



SADCAS Ref. No:							
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**VERTICAL ASSESSMENT - INSPECTION  
ISO/IEC 17020:2012**

Date(s) of evaluation:			
Name of Organization:			
Organization Representative:			
Area / Field of operation:			
Assessor(s) & Observers:			
<b>Clause</b>	<b>REQUIREMENTS &amp; COMMENTS</b>	Compliance = C, Non-compliance = NC, Not applicable = NA	C NC NA
	Comment below on adequacy of how requirements have been addressed, documented and/or implemented		
<b>1.</b>	<b>Inspection Reports and Inspection Certificates (Select one or more final Report / Certificate) (7.4)</b>		
a)	Identification of report or certificate		
b)	Date of issue		
c)	Applicable measurement methodology		
d)	Inspection method		
e)	Description of work ordered		
f)	Sub – contractor’s results clearly identified		
g)	SADCAS TR 01: Part 1 - SADCAS symbol correctly used		
<b>2.</b>	<b>Records (7.3)</b>		
a)	All raw specified data, calculations and derivations available and correct		
b)	Traceability of all results to the performing operative		
c)	Records contain sufficient information to permit satisfactory evaluation of the inspection		
d)	Data transfers checked and correct? Are data transfer control checks appropriate and effective		
e)	Records permanent – no pencil, erasure fluid and all corrections made in such a manner that original records are clearly legible and correction authorized		
f)	Records safely stored, held secure and in confidence to the customer		
g)	Retention times defined		

**Additional/ General comments** *(This space may also be used to expand on comments in specific sections)*



<b>3.</b>	<b>Personnel (6.1)</b>	
a)	Staff responsible for inspections has the appropriate qualifications, training and experience and a satisfactory knowledge of the requirements of the inspections being carried out	
b)	Record of competence of each member of staff performing specific inspection tasks and to use specific equipment (applicable table)	
c)	Records of academic and other qualifications, training and experience maintained	
d)	Training system to ensure training with respect to technical and administrative aspects is kept up-to-date	
e)	SADCAS TR 03 - Signatory as per schedule of accreditation	
<b>4.</b>	<b>Inspection Methods and Procedures (7.1)</b>	
a)	Methods and Procedures used against which conformity can be determined	
b)	Methods and Procedures adequately addressed instructions on inspections, planning, sampling and inspection techniques	
c)	Non-standard Methods and Procedures appropriate and fully documented	
d)	Methods, written procedures, instructions, standards, worksheets, checklists and reference data maintained up-to-date and readily available to staff	
e)	Documented instructions for carrying out inspections safely	
<b>5.</b>	<b>Handling Inspection Samples and Items (7.2)</b>	
a)	Are the samples and items to be inspected uniquely identified to avoid confusion regarding the identity of such items at any time	
b)	Abnormalities recorded and customer informed accordingly	
c)	Sample preparation / Customer or Inspection Body	
d)	Documented procedures for the deterioration or damage to Inspection items	
e)	Samples statistically calculated to be adequate	

**Additional/ General comments** *(This space may also be used to expand on comments in specific sections)*

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<b>6.</b>	<b>Facilities and Equipment (6.2)</b>	
a)	Facilities and equipment suitable to permit all activities associated with the Inspection Body service to be carried out	
b)	Equipment properly identified	
c)	Equipment properly maintained in accordance with procedures and instructions	
d)	Equipment calibrated before being put to service (Refer to SADCAS F 121)	
e)	Equipment subjected to in-service checks between calibrations (Refer to SADCAS TR 09)	
f)	Traceability to national or international standards where applicable	
g)	Requirements for automated or computerized equipment are being followed	
h)	Non-conformities and corrective actions raised for defective equipment	
<b>7.</b>	<b>Sub -contracting (6.3)</b>	
a)	Any part of the Inspection sub-contracted	
b)	Bases for declaring the sub-contractor competent to perform the service	
c)	Customer informed of intention to sub-contract part of the inspection	
d)	Record and details of investigation of the competence and compliance of sub-contractors	
<b>8.</b>	<b>Confidentiality (6.4)</b>	
a)	Confidentiality of information maintained during the course of inspection activities	
b)	Propriety rights protected	
<b>9.</b>	<b>Complaints and Appeals (7.5 &amp; 7.6)</b>	
a)	Any complaints and appeals with regards to the records being examined	
b)	Records of complaints and appeals available as well as action taken by the Inspection Body	



**Additional/ General comments and Matters to follow up at next assessment**

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Signed Technical Assessor:		
Signed Team Leader:		Date: