

**METHODICAL GUIDELINE FOR ACCREDITATION****MSA – I/01****ACCREDITATION SCOPE AND SCOPE SPECIFICATION OF  
ACCREDITATION OF INSPECTION BODIES**

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## **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-P15:05/2020), issue 3, version 2

## **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:

### **3.1 FIELD OF ACCREDITATION**

is a general definition of the scope of activities that accreditation is applied for or has been granted.

### **3.2 SCOPE OF ACCREDITATION**

is a detailed description of the subject's activities, for which accreditation is requested or has been granted.

### **3.3 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.

### **4.1 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 is generally defined inspection a scope 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 for which accreditation is requested or has been granted.

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 or accreditation extension. 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 (in Annex No. 2 – ILAC G28, Chapter 2.7 and Table No. 1).

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 of incorrect definition of inspection activities. 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.

### 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 defined fields and subfields listed, the range does not need to be specified. Otherwise, its specification is required.

### 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 and criteria against which the inspection body assesses compliance most often occur in relevant laws, regulations, standards, decrees, etc., where individual requirements and criteria are described. Inspection requirements or criteria against which conformity is assessed by inspection body.

The inspection requirements or criteria must state a specific law, regulation, standard, decree or other document that specifies specific requirements or criteria for the inspection activity performed, the so-called standard inspection methods.

Considering that SNAS does not accredit inspection bodies for a flexible scope of accreditation, it is not allowed to state general wording of criteria, such as "according to customer requirements", "according to technical specifications" or "according to technical

standards" without stating in which standards the inspection requirements and criteria are stated, or the document/procedure must be stated where the inspection requirements and criteria are located, according to which conformity is assessed.

If the inspection body uses a non-standard inspection method developed by the inspection body or the client, these methods must be appropriate and fully documented in the form of an internal document. The documented inspection procedure must contain the exact scope of the inspection activity, a detailed description of the activities performed, the criteria for evaluating the subject of the inspection and a sample output document.

This internal document cannot be changed by the inspection body in the part describing the performance of the inspection activity - i.e. the scope of the inspection, the inspection procedure, the evaluation criteria (together with a list of precisely specified standards/documents, or with precisely defined technical specifications) and the sample output document cannot be modified. If the inspection body considers it necessary to modify the work procedure for performing the inspection, it must apply to SNAS for an extension of accreditation, where this procedure will be assessed by SNAS with the inclusion of new standards or new technical specifications.

Formal changes to work procedures (such as those where the scope of the inspection, the inspection procedure, the evaluation criteria (with a list of standards/documents, with technical specifications) and the sample output document do not change) can be carried out by inspection bodies without the assessment of SNAS.

### 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. The inspection body has to prepare and document its own methods and procedures.

Where justified, an inspection body may have sampling accredited to ISO/IEC 17020:2012 as a separate activity. Resolution EA 2022 (52) 11 states that the preferred standard for sampling is ISO/IEC 17025, but where appropriate, ISO/IEC 17020 – Conformity assessment – Requirements for the operation of various types of inspection bodies may also be used for the accreditation of bodies carrying out sampling as a separate activity, provided that all the relevant requirements of the preferred standard are applied as additional requirements within the accreditation process.

If the inspection body wants to carry out a measurement on another occasion than as part of an inspection specified in the accreditation certificate, it cannot declare such measurement itself to be accredited according to ISO/IEC 17020 in accordance with MSA I/02 ((ILAC-G27: 07/2019) Appendix 1 Chapter 2.1.

### **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 of the inspection body, the note states at which site/branch inspections are carried out for individual items of the scope of accreditation.*

### **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

## 6.1 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)	cattle poultry	before slaughter	Law on animal products 1999	IP 2/2017  Procedure on sampling OP 3/2018 STN EN...

		Livestock medical investigation				
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Example No 2

<b>Inspection Body Type A</b>						
<b>Ord. No</b>	<b>Category of inspection</b>	<b>Field of inspection (and sub-fields)</b>	<b>Range of inspection</b>	<b>Stage of inspection</b>	<b>Inspection requirements and criteria</b>	<b>Methods and procedures of inspection</b>
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

<b>Inspection Body Type A</b>						
<b>Ord. No</b>	<b>Category of inspection</b>	<b>Field of inspection (and sub-fields)</b>	<b>Range of inspection</b>	<b>Stage of inspection</b>	<b>Inspection requirements and criteria</b>	<b>Methods and procedures of inspection</b>
1	Process	Manufactured Items				

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		Building products				
		Factory inspection	Building glass	Production	EN XXXXX	OD-11/14
			Fire products	Production	EN YYYYY	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. As a rule, the relevant law, regulation, standard, decree, etc., where the individual requirements and criteria are described, is cited.

The Inspection Requirements or Criteria must state a specific law, regulation, standard, decree or other document that states specific requirements or criteria for the performed inspection activity, the so-called standard inspection methods.

Considering that SNAS does not accredit inspection bodies for a flexible scope of accreditation, it is not allowed to state general wording of criteria, such as "according to customer requirements", "according to technical specifications" or "according to technical standards" without stating in which standards the inspection requirements and criteria are stated, or the document/procedure must be stated where the inspection requirements and criteria are located, according to which conformity is assessed.

**Column 7 – Methods and procedures:**

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

The inspection procedure shall state the inspection procedure itself and, if necessary, another general regulation (e.g. methodological instructions) on which the inspection procedure is based. If tests are performed during the inspection and they need to be specified, these test standards shall also be included (e.g. AMS, EMS, etc.).

**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.

*Table 2 - Specimen*

**Sites of the inspection body**

<b>No.</b>	<b>Address of the inspection body's site</b>	<b>Item of the inspection of the site</b>
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.

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**6.2 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](#)