



SNAS

SLOVENSKÁ NÁRODNÁ AKREDITAČNÁ SLUŽBA

METHODICAL GUIDELINE FOR ACCREDITATION

**ACCREDITATION SCOPE AND SCOPE
SPECIFICATION OF ACCREDITATION
OF INSPECTION BODIES**

MSA–I/01

Edition: 5

Updating: 0

BRATISLAVA

June 2021

Elaborated by: Ing. Stanislav Musil, CSc.

Verified by: RNDr. Lívia Kijovská, PhD.

Approved by: Mgr. Martin Senčák

Effective from: 01.06.2021

By coming into force of this MSA expired the validity of MSA-I/01 February 1, 2019

This MSA has not been proof-read.

This MSA may not be reproduced and copied for resale

Access to MSA: [http:// www.snas.sk/](http://www.snas.sk/)

CONTENT		Page
1	INTRODUCTION	4
2	RELATED DOCUMENTS	4
3	TERMS AND DEFINITIONS	4
4	TYPE OF INSPECTION BODIES	4
5	FIELD AND SCOPE OF ACCREDITATION	5
5.1	FIELD OF ACCREDITATION	5
5.2	SCOPE OF ACCREDITATION	5
5.2.1	Type of an inspection body (type of an inspection)	6
5.2.2	Category of an inspection	6
5.2.3	Field (and sub-fields) of inspection	6
5.2.4	Range of inspection	6
5.2.5	Stage of inspection	7
5.2.6	Inspection requirements or criteria	7
5.2.7	Methods and procedures of inspection	7
5.3	LOCATIONS OF AN INSPECTION BODY	7
5.4	FUNCTION AND/OR LABORATORY TESTING	7
6	ANNEXES	8

1 INTRODUCTION

In this MSA I/01, principles for field and scope specification of accreditation as well as type of independence of an inspection body for purposes of accreditation, are delineated according to the Standard ISO/IEC 17020.

A guideline is binding for SNAS, applicants for accreditation and accredited persons.

2 RELATED DOCUMENTS

ISO/IEC 17000:2020 Conformity assessment. Vocabulary and general principles.

ISO/IEC 17020:2012 Conformity assessment. Requirements for operation of various types of bodies performing inspection.

ISO/IEC 17011:2017 Conformity assessment - Requirements for accreditation bodies accrediting conformity assessment bodies.

ILAC G28: 2018 Guideline for the Formulation of Scopes of Accreditation for inspection Bodies.

MSA I/02 Guidance on the application of ISO/IEC 17020:2012 (ILAC-P15:07/2016) to 22.11.2021

MSA I/02 Guidance on the application of ISO/IEC 17020:2012 (ILAC-P15:07/2016) from 22.11.2021

3 TERMS AND DEFINITIONS

For the purposes of this document, the terms and definitions given in standards ISO/IEC 17000, ISO/IEC 17020 and the following:

Field of accreditation

is a general definition of the activity of the subject operations that are accredited or accreditation is applied for.

Scope of Accreditation

is a detailed description of the subject's activities, the performance of which is accredited.

Activity Specification

is a range of activities which the subject applies for and which is by form identical to the "scope of accreditation", but its content may be different.

4 TYPE OF INSPECTION BODIES

Type of an inspection body shows a level of its independence. The inspection body shall be independent to the extent that is required with regards to the conditions under which it performs its services. Depending on these conditions are introduced three types of inspection bodies A, B, C:

Type A – an inspection body providing third party inspections (third party inspection body)

Type B – an inspection body providing first party inspections, second party inspections, or both, which forms a separate and identifiable part of an organization involved in the design, manufacture, supply, installation, use or maintenance of the items of inspect and which supplies inspection services only to its parent organization (in-house inspection body) ,

Type C – an inspection body providing first party inspections, second party inspections, or both, which forms an identifiable but not necessarily a separate part of an organizations involved in the design, manufacture, supply, installation, use or maintenance of the items it inspects and which supplies inspection services to its parent organization or to other parties, or to both.

Inspection body working in several Types of independence

If an inspection body forms a part of a legally identifiable part of an organization and seeks to operate as an inspection body Type A in a certain scope and in other scope as an inspection body Type B or C it shall to fill the field and scope of accreditation of relevant type of inspection body (tables 1 – 4) for each type of inspection body separately. The tables are a part of Annex OA-5 to the Application for accreditation services.

Note: Specimens of the Tables 1 – 4 are shown in the Annex.

5 FIELD AND SCOPE OF ACCREDITATION

5.1 Field of accreditation

Field of accreditation are generally defined inspection activities which are accredited or which inspection body applies for accreditation.

Note: Field of accreditation of a given inspection body is delineated in the Accreditation Certificate and provides a brief information on the character and orientation of inspection activity.

5.2 Scope of accreditation

Scope of accreditation is a detailed description of activities inspection body is accredited for.

Scope of accreditation delineates all activities of an inspection body which concern objects of the accreditation. Scope of accreditation should be sufficiently clearly defined so that a potential client could unambiguously and exactly define the item of inspection, type and scope of inspection and if necessary, regulations, standards or specifications containing requirements which the inspection will be aimed at.

Scope of accreditation is defined by:

- a) type of an inspection body (type of an inspection)
- b) category of an inspection
- c) field (and sub-fields) of inspection
- d) range of inspection
- e) stage of inspection
- f) inspection requirements or criteria
- g) methods and procedures of inspection

Note: Scope of accreditation of an inspection body is given in Annex to the Decision and to the Accreditation Certificate.

Specification of a field and scope of accreditation is stated in the **Table 1** uniformly for all types of inspection bodies seeking accreditation, re-accreditation, accreditation extension or other inspection service. The completed table is annexed OA5 “Applications for accreditation service” and is considered the proposed scope of accreditation. The content of the table can be modified during assessment or after its completion taking into account assessment results and actual fulfilling of the Standard criteria.

5.2.1 Type of an inspection body (type of an inspection)

Type of inspection body refers to a level of its independence. The inspection body shall be independent to the extent that is required with regard to the conditions under which it performs its services. In order to be accredited each subject of the scope would be assessed according to the level of independence and in compliance with definitions of type A or B or C in the ISO/IEC 17020:2012 Annex A. Depending on these conditions there are three types A, B, C of inspection body established.

5.2.2 Category of an inspection

Inspection category refers to the nature of the item inspected, as listed in the definition of inspection in ISO/IEC 17020:2012 i. e. **product, process, service or installation**. See note on inspection categories at the end of this guidance document for further clarification.

The importance of these four “categories” is that examination of anything that cannot be “categorised” as a **product, process, service or installation** is outside the definition of inspection and therefore cannot be accredited as inspection in accordance with ISO/IEC 17020:2012.

5.2.3 Field and sub-field of inspection

A broad area of activity in which inspection is used. Inspection field may be divided into sub-fields where appropriate.

The number of levels of subdivision of inspection fields is not limited. Generally, subdivision of fields represents a reduction of risk. Subdivisions may be used to systematically refine the definition of the products, processes, services or installations covered by the scope of accreditation. Subdivisions of inspection fields may be used to define different inspection

activities on a particular product, process, service or installation. Subdivisions of inspection fields should not be used to define different stages or categories of inspection as these are distinct concepts in this document.

Subdivision of fields into sub-fields is not mandatory, provided that it is not inevitable.

5.2.4 Range of inspection

Limits on inspection work within an inspection field or sub-field delimited by appropriate textual or numeric parameters. The range of inspection is used to place limits on the items inspected within those represented by an inspection field and sub-fields. The range is generally the most detailed parameter defining the items that may be inspected under a specific accreditation scope item.

If an inspection body has demonstrated competence to inspect all items included in the fields and subfields listed, **there is no duty for a range to be quoted.**

5.2.5 Stage of inspection

The point in the life cycle of a product, process, service or installation at which inspection takes place. Stages of inspection are relevant when different inspection competencies (knowledge, skills and experience) are required for inspections of the same inspected item at different times.

Stages of inspection should be used only when relevant

5.2.6 Inspection requirements and criteria

Inspection requirements or criteria against which conformity is assessed by inspection body. Inspection requirements are most commonly expressed in published standards, regulations, inspection scheme rules, inspection methods or contractual requirements but may also be general requirements such as safety or fitness for purpose, based on professional judgement.

5.2.7 Methods and procedures of inspection

Methods and procedures of inspection represent a sequence of steps or modes applied for performance of a particular inspection activity. They are defined, as a rule, in requirements for conformity assessment. These requirements are delineated in relevant Acts, regulations, Standards, resolutions, public notices, prescripts and specifications and generally are incorporated into own inspection procedures. If they are not prepared or accessible, the inspection body has to prepare and document its own methods and procedures.

Testing standards/procedures, procedures of measurement and sampling procedures cannot be separately accredited according to ISO/IEC 17020:2012.

5.3 Sites of an inspection body

If an inspection body has sites in several locations it is obliged, in **Table 2**, to mention their all addresses, included virtual places and to identify items of inspection scope which are inspected in that locations (ISO/IEC 17011:2017, art. 7.2.1b).

Note: For the case of more sites and / or branches these are listed in the scope of accreditation as a note with introduction of inspections (subjects of inspection) which are carried out.

5.4 Functional and/or laboratory testing

If an inspection body performs or requires for inspection purpose also functional testing or measurement and/or laboratory testing, the **Table 3** shall be completed and annexed to the Application. In the Table the inspection body shall state a list of “F” functional tests, measurement “M” and/or “L” laboratory tests performed together with a list of related technical equipment used for. It shall be also stated whether the test is performed by the inspection body personnel “V” or by subcontracting “D”.

6 ANNEXES

Annex 1: Specimens of Tables

Annex 2: ILAC-G28:07/2018 - informative

ANNEX 1: SPECIMENS OF ELABORATED TABLES
Field and scope of accreditation
Field of accreditation:

(text in Slovak and in English which will be quoted in the Accreditation Certificate)

Inšpekcia tlakových, zdvíhacích, elektrických, plynových zariadení a ich častí, inšpekcia technických podmienok pre prevádzkovanie liehovarníckych závodov.

Inspection of pressure, lifting, electric, gas equipment and their parts. Inspection of technical specifications for operating of distiller plants.

Scope of accreditation:
Specimen of Table 1

(Text which will be mentioned in the Annex to the Accreditation Certificate)

Example No 1

Inspection Body Type C						
Ord. No	Category of inspection	Field of inspection (and sub-fields)	Range of inspection	Stage of inspection	Inspection requirements and criteria	Methods and procedures of inspection
1	Installation	Food industry and Agriculture Sub-field a) Livestock retention installation		before export	Law on animal products 1999	IP 1/2017
2	Product	Food industry and Agriculture Sub-field a) Livestock medical investigation	cattle poultry	before slaughter	Law on animal products 1999	IP 2/2017 Procedure on sampling OP 3/2018 STN EN...

Example No 2

Inspection Body Type A						
Ord. No	Category of inspection	Field of inspection (and sub-fields)	Range of inspection	Stage of inspection	Inspection requirements and criteria	Methods and procedures of inspection
1	Product	Engineering Mechanical devices				
1a)		Sub-field a) Cranes and lifting devices Mobile cranes	< 100 T	Production In-use	EN XXXXX Regulation Y	OS 1/2018/ZZ
1b)		Sub-field b) Free lifting devices		In-use	Safety assessment	OS 2/2018/ZZ

Example No 3

Inspection Body Type A						
Ord. No	Category of inspection	Field of inspection (and sub-fields)	Range of inspection	Stage of inspection	Inspection requirements and criteria	Methods and procedures of inspection
1	Process	Manufactured Items Building products Factory inspection	Building glass Fire products	Production Production	EN XXXXX EN YYYYY	OD-11/14 OD-21/14 OD-22/14

Instruction for completing Table 1:
Type of inspection body:

to be declared A, B, C or their combination.

Field of accreditation:

To be specified general description of the object of inspection in Slovak and in English which is accreditation sought for.

Scope specification of accreditation:**Column 1: Ordinal number:**

To be declared ordinal numbers of inspection items according to the classification proposed by the applicant for accreditation.

Column 2 – Category of inspection:

to be declared according to the definition of inspection in ISO/IEC 17020:2012 product, process, service or installation.

Column 3 – Field of inspection (and sub-fields):

A broad area of activity in which inspection is used. Inspection fields may be divided into sub-fields where appropriate.

Column 4 – Range of inspection:

Limits on inspection work within an inspection field or sub-field delimited by appropriate textual or numeric parameters.

Column 5 – Stage of inspection:

The point in the life cycle of a product, process, service or installation at which inspection takes place.

Column 6 – inspection requirements or criteria:

Inspection requirements and criteria against which conformity is assessed by inspection body.

Column 7 – Methods and procedures:

To specify method and procedures, it should come out of the point 5.2.7.

As inspection procedure will be state the identification of the relevant act, regulation, standard, public notice, prescript etc. with reference to specific article, paragraph, clause etc. according to which the inspection is performed and/or the own inspection body's operation procedure. If the methods and procedures of inspection are specified in international documents (e. g directive or regulation of the European Parliament and of the Council) which are transformed into national legislation (e. g regulations of the relevant ministries), both documents will be provided (national document in parentheses) within the methods and procedures.

Within the Methods and procedures of inspection the **inspection procedures are stated at first** and till after them are stated **testing standards / procedures, procedures of measurement and sampling**, which are part of inspection activities.

Note: If the inspection body has more individual sites, sites and items of inspection of the scope of accreditation to perform, or other relevant information will be provided in note.

Table 2 - Specimen
Sites of the inspection body

No.	Address of the inspection body's site	Item of the inspection of the site
1.	Záhumenská 48, 011 68 Žilina	1, 2
2.	Lietavská 28/B, 040 17 Košice	1

Instruction for completing Table 2:
Column 3 – Item of the inspection of the site:

Identification of the items of inspection of individual sites to be done by means of ordinal numbers of the items of the inspection from Table 1 (column 1).

Table 3 - Specimen
Scope of tests during inspection

No.	Tested characteristic / measured quantity	Type of test	Testing instrument / sampling method	Type of provider
1.	pressure	M	barometer	V

Instruction of completing Table 3:
Column 1 – Ordinal number:

Ordinal number to be mentioned in this column

Column 2 – Tested characteristic/measured quantity:

Tested characteristic / measured quantity to be described (identified) in this column.

Column 3 – Type of test:

Type of test will be mentioned in this column. Functional tests are indicated by letter “F”, laboratory tests by letter “L”, measurement by letter M.

Column 4 – Testing instrument / sampling method:

In the case of functional test “F” the name or characteristic of the equipment necessary for its performance will be mentioned. In the case of a laboratory test “L” the sampling method will be mentioned.

Column 5 – Type of test provider / measurement provider:

Type of test provider will be mentioned in this column. If the test is carried out by the inspection body the letter “V” will be mentioned, if it is subcontracted the letter “D”.

*Table 4- Specimen***Calibration "in-house"**

(calibration, metrological activities conducted its own inspection body)

Calibration „in-house“ Yes No

List of calibrations performed "in-house" (just in case the previous answer "yes")

Instructions for completing Table 4:line - Calibration "in-house":

The inspection body marks the relevant field with a cross according to whether it does or does not conduct or undertake calibration or metrology tasks alone.

In the case the inspection body conducts the calibration or metrology tasks by itself, it completes the relevant table.

ANNEX 2: ILAC-G28: 07/2018 – informative

See web page:

[ILAC G28:07/2018 Guideline for the Formulation of Scopes of Accreditation for Inspection Bodies](#)
