Department: Conformity Assessment Centre

Division: Inspection

Laboratory: -

**Inspection Procedure**

**CACSM01P01**

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# Purpose

This procedure aims to explain the inspection process followed at CAC.

# Scope

This procedure applies to all inspections to be carried out by CAC no matter what their type or nature is. However, further details of the inspection process will be in the inspection scheme when it is available.

# Responsibilities

* The conformity Assessment Specialist of CAC is responsible for following up all the steps in this procedure.
* CAC Manager of inspection is responsible for the overall management of the inspection work done by CAC including assigning the work to the relevant technical manager.

# Procedure

The following procedure clarifies the general steps for carrying out inspection by CAC inspectors.

## Filling The Application Form

For every new customer, and in order to assess the absence of conflict of interest, a representative of manager of inspection provides the customer with the CAC inspection Application Form No. (CACSM01F01).

For routine jobs with CAC’s regular customers, who have signed agreements with CAC, no need to fill the application form every time they request a job, it is enough to fill the application once a year around the time for re-signing the agreement. They job request can be sent via fax, phone or e-mail. Unless specified otherwise in the inspection scheme.

## Nomination of Conformity Assessment Specialist (as inspector)

Manager of inspection forwards the job to the assigned Technical Manager by forwarding the application form to him, the technical manager can perform the inspection or assign a conformity specialist to carry out the inspection up to the point of issuing a certificate and inspection report.

For new inspection fields, where no technical manager is available at CAC, manager of inspection can resort to using an external inspector as per (CAC Inspector Selection & Monitoring Procedure CACSM01P05).

## Inspection Process

The inspectors will do the following steps within the inspection job:

## Application / Request Review

The nominated inspector gives the application/request an inspection number that will also be used for the certificate (Application form and Certificates numbering CACSM01W02). The application is reviewed regarding the following:

1. The absence of conflict of interest.
2. The identification of the scope of the inspection.
3. The capability of CAC to perform the requested inspection.
4. Any comments or concerns shall be formally recorded and feedback given to the customer for additional information, clarification etc...

The results of application review are documented in the inspection application form No. (CACSM01F01), and approved by the technical manager.

## Choosing the inspection methods and procedures

Depending on the field of inspection, the inspector does one of the following:

Decides to use an existing inspection scheme as a reference for the inspection job.

Prepares a new inspection scheme based on the technical manager directions (as per scheme building procedure CACSM01P02).

Chooses the appropriate standard/regulation to be followed based on the customer request.

## Opening a Folder for the Inspection Job

The inspector establishes and maintains a folder for the inspection work and all its related documents including for example the application form, the Inspection report, the inspection certificate, ***and photos taken during the inspection for inspected items*** etc...

## Planning

The inspector does the necessary preparations for performing the inspection including any planning required for the onsite visits, sampling, testing, evaluation etc...

~~If needed using overall project plan (CACSM01A05).~~

## Assigning Laboratory for Testing Purposes (if needed)

When it is needed to do testing of inspected items, the inspector follows the laboratory selection criteria procedure (CACSM01P04).

The inspector analyses the test results to decide on the compliance of the tested items with the relevant requirements.

Any relevant records are added to the inspection folder.

## Inspection

The inspector carries out the inspection process, using one or more of the inspection techniques specified below.

## Testing & Measurement

When the inspection decision is based on making testing and measurement related to the inspected item, the inspector shall ensure the proper equipment as per the relevant standard is used, and is capable of giving the required accuracy (through prior calibration and verification).

When it is necessary to use equipment owned by the manufacturer, the inspector shall ensure the equipment is adequate through obtaining the following documents from the manufacturer:

List of all equipment owned by the manufacturer needed for the inspection, including Equipment name, manufacturer, model, range and the accuracy of the equipment.

Calibration Certificates for these equipment (the certificates must be issued by ISO 17025 accredited calibration body).

Information about the laboratory conditioning control (temperature and humidity).

The technical manager shall examine the information received, and decide regarding the adequacy of the equipment compared with the requirements of the relevant test standards and also evaluate the calibration certificates of the equipment using (Form No. CACSM01P0101).

## Visual Examination

When the inspection decision is based on visual examination of the inspected item, techniques such as the follows are followed:

By eyes only – by eyes and magnifying glass

Existence – parts, signs, markings etc...

Defects – bend parts, cracked parts etc...

Indicators – wear indicators, leakage indicators etc...

Wear and tear – worn parts, rust, cracks etc...

By hearing for any relevant sounds.

Jarring – worn out bearings...

Squeaking – lack of grease, lubricants etc...

By feeling.

Touching – warm/cold, sharp/smooth, rough, etc...

Holding/sitting on – vibrations etc...

## Functional Examination

When the inspection decision is based on functional examination of the inspected item, techniques such as the follows are followed:

Testing On/Off functions

Horn, working lamps, indication lamps etc

Warning devices

Overload device – stability

Parking brake – not activated

## Assessment of Documentation

When the inspection decision is based on examination of documents and deciding upon the item’s compliance based on the relevant regulations.

The types of documents examined include:

Testing reports.

General safety instructions.

Installation instructions.

Maintenance instructions.

## Inspection Report and Certification

After finishing the inspection, the inspector prepares a report or certificate or both relevant to the inspection job that was performed.

The report/certificate shall contain at least the following contents:

The issuing body (Conformity Assessment Centre).

Report/certificate number.

Date of issue.

Date(s) of inspection.

Identification of the inspected item (kind of product, manufacturer, type designation, serial number).

Signature.

Statement of conformity (where applicable).

The inspection results (can be omitted from the certificate when a related report containing the results also exists).

# Related Documents

CACSM01