



مركز الإمارات العالمي للاعتماد

Emirates International Accreditation Centre

المتطلبات العامة لاعتماد جهات التفتيش

General Accreditation Requirements for Inspection Bodies

EIAC-RQ-IB-001

Signatories			
Approved:		Director, Inspection Bodies Accreditation Department	
Revision history			
Issue no.	Rev. No.	Details	Date
1	00	First Issue for use under EIAC Name	15-11-2018
1	01	Simplifying the requirement through the following modifications: <ul style="list-style-type: none">DefinitionsAdd clauses 4.2 & 4.3Re-arrange clauses 5, 6 & 7 Add clause 6.6.12	28-01-2020
1	02	1- Modify in: <ul style="list-style-type: none">Details of payment terms (point 4.1)Certificate validity clarification (point 6.5)Content of the Inspection Report/certificate (point 6.6) Added Annex A: Report/Certificate Structure	06-10-2020
1	03	Revised to include the implementation of ILAC P15 by the IBs (point 3.1.1)	20-09-2021
1	04	1.1.2 rephrasing 4.3.2 point d split into d and e 4.6 added “Critical Finding” 4.8 Elaboration 6.5 Elaboration Annex A, fine-tuned for certificate/report submission	17-03-2023
1	05	Revised due to the incorporation of the new identity of the Dubai Government	23-07-2024
1	06	Revised due to a modification in the Definitions section (add the definition of Critical Components and Areas) and clause # 6.6.10	04-10-2024



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1 Scope

1.1 Inspection Services:

1.1.1 This document is applicable to all Inspection Bodies that are certifying the various items used in construction, manufacturing, marine, and other related industries. This document is used as a supplementary accreditation criteria along with ISO/IEC 17020 international standard.

1.1.2 Following are sample of the scope-specific supplementary accreditation requirements that were prepared for Inspection Bodies to comply with:

Scope	Document Number
General Accreditation Requirements for Inspection Bodies	EIAC-RQ-IB-001
Lifting Equipment and Lifting Accessories	EIAC-RQ-IB-002
Scaffolds	EIAC-RQ-IB-003
Pressure Equipment	EIAC-RQ-IB-004
Non-destructive Testing (NDT)	EIAC-RQ-IB-005
Fairground and Amusement Equipment	EIAC-RQ-IB-006

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2 Definitions

2.1 Inspection Body (IB)

Body that performs inspection.

2.2 Inspection

Any physical activity related to ensuring that an item, in its entirety and at a given location or environment, meets the specified design and operating Standards and is safe to operate for a specified period. The period is defined by the fact that the item should remain always the same.

2.3 Inspection Certificates

Certificates issued by EIAC accredited Inspection Body, to indicate compliance of an inspected item with safety requirements and its fitness for use,

2.4 Inspection Report

When the inspected item does not comply with the requirements of the relevant standards, an Inspection Report shall be issued, the full description as to why the inspected item failed the inspection.

Inspection reports issued by IBs with sufficient detailed record of the inspection and its result along with checklist and recommendations. In some cases inspection report may be produced instead of the inspection certificate to indicate the compliance of the item inspected, for example Nondestructive Testing “NDT”, in this case the produced report shall clearly indicate whether the item inspected complies or does not comply with the relevant requirement.

2.5 Related Authority

Regulatory bodies such as Dubai Municipality (i.e., Public Health and Safety Department, Building Department and Environmental Department), Dubai Police, Dubai Civil Defense, Department of Civil Aviation, Dubai Ports Authority- Ports Customs, Dubai Health Authority, Dubai Economic Department, Knowledge and Human Development Authority (KHDA) & Free zone Corporation and Jebel Ali Free Zone Authority (JAFZA).

2.6 Shall

The word Shall is used when stating a mandatory requirement.

2.7 Should

The word “Should” is used when the statement is advisory.

Components and areas that if failure occurs the Equipment may become unstable and/or cause the load to fall.



3 General Requirements

- 3.1 The inspection body applying for accreditation as per this program shall have a management system, which includes the following as minimum:
- 3.1.1 Proper documentation of its policies, procedures and operations in accordance with the documentation requirements of ISO/IEC 17020:2012 “Conformity assessment — Requirements for the operation of various types of bodies performing inspection”, the relevant standard of inspection and/or test methods, according to which it is to be accredited, as well as any additional requirements set by EIAC here within this document and other related documents, as stipulated in clause 2.1.2 of this document. Policies, procedures and other documentation shall take into consideration the implementation of the latest edition of the ILAC-P15 and in accordance with the time frame or transition given by EIAC.
- 3.1.2 Facilities properly equipped with the tools and instruments appropriate for the type and range of inspections under accreditation as minimum.
- 3.1.3 Suitable and qualified technical and administrative staff in the Inspection Body.
- 3.2 The Inspection Body shall prepare work program/plan for its activities with a frequency suitable to its nature of work.
- 3.3 The Inspection Body shall prepare an approved list of authorized inspectors (however prepared), and it shall include the following (as minimum):
- Name of inspector;
 - Scope of authority;
 - Date of authorization; and
 - Sample signature.

The list shall be prepared in a way to allow traceability of when inspectors' scope of authority was initially granted and when it was updated; thus, keeping records of old/obsolete authorization lists.



4 Accountability and Integrity

- 4.1 The Inspection Body shall have clear rules for the fees charged for the inspection services and for the issuance of the Inspection Certificate/Report; and advance terms of payments for each (i.e., inspection service fees shall be charged in advance after contractual agreement is established and prior commencing the onsite inspection activities while Certificate/Report fees shall be charged prior or during the delivery of the Certificate/Report).
- 4.2 When an Inspection Body undertakes an inspection of any item, inspectors are required to be capable of making identification of all types of findings related to the item under inspection.
- 4.2.1 Findings shall be classified as Critical Findings and Findings.
- 4.2.2 Target dates of both types of findings shall be clearly indicated in the Inspection Report.
- 4.2.3 Critical Finding shall be closed prior issuance of the Inspection Certificate.
- 4.2.4 Findings does not necessarily prevent issuance of the Certificate; however, the Certificate may be limited to the time given for closure of those findings.
- 4.3 Inspection Checklist:
- 4.3.1 The Inspection Body shall prepare and use checklist forms containing all the requirements of relevant inspection standards. The checklist forms shall contain the results of evaluating the inspection methods. The Inspector shall sign off the checklist after recording all necessary information.
- 4.3.2 Inspection certificate shall be traceable to the inspection report and onsite checklist. The onsite checklist shall include all necessary details and areas related to the inspection for example:
- Document required and the result of review of those documentations along with the criteria for review of each.
 - List of the component inspected and their inspection methods and techniques and result of their inspection. The components shall be classified into safety critical components and any supporting as well as ancillary components.
 - Any additional supplementary required inspections (i.e., NDT, Pressure Equipment, Torque Verifications.... etc.)
 - Where applicable, and where the use of qualified staff from the facility to perform a certain task as part of the inspection (i.e., Operators, Signal Man, Riggers... etc.), the staff details and their qualifications shall be in accordance with the requirements of the local regulations.
 - The IB shall have a clear strategy on identifying the type of the findings and its significance, with reference to the standard, local regulation, requirements, or other applicable references.
 - IB's Inspector shall have suitable evidence to support his/her decision of issuance of the Certificate/Report. This shall include items listed in clause 6.6 and shall clearly indicate/demonstrate the condition of the item and components inspected before and after rectification.



- 4.4 If the inspected item found not complying with the requirements of the relevant standards, only an Inspection Report shall be issued.
- 4.5 If the inspected item is found unsafe and can result in an imminent danger, the Inspection Body shall advise the owner to cease use of the inspected item through an Inspection Report and shall send copy of this report immediately to the related authority regulating the operation of the inspection item (where applicable).
- 4.6 The Inspection Body shall have the ability to identify the inspected item. If the inspected item, and some of their critical components, cannot be identified, this shall be reported as a Critical Finding and shall be reported immediately to the related authority (where applicable).
- 4.7 The re-inspection shall be performed by the same Inspection Body for the inspected item that failed the inspection. In case the client did not respond for the re-inspection, within the given time in the inspection report, the related authority regulating the operation of the inspection item shall be immediately informed.
- 4.8 In case a notification was raised against the accredited Inspection Body, that resulted from an accident, incident or possible misconduct, and, as a result of the official investigation by EIAC, it was determined that the accredited inspection body was responsible, EIAC shall immediately suspend the inspection body's accredited scope and exclude the inspector who performed the concerned inspection from the list of authorized inspectors. A special assessment will be immediately carried out by EIAC related to the management system and technical competence of the inspection body under suspension and, subsequently, related to clauses of EIAC-RQ-GEN-01 related to suspension & withdrawal of accreditation will be applicable.



5 Management System

- 5.1 Inspection Bodies having more than one physical location may operate under one management system if those locations are accredited and have access to the management system documents/policies.
- 5.2 Inspection Bodies having more than one physical location may share technical resources if those locations are accredited and have legally enforceable agreement(s).
- 5.3 Inspection Bodies having physical limitations over the provision of their inspection services, due to, for instance, the size of the inspection tools (i.e., Vehicle Lift) or legal boundaries for mobilizing their inspection tools (i.e., Radiographic Testing Room), and have multi-inspection sites, shall provide those sites with an access to the management system documents/policies.
- 5.4 Internal audits:
- 5.4.1 The Inspection Body's internal management system audit program for the on-site audit of inspectors shall be designed so that, within each cycle of the audit program, at least one inspector is witnessed/evaluated thoroughly on-site. The program shall also ensure that each of the inspectors engaged in inspection is assessed at least once within a period of 3 years for each of the fields in which they are authorized.
- 5.4.2 The Chief/Senior inspector (however named) shall co-sign the checklist whenever he makes verification visits to the site.
- 5.4.3 The audit program shall ensure that where inspections are managed from locations other than a central location (e.g., Branch offices), including those located overseas, the audit program encompasses these different locations in a systematic way over the 3 years validity period of the accreditation cycle.
- 5.4.4 The records of the internal management system audits produced shall be in such a way that will enable the inspection body to verify the previous inspections. Inspection bodies shall describe this point in their management system.



6 Inspection Reports and Certificates

- 6.1 After an Inspection Body has completed an inspection and found the inspected item in conformance with the requirements, the Inspection Body shall issue an Inspection Certificate.
- 6.2 The Inspection Body shall produce an Inspection Certificate to fulfill the clients' needs, the related authority requirements, and the applicable clauses of the relevant code/standard.
- 6.3 Only authorized Inspectors shall sign their own Inspection Certificates and/or Reports; those Inspectors are responsible for the technical validity and accuracy of all information contained in the Inspection Certificate and Inspection Reports.
- 6.4 Computer-generated signatures (i.e., e-signature) are allowed on the Inspection Certificates/Reports, subject to provision of adequate evidence for the integrity (access and control) over those electronically generated signatures.
- 6.5 An Inspection Certificate shall be issued with a nominal life as specified in the related EIAC Requirements, or the relevant inspection criteria. The validity of the certificate shall be defined based on the nearest expiry date of any associated Conformity Assessment Certificates/Reports (i.e., PPE, Pressure Equipment, Calibration, Torque, NDT... etc.) and according to the regulatory requirements where the inspection is taking place:

Note 1: If the NDT report is expiring in a month time from the date of issuance of the Inspection Certificate, the Inspection Certificate validity shall be in line with the NDT Report expiration date. Once the new NDT Report is renewed, the Inspection Certificate validity shall be updated accordingly, with no extra cost.

Note 2: Commercial or professional license expiration date should not impact the validity of the Inspection Certificate. However, it is still needed to be part of the Annex A.

- 6.6 The Inspection Certificate/Report shall be structured as indicated in Annex A, and shall include the following information as a minimum:
- 6.6.1 Designation of the document, i.e., as an Inspection Report or an Inspection Certificate, as appropriate.
- 6.6.2 Identification of the document, i.e., date of issue and unique identification (i.e., Inspection Certificate/Report number).
- 6.6.3 Identification of the issuing Inspection Body Name and address of the Inspection Body issuing/endorsing the certificate.
- 6.6.4 Identification of item Owner's/Contractor's name and address.
- 6.6.5 Description of the inspection work ordered.
- 6.6.6 Date(s) of inspection and type(s) of inspection.
- 6.6.7 Information on where the inspection was carried out (i.e., the address of the premises at which the Inspection was made).
- 6.6.8 Manufacturer or supplier of inspected item name and address.

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- 6.6.9 Inspected item unique identification number and operating capacity limit(s) (i.e., Working Load Limit, Safe Working Load Limit).
- 6.6.10 Identification of the component(s) inspected, including the Critical Components and their applicable inspection criteria (e.g., local regulation, standard, manufacturer document... etc.).
- 6.6.11 Where applicable, any reservations or restrictions (limitation) on the use or maximum capacity of the inspected item.
- 6.6.12 Where applicable, a clear reference (with document number, issue date and revision number) to:
- 6.6.12.1 Manufacturers' instructions and recommendations¹;
- 6.6.12.2 Maintenance procedure;
- 6.6.12.3 Inspected item logbook, including the daily/weekly/monthly checks.
- 6.6.12.4 Local regulations (where the inspection is taking place or where the equipment is intended to be used or combination of both);
- 6.6.12.5 The Operations & Use Risk Assessment (OURA) that is developed by the owner.
- 6.6.12.6 Initial Approval Certificate (i.e., Design review report, Inspection of manufacturing process report and Initial inspection report).
- 6.6.12.7 Conformity Assessment Certificates/Reports, issued by an accredited Conformity Assessment Body, that is part of the overall equipment Inspection (whether subcontracted through the Inspection Body or its Client), for example:
- a. NDT Reports;
- b. Structural bolts Inspection Certificates;
- Note: Structural bolts covers all bolts as part of any structure (i.e., buildings, machineries – regardless of the intended use, infrastructures... etc.) except the first use of the equipment if it was done directly by the manufacturer of the equipment.
- a. Pressure Equipment Inspection Certificates.
- b. PPE Inspection Certificates.
- c. Operators Competency Certificates.
- d. Calibration Certificates.
- e. Water Testing Reports.
- 6.6.13 When applicable, information on what has been omitted from the original scope of work.
- 6.6.14 Applicable Reference Standard/Code and/or brief description of the inspection method(s) and procedure(s) used, mentioning the deviations from, additions to, or exclusions from the agreed methods and procedures.
- 6.6.15 Identification of measuring and testing tools.

¹ Standard/Safe Operating procedure developed by the Owner/Operator is not equivalent to a manual issued by the Manufacturer.



- 6.6.16 If any part of the inspection work has been subcontracted, the results of this work shall be clearly identified.
- 6.6.17 The due date of next Inspection and, where applicable, the due date of next Proof Load Test (please refer to the specific requirement, as stipulated in clause 1.1.2 of this document).
- 6.6.18 Where applicable, details of any major repairs/alterations carried out on the inspected item, provided that the client informs Inspection Body's inspector of any modifications or structural repairs.
- 6.6.19 Where applicable, details of previous Inspection(s) performed.
- 6.6.20 Results of Inspection, including a declaration of conformity and any defects or other non-compliances found (results shall be supported by tables, graphs, sketches, and photographs as evidence of both the Inspection and compliance).
- 6.6.21 A statement that Inspection results are exclusively related to the work ordered, the object(s), or the lot inspected.
- 6.6.22 A statement that the Inspection Certificate/Report shall not be reproduced except in full without the approval of the Inspection Body and the client.
- 6.6.23 A statement that the Inspection Certificate will only be valid if operated by competent personnel, according to the local regulations where inspection is taking place.
- 6.6.24 Name(s), signature(s), and designation(s) of the staff member(s) who have performed the Inspection.
- 6.6.25 Clearly defined liability clause of the Inspection Body.
- 6.6.26 Information on the environmental conditions during the Inspection.
- 6.6.27 Where applicable, and if not specified in the Inspection method or procedure, reference to, or description of, the sampling method and information on where, when, how and by whom the samples were taken.
- 6.6.28 For Scaffold Inspection:
- 6.6.28.1 Measurement of Scaffolding Structure (H, W & L).
- 6.6.28.2 Location of Scaffolding with gridlines indication.
- 6.6.28.3 Scaffolding classification.
- 6.6.28.4 Scaffolding number of working platforms.

7 References

ISO/IEC 17020, Conformity assessment — Requirements for the operation of various types of bodies performing inspection.



8 Annex A

Certificate/Report Structure

S.N.	Contents	Description
1	Cover page	<ul style="list-style-type: none">• Photo of the inspected item• Stage of Inspection• Name of the Inspected item• Location of the inspected item• Owner of the inspected item
2	Table of content	Including all attachments and annexures, which is part of the submission to the client.
3	Inspection details	Detailed Inspection result structured as below: <ul style="list-style-type: none">• Inspection Certificate or Inspection Report• Annexure A – Mechanical/Structural Report• Annexure B – Electrical Report• Annexure C – Functional Report

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