management system, it may increase the number of branches to be audited by reviewing the EAF audit program.

As a result of an important finding in the branch, the branch may be excluded from the scope of accreditation. If the reason for nonconformity is due to inadequate central office control, accreditation may be reviewed, suspended or withdrawn.

The head office will be visited annually, as well as at least one visit of the organization's key branches / locations during an accreditation cycle (48+4).

EAF should be notified of any address and activity changes in the branches. The inspection body should inform EAF that new branches may be included in the scope of accreditation before opening new branches to which it will provide accredited services. The EAF will review the audit need of the new branch and be included in the new branch surveillance or accreditation renewal plan.

4.2. Site Inspections

 Site inspections are the most important part of EAF auditing of inspection bodies according to ISO / IEC 17020 standard. Where the staff of the inspection body ensures that the result of the inspection by the professional provision, the activities performed are particularly observed.

The EAF will consider at least the following points when deciding on the number of inspections of inspections on site;

İ) Inspection type and fields

ii) Procedures for selection, training, authorization and monitoring of inspection personnel considering the experience and qualification required for the different inspection types and fields of the inspection body,

iii) Internal audit arrangements of the inspection body,

iv) Branches served by inspection personnel

v) Legal requirements;

vi) Professional level at which knowledge of legal matters is required (if required)

vii) Number of inspection staff

viii) Inspection frequency

ix) Qualification requirements for inspection personnel (For example; Personnel certificate (NDT, welder etc.) or official qualification)

x) Changes in organization

xi) Procedural (legal requirements, standards, etc.) changes

An inspection personnel performing the inspection shall, where possible, be inspected on site for the types and areas of inspection covered by the accreditation.

Issues to be considered in the selection of inspection personnel to be subjected to audit;

i) New employment and authorization,

ii) Quality and experience;

iii) Branch;

iv) Legal requirement;

v) Professional level at which judgment is required

vi) Total number of inspection personel of the organization

vii) Number of inspections performed by inspection personel.

If the entire scope cannot be realized by one inspection personel in a given inspection area, more than one inspection personel will be inspected in that area. The sampling scale of the inspection personnel to be inspected may be increased when evidence proving doubt about the adequacy of the inspection personnel is reached.

Documentation and equipment such as procedures and instructions, records, reports and planning schemes are required to be examined.

EAF auditors will ensure that their role is an observer of the field inspection process of the inspection and will not affect the examinations performed.

The team will at least look at the following points;

i) Competence of inspection personnel for the examinations carried out,

ii) Compliance of the competence of the inspection personnel with the qualification criteria;

iii) Providing all necessary documented procedures, methods and equipment to inspection personnel,

iv) Up to date procedures;

v) Ensure that the inspection personnel is performing the procedures completely and correctly (For example, does it make shortcuts, personal practices without permission?)

vi) Records of all observations on site are kept as stipulated in the procedure,

vii) The records clearly define when and what methods and procedures have been examined using what,

viii) That all findings requiring urgent and compulsory activity are reported to the customer as required while in the field,

ix) The reports comply with the inspection body requirements and the ILAC P15 procedure, the relevant APAC and ILAC documents, the requirements of the ISO / IEC 17020 standard and, if applicable, the relevant legal requirements,

x) Conformity of systems and equipment.

The inspection body should be able to determine the minimum time during which each inspection activity within the relevant scope can be performed safely and how many inspection activities a inspection personnel will perform within a day in the relevant scope and submit it to EAF when requested. Inspection periods should comply with standards and / or legal requirements, if any.

In cases where the inspection activity will be witnessed, inspection personnel not previously observed are preferred. Witnessed site inspections are avoided from the same customer that the inspection organization has already witnessed. In such cases, the organization shall notify the EAF before the audit is planned.

Planned witness audits are carried out from the EAF to the inspection bodies subject to the first accreditation audit. Planned witness audits are regularly performed in the supervision, accreditation renewal or scope extension audits of EAF accredited inspection bodies.

The role of the EAF audit team during these witness audits is to observe the inspection activity to assess the performance and competence of the inspection personnel. The EAF audit team shall not comment or comment on the firm to be witnessed.

At the end of the closing meeting of the witnessed site inspection, the EAF audit team shall, if possible, pass on its opinions to the inspection body personnel. In cases where it is not possible, at the closing meeting of the accreditation audit, the findings (non-compliance, observations, etc.) related to the witnessed activities are explained.

**5. OBSERVATION AND ACCREDITATION RENEWAL**

5.1. General

The level of selection of inspection personnel and branches will depend on the performance in the accreditation cycle, the size of the changes occurring, and the level of confidence provided in the inspection organization's control systems and measurement performances.

5.2. Observation

Observation audits will be planned to cover the full scope in an accreditation cycle (48+4 months). Any changes in the management system and organization will be reviewed. Significant changes may require additional audit time.

The Inspection Body shall provide a list of all examinations within the scope of accreditation carried out at the end of the six months and at the end of the year (at the end of June and December); The inspection personnel shall prepare the list electronically including the type of inspection, the item being inspected, the customer name / code and location and upload the list to the Customer List section of the EAF e-portal or e-mail it.

This list is created separately for overseas activities and uploaded to the relevant section of the EAF e-portal or e-mail it in December of each year and 3 months before the routine observer audit dates.

By using these lists, the organization shall prepare the current Personnel Authorization and Assignment including the information on the examination area (scope) of the existing inspection personnel for which inspection types, the duration of the profession, the profession, the starting date and the position information. It must also generate its matrix and upload it to the relevant section of the EAF e-portal or e-mail it at least 45 days before the scheduled date for the audit. In addition, if applicable, notify potential inspection locations according to the current work schedule.

The Inspection body is obliged to upload the lists specified in this section to the EAF e-portal at specified intervals. The EAF may request these lists from the inspection body at any other time of the year if deemed necessary.

If the organization does not provide this information within the specified period of time, sanctions such as suspension, non-extension, renewal or cancellation of accreditation may be imposed by the EAF.

The above-mentioned lists are included as an example in the annex to this Guide.

5.3. Site Inspections

Site inspections will normally be carried out at each observation audit. The same criteria used in the accreditation audit shall be taken into account in the selection of inspection personnel and in the determination of inspection types and areas.

5.4. Accreditation Renewal

The accreditation renewal audits will include a thorough re-examination of the inspection activities and the inspection body quality system, and the office inspection shall be similar in content and format to the first inspection. The same criteria used in the accreditation audit shall be taken into account in the selection of inspection personnel and in the identification of inspection types and areas.

The scope of the accreditation renewal audit is determined as specified in the "**EAF-G.28 Guidelines for Accreditation of Conformity Assessment Bodies**"

**6. NON-ACTIVITY AREAS**

The basis for accreditation is the assessment of the independence and impartiality of the organization, as well as the determination of its competence and qualification. In this context, it cannot be ensured that the adequacy of sustainability of the inspection body will not be presented as evidence of any competence related to the main fields of activity where the inspection organization has not operated for a certain period of time.

In this respect, the withdrawal of accredited scopes, where the inspection body does not carry out any activity in its main fields of activity and which cannot organize field (witness) audits in 4 consecutive inspections, is recommended by the audit team as a result of the related surveillance or accreditation renewal audits. In the audit report, the lead auditor reports the non-activity scopes of the inspection body and prepares the scope proposal excluding these scopes in accordance with the conditions in this section.

**7. ACCREDITATION SCOPE EXTENSION**

Wherever possible, inspections regarding the scope extension requests of the organization shall be carried out in conjunction with observation audits or accreditation renewal audits. Where necessary, follow-up supervision will be organized.

The Inspection Body must notify EAF of the request for the scope extension audit to be performed in combination with the observation audit at least 2 months before the date of the observation audit (12th, 24th and 36th months after the accreditation date).

For scopes requested in scope extension applications, those related to the Documents Required in the Application must be uploaded or e-mail it to the EAF e-portal before the application date.

If the relevant documents have not been uploaded or e-mail it to the EAF e-portal before the application date, scope extension applications will not be considered until the relevant documents are uploaded or e-mail to the EAF e-portal.

The Inspection body should be carrying out its activities within the scope requested by the scope extension application and carried out inspection activities related to these scopes.

Upon receipt of the extension application, the EAF will decide whether head office inspection and / or site inspections are needed. The following factors will be taken into consideration when deciding this;

(i) Current accreditation scope,

(ii) Qualifications of inspection personnel within the scope;

(iii) Extension of scope,

(iv) Branches where extension of scope is requested,

If possible, additional studies will be carried out at the next observation audit or accreditation renewal audit. Where necessary, follow-up supervision will be organized.

**Annex – 1**

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| **Inspection Area** | **Inspection** | **Inspection** | **Inspection-based** | **Inspection** | **Inspection** |  **Place of** | **Place of** | **CAB** |
| **Item** | **Standard / regulation** | **Date** | **Company** | **Inspection** | **Inspection** | **Inspector** |
|  | **type** |
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**Annex – 2**

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| **Product Group,** | **Inspected** | **Standard based** | **Inspection** | **Directive** | **Inspection** | **Company** | **Place of** | **CAB** |
| **Product / Usage** |  |
| **Item** | **on inspection** | **Method** | **Regulation** | **Date** | **Inspected** | **Inspection** |
| **Purpose** | **Inspector** |
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