

GUIDES FOR THE FORMULATION OF SCOPES OF ACCREDITATION FOR INSPECTION BODIES

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Any differences between the Serbian and English versions of this document are not intended, but if in doubt, the Serbian version should be consulted.



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1. SCOPE

This document shall provide recommendations for the uniform formulation of scopes of accreditation for inspection bodies.

The document shall be applied when formulating scopes of accreditation of applicants for accreditation **and accredited conformity assessment bodies, which shall also include amendments to the granted scope of accreditation.**

This document is intended for:

- inspection bodies that are accredited or for those seeking accreditation from the Accreditation Body of Serbia (ATS);
- the ATS assessors that participate in procedure of **assessment of inspection bodies.**

Scopes of accreditation are formulated in order to:

- determine fields of activities of inspection bodies to be confirmed by ATS;
- enable clients to gain an insight into capabilities of inspections to be performed by accredited inspection bodies.

2. REFERENCE DOCUMENTS, DEFINITIONS AND ACRONYMS

- **SRPS ISO/IEC 17020:2012, Conformity assessment - Requirements for the operation of various types of bodies performing inspection;**
- SRPS ISO/IEC 17011:2007, Conformity assessment - General requirements for accreditation bodies accrediting conformity assessment bodies;
- **IAF/ILAC A5:11/2013, IAF/ILAC Multi-Lateral Mutual Recognition Arrangements (Arrangements): Application of ISO/IEC 17011:2004;**
- ATS-UP07, List of Testing/ Calibration/ Inspection/ Certification Codes/Key Words.

For the purposes of these Guides, terms defined in the said reference documents shall be used.

3. FORMULATION OF SCOPES OF ACCREDITATION

3.1 ELEMENTS TO BE USED FOR THE FORMULATION OF SCOPES OF ACCREDITATION FOR INSPECTION BODIES

The scope of accreditation should contain at least the following elements:

- (a) field of inspection: to be presented in accordance with Section 3.2 of this document;
- (b) inspection item (concrete products/groups of products, materials, installations, plants, etc. shall be listed);
- (c) type of inspection;

Types of inspection are as follows:

- Sampling
- Inspection of new products
- Verification of new constructions



- Inspection prior to use
- Inspection in use
- Inspection of repairs and modifications
- Periodic inspection
- Extraordinary inspection
- Inspection of safety
- Inspection of quantity
- Qualitative inspection (e.g. NDT) (magnetic particles, penetrants, ultrasound, eddy currents, radiography), physico-chemical, mechanical, metallographic inspection, etc.)
- Inspection of packaging, labelling and marking
- Inspection of adaptability of means of transport to goods
- Inspection of storage
- Inspection of loading, transshipment and unloading, etc.

Note: When formulating scopes of accreditation applicants for accreditation can also list other types of inspections that are not included in the classification given in this Section, but that arise from the reference document used as a basis for performing inspection **and that are accepted by ATS in the stages of reviewing application for accreditation and documentary review.**

(d) Reference documents

The following documents providing requirements used as a basis for performing inspection **or requirements for the characteristics of inspection item** shall be listed: **technical** regulations, standards, **documented** specifications, in-house documents, etc. If inspection methods and procedures are not defined in the **technical** regulations, standards or documented specifications, **containing inspection requirements**, an inspection body shall define and document inspection methods and procedures in in-house documents that shall also be listed as reference **documents** in the scope of accreditation, **stating the revision ID and date of issue thereof.**

In case of a justifiable need for an inspection body to perform conformity assessment **i.e. inspection** on the basis of **standards withdrawn** from use, the inspection body can also list such a reference document in the scope of accreditation, but the status of such a document shall be marked as “-*withdrawn*”.

Note: Use of withdrawn **standards** can be accepted only if the inspection body shows that there are justifiable reasons for the application thereof, i.e. that it can fulfil the needs of users thereby, and needs of competent authorities acting as legislators or recognition-providing organisations, or if there is an adequate explanation for the use of withdrawn reference **standards.**

(e) **Data on the locations**

All locations where activities falling in the scope of accreditation of inspection body are performed shall be stated, with addition «on the site as well», when applicable.

Note 1: **On-site inspection is inspection at the client’s location or location wherein the inspection item is located and it is not in the location of inspection body.**

Note 2: **Activities from the inspection process on-site or at the location of users of inspection item do not fall into key activities.**

An applicant for accreditation is obliged to formulate the scope of accreditation in a tabular form by using the recommendations contained in the examples attached hereto. Annex 1 provides a model scope of



accreditation for inspection body in case of single-location inspection, while Annex 2 provides a model scope of accreditation for inspection body in case of multi-site inspection.

3.2 FIELDS OF INSPECTION

K-01 Pressure equipment

K-02 Vehicles carrying hazardous materials by road and railway (ADR, RID)

K-03 Movable pressure equipment

K-04 Measuring instruments

K-05 Vehicles

K-06 Petroleum and chemistry

K-07 Lifts and lifting mechanisms

K-08 Environment

K-09 Products fit for human consumption, including food

K-10 Equipment used in potentially explosive environment

K-11 Agricultural products, including animal feed

K-12 Building products and constructions

K-13 Textile, leather, clothing

K-14 Electrical products and equipment, telecommunications, electronics

K-15 Protective devices and equipment

K-16 Organic production

K-17 Other (e.g. furniture,...)

4. DOCUMENT DISTRIBUTION

This document shall be used by the ATS assessors **during documentary review, assessment and reporting from assessment** and inspection bodies when preparing documentation needed for the submission of applications for accreditation. This document shall be made available to the assessors employed in ATS and shall be kept on “Juatsrv” server (the folder entitled “QMS_ATS”). This document shall be made available to other ATS assessors and inspection bodies via the ATS website at www.ats.rs.

5. ANNEXES

Annex 1: Model scope of accreditation of an inspection body performing single-location inspection

Annex 2: Model scope of accreditation of an inspection body performing multi-location inspection

Annex 3: Model of scope of accreditation of an inspection body performing inspection of procedures of welding and brazing of metallic materials.

6. FORMS

None.

**7. ATS-UP05 DOCUMENT AMENDMENT HISTORY**

Issue/ Revision	Issue/ Revision date
1/0	1.10.2004
1/1	13.03.2008
1/2	20.08.2009
2/0	3.02.2010
2/1	18.02.2013
2/2	07.09.2017



Annex 1: Model scope of accreditation of an inspection body performing single-location inspection and on-site

No.	Inspection item	Type of inspection	Reference documents (in-house procedures/rules/regulations)
K-07: Lifts and lifting mechanisms			
1.	Lifts	Final lift inspection	Rulebook on Lifts Safety („Official Gazette of the RS”, No 15/17), Annex 6
		Individual lift verification	Rulebook on Lift Safety („Official Gazette of the RS”, No 15/17), Annex 9
		Regular lift inspection	Rulebook on inspection of lifts in use („Official Gazette of the RS”, No 15/17), articles 6, 7, 17 and 18
		Extraordinary lift inspection	
K-13: Textile, leather, clothing			
2.	Textile floor mats and machine- or hand-made carpets	Inspection of packaging, labelling and marking	SRPS F.A0.011:1992
	<i>Machine-made textile floor mats</i>	Qualitative inspection	SRPS F.C2.203:1981
	<i>Hand-made textile floor mats</i>	Qualitative inspection	SRPS F.C2.204:1981
K-14: Electrical products and equipment, telecommunications, electronics			
3.	Low-voltage electrical installations	Inspection of new installations Periodical inspection Inspection of repairs and modifications	Regulation on Technical Norms for Low-voltage Electrical Installations (“Official Journal of the SFRY”, Nos. 53/1988, 54/1988 and “Official Journal of the FRY”, No. 28/1995), Articles 189-198 SRPS IEC 60364-6:2012, item 61 and item 62
4.	Lightning protection installations	Verification of new constructions Periodic inspection	<ul style="list-style-type: none"> Regulation on Technical Norms for the Protection of Facilities against Electrical Discharge “Official Journal of the FRY”, No. 11/1996) SRPS N.B4.802:1997 - <i>withdrawn</i> M1-Inspection methodology for electrical and lighting protection installations



Annex 2: Model scope of accreditation of an inspection body performing multi-location inspection

No.	Inspection item	Type of inspection	Reference documents (in-house procedures/ rules/regulations)	Location reference
K-05: Vehicles				
1.	Motor vehicles with liquefied petroleum gas (LPG) drive	Inspection of proper operation of built-in devices and equipment for the drive of motor vehicles with liquefied petroleum gas	Regulation on Technical Norms for Devices and Equipment for the Drive of Motor Vehicles with Liquefied Petroleum Gas ("Official Journal of the SFRY", No. 7/1984) QU.KT.01- Instruction Manual for the Control of Motor Vehicles with LPG Device (in-house document)	L1, L2
K-02: Vehicles carrying hazardous materials by road and railway (ADR, RID)				
2.	Motor and articulate vehicles for the transport of hazardous materials	Inspection of safety and technical properties	ECE/TRANS/185 (Vol.1) - ADR regulations, Annex C (2007), Chapter 9 Regulation on the protection against Static Electricity (,Official Journal of the SFRY " No.62/73) MK1- Inspection Methodology for the Inspection of Motor and Articulated Vehicles, Equipment and Devices (in-house document)	L1
K-06: Petroleum and chemistry				
3.	Crude petroleum	Sampling: - manual - automatic	SRPS ISO 3170:2008 SRPS ISO 3171:1994 PR1 - Sampling (in-house document)	L1, L3
		Inspection of suitability of means of transport to transport crude petroleum	API Chapter 17.8:1999	L1, L3
		Inspection of quantity, determining the weight as per: - dimensions of land tanks - dimensions of tanks - flow meter - weighing on vehicle scales or railway scales	API Chapter 12.1 ISO 4267.1 SRPS B.H8.002:1989 SRPS B.H8.005:1988 SRPS B.H8.006:1988 SRPS B.H8.015:1986 SRPS B.H8.016:1986 SRPS ISO 9770:1993 SRPS L.C5.040:1993 SRPS L.C5.050:1987 SRPS L.C5.051:1987 PR2 - Quantity Inspection procedure (in-house document)	L1, L3



Details on location /address, phone numbers, e-mail/	Location reference
<i>L1 location data shall be listed</i>	L1
<i>L2 location data shall be listed</i>	L2
<i>L3 location data shall be listed</i>	L3

Annex 3: Model of scope of accreditation of an inspection body performing inspection of procedures of welding and soldering of metallic materials.

No.	Inspection item	Type of inspection	Reference documents (in-house procedures/rules/regulations)
K - 17: Other			
1.	Procedures of welding and brazing of metallic materials	Qualification of welding procedure on the basis of approved welding consumables	SRPS EN ISO 15610:2015
		Qualification of welding procedure related to previous experience	SRPS EN ISO 15611:2015
		Qualification by adoption of a standard welding procedure	SRPS EN ISO 15612:2008
		Qualification of welding procedure on the basis of a pre-production welding test	SRPS EN ISO 15613:2009
		Qualification of procedure of brazing	SRPS EN 13134:2008 ASME BPV Code, Section IX, Part QB, Article XII