

Checklist against ISO/IEC17020:2012



The following pages present the criteria from ISO/ IEC 17020: 2012 standard , "Conformity assessment – Requirements for the operation of various types of bodies performing inspection" in a checklist format. Quality Management System (QMS) documentation and supporting quality records must be available for the assessor's review.

Assessor Instructions:

Every checklist item must be accompanied by a tick mark in the yes (Y), no (N), or not applicable (NA) space. Submit this checklist as a part of the assessment documentation. This serves to help you as an assessor and the CAB and may save a significant amount of assessment time and cost.

Review the CAB's documented QMS to verify compliance with the applicable Standard documentation requirements. Assess to verify that the documented QMS is indeed implemented as described. Record comments related to any requirement in the space provided and sign on the appropriate line below. Assess the efficiency of the CAB's QMS and technical competence to perform inspection. All deficiencies must be identified and explained in the Non-Conformity Reports.

Inspection Body Name: -----

Personnel information (Names, Titles, and Responsibilities):

Quality Manager: -----

Technical Manager: -----

Key Technical Staff and Their Unique Capability¹:

I, hereby, attest that all CAB document references below as well as actual CAB practice have been assessed for compliance with the relevant clauses of ISO/IEC 17020 (section no. 4 and 5). Any areas of noncompliance have been fully described in the NC Report.

Assessor Signature: -----

Date: -----

¹ A "Key technical staff person" is anyone whose absence or departure would reduce the CAB's competence to carry out one or more tasks.

Note: the paragraphs in bold indicate the new requirements in the ISO/IEC17020:2012

Checklist against ISO/IEC17020:2012**4. Management requirements**

	The Requirements	Compliance			Reference in Quality Manual and Quality Procedures /Documents	Remarks
		Yes	No	NA		
4 General requirements						
4.1	Impartiality and independence: Indicate how the following requirements are addressed/ implemented.					
4.1.1	Are Inspection activities undertaken impartially?					
4.1.2	Is the Inspection Body responsible for the impartiality of its inspection activities and does it allow commercial, financial or other pressures to compromise impartiality?					
4.1.3	Does the Inspection Body identify risks to its impartiality on an on-going basis?					
	Does it include those risks that arise from its activities, its relationships, or from the relationships of its personnel?					
	However, such relationships do not necessarily present an inspection body with a risk to impartiality. NOTE: A relationship that compromises the impartiality of the Inspection Body can be based on ownership, governance, management, personnel, shared resources, finances, contracts, marketing (including branding), and payment of a sales commission or other inducement for the referral of new customers, etc.					
4.1.4	If a risk to impartiality is identified, is the Inspection Body able to demonstrate how it eliminates or minimizes such risk?					

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Checklist against ISO/IEC17020:2012

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		Yes	No	NA		
4.1.5	Is the top management of the Inspection Body commitment to impartiality?					
4.1.6	Is the Inspection Body independent to the extent that is required with regard to the conditions under which it performs its services?					
	Depending on these conditions does it meet the minimum criteria stipulated in the Annex A (normative)?					
4.2	Confidentiality: Indicate how the following requirements are addressed/ implemented.					
4.2.1	Is the inspection body responsible, through legally enforceable commitments, for the management of all information obtained or created during the performance of inspection activities?					
	Does the inspection body inform the customer, in advance, of the information it intends to place in the public domain?					
	Except for information that the customer makes publicly available, or when agreed between the inspection body and the customer (e.g. for the purpose of responding to complaints), are all other information considered proprietary information and regarded as confidential? NOTE: Legally enforceable commitments can be, for example, contractual agreements.					
4.2.2	When the Inspection Body is required by law or authorized by contractual commitments to release confidential information, is the customer or individual					

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Checklist against ISO/IEC17020:2012

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	concerned, unless prohibited by law, notified of the information provided?					
4.2.3	Is information about the customer obtained from sources other than the customer (e.g. complainant, regulators) treated as confidential?					
5 Structural requirements						
5.1	Administrative requirements: Indicate how the following requirements are addressed/ Implemented.					
5.1.1	Is the Inspection Body a legal entity, or a defined part of a legal entity, such that it can be held legally responsible for all its inspection activities? NOTE: A governmental inspection body is deemed to be a legal entity on the basis of its governmental status.					
5.1.2	Is the Inspection Body that is part of a legal entity involved in activities other than inspection identifiable within that entity?					
5.1.3	Does the Inspection Body have documentation which describes the activities for which it is competent?					
5.1.4	Does the Inspection Body have adequate provision (e.g. insurance or reserves) to cover liabilities arising from its operations? NOTE: The liability can be assumed by the State in accordance with national laws or by the organization of which the inspection body forms a part.					
5.1.5	Does the inspection body have documentation describing the contractual conditions under which it provides the inspection except					

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Checklist against ISO/IEC17020:2012

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	when it provides inspection services to the legal entity of which it is a part?					
5.2	Organization and management: Indicate how the following requirements are addressed/ Implemented.					
5.2.1	Is the Inspection Body structured and managed so as to safeguard impartiality?					
5.2.2	Is the Inspection Body organized and managed so as to enable it to maintain the capability to perform its inspection activities? NOTE: Inspection schemes can require that the inspection body participates in the exchange of technical experience with other inspection bodies to maintain this capability.					
5.2.3	Did the Inspection Body define and document the responsibilities and reporting structure of the organization?					
5.2.4	Where the legal entity, of which the Inspection Body is a part, also performs other conformity assessment activities, is the relationship between these activities defined?					
5.2.5	Does the inspection body have available one or more person(s) as technical manager(s), however named, that have overall responsibility to ensure that the inspection activities are carried out in accordance with this International Standard?					
	Are the person(s) fulfilling this function technically competent and experienced in the operation of the inspection body?					

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Checklist against ISO/IEC17020:2012

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	Where the inspection body has more than one technical manager, are the specific responsibilities of each manager defined and documented?					
5.2.6	Does the inspection body have one or more named person(s) who will deputize in the absence of any technical manager responsible for on-going inspection activities?					
5.2.7	Does the Inspection Body have a job description or other documentation for each position category within its organization involved in inspection activities?					
6 Resource requirements						
6.1	Personnel: Indicate how the following requirements are addressed/ Implemented.					
6.1.1	Did the inspection body define and document the competence requirements for all personnel involved in inspection activities including requirements for education, training, technical knowledge, skills and experience? NOTE: The competence requirements can be part of the job description or other documentation mentioned in 5.2.7.					
6.1.2	Does the Inspection Body employ, or have contracts with a sufficient number of persons, with the required competencies, including, where needed, the ability to make professional judgments, to perform the type, range and volume of its inspection activities?					
6.1.3	Do the personnel responsible for inspection have appropriate qualifications, training, experience					

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Checklist against ISO/IEC17020:2012

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	and a satisfactory knowledge of the requirements of the inspections to be carried out?					
	Do they also have relevant knowledge of: <input type="checkbox"/> the technology used for the manufacturing of the products inspected, operation of processes and delivery of services; <input type="checkbox"/> the way in which products are used, processes are operated and services delivered; and <input type="checkbox"/> any defects which may occur during the use of the product, any failures in the operation of the process and any deficiencies in the delivery of services?					
	Do they understand the significance of deviations found with regard to the normal use of the products, operation of the processes and the delivery of services?					
6.1.4	Does the Inspection Body make clear to each person their duties, responsibilities and authorities?					
6.1.5	Does the Inspection Body have documented procedures for: <input type="checkbox"/> selecting, <input type="checkbox"/> training, <input type="checkbox"/> formally authorizing, <input type="checkbox"/> monitoring inspectors and <input type="checkbox"/> other personnel involved in					

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	inspection activities?					
6.1.6	Does the documented procedures for training (6.1.4) address the following stages: a) an induction period; b) a mentored working period with experienced inspectors; and c) Continuing training to keep pace with developing technology and inspection methods.					
6.1.7	Does the training required depend upon the ability, qualifications and experience of each inspector and other personnel involved in inspection activities and upon the results of monitoring (6.1.8)?					
6.1.8	Do personnel familiar with the inspection methods and procedures monitor all inspectors and other personnel involved in inspection activities for satisfactory performance?					
	Are results of monitoring used as one means to identify training needs (6.1.7)? NOTE: Monitoring can include a combination of techniques such as on-site observations, report reviews, interviews, simulated inspections and other techniques to					

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	assess performance and will depend on the nature of inspection activities					
6.1.9	Is each inspector observed On-site unless there is sufficient supporting evidence that the inspector is continuing to perform competently? NOTE: It is expected that on-site observations are performed in a way that minimizes the disturbance of the inspections, especially from the customer's viewpoint.					
6.1.10	Are records of monitoring, education, training, technical knowledge and experience of each member of its personnel involved in inspection activities maintained by the Inspection Body?					
6.1.11	Is the way in which personnel involved in inspection activities are remunerated such that it influences the results of inspections?					
6.1.12	Do all personnel of the Inspection Body, either internal or external, that could influence the inspection activities, act impartially?					
6.1.13	Are all personnel of the inspection body including sub-contractors, personnel of external bodies, or individuals					

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Checklist against ISO/IEC17020:2012

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	acting on the inspection body's behalf keeping confidential all information obtained or created during the performance of the inspection activities, except as required by law?					
6.2	Facilities and equipment: Indicate how the following requirements are addressed/ Implemented.					
6.2.1	Does the Inspection Body have available to it suitable and adequate facilities and equipment to permit all activities associated with the inspection activities to be carried out in a competent and safe manner? NOTE: The inspection body need not be the owner of the facilities or equipment that it uses. Facilities and equipment can be borrowed, rented, hired, leased or provided by another party (e.g. the manufacturer or installer of the equipment). However, the responsibility for the suitability and the calibration status of the equipment used in inspection, whether owned by the inspection body or not, lies solely with the inspection body.					
6.2.2	Does the Inspection Body have					

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	rules for the access to and the use of specified facilities and equipment used to perform inspections?					
6.2.3	Does the Inspection Body ensure the continued suitability of the facilities and the equipment mentioned in 6.2.1 for their intended use?					
6.2.4	Are all equipment having a significant influence on the results of the inspection, i.e. the conclusion about conformity with requirements, defined and, where appropriate, uniquely identified?					
6.2.5	Are all equipment (6.2.4) properly maintained, in accordance with documented procedures and instructions?					
6.2.6	Where appropriate, are measurement equipment having a significant influence on the results of the inspection calibrated: <input checked="" type="checkbox"/> before being put into service and <input checked="" type="checkbox"/> Thereafter according to an established program?					
6.2.7	Is the overall program of calibration of equipment designed and operated so as to ensure that, wherever applicable, measurements made by the Inspection Body are traceable to national or					

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	International Standards of measurement where available.					
	Where traceability to national or International Standards of measurement is not applicable, the Inspection Body shall provide satisfactory evidence of correlation or accuracy of inspection results.					
6.2.8	Are reference standards of measurement held by the Inspection Body used for calibration only and for no other purpose?					
	Are reference standards of measurement calibrated providing traceability to a national or International Standard of measurement?					
6.2.9	Where relevant, are equipment subjected to inservice checks between regular recalibrations?					
6.2.10	Are reference materials traceable to national or International Standard reference materials where they exist?					
6.2.11	Where relevant for the outcome of inspection activities, does the Inspection Body have procedures for: a) selection and approval of suppliers; b) verification of incoming goods and services ; c) ensuring appropriate storage					

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Checklist against ISO/IEC17020:2012

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	facilities.					
6.2.12	Where applicable, is the condition of stored items assessed at appropriate intervals to detect deterioration?					
6.2.13	If the inspection body uses computers or automated equipment in connection with inspections, does it ensure that: a) computer software is adequate for use; NOTE: this can be done by: <input type="checkbox"/> validation of calculations before use <input type="checkbox"/> periodic revalidation of related hardware and software <input type="checkbox"/> revalidation whenever changes are made to related hardware or software <input type="checkbox"/> software updates implemented as required					
	b) Procedures are established and implemented for protecting the integrity and security of data; and					
	c) computer and automated equipment is maintained in order to ensure proper functioning?					
6.2.14	Does the Inspection Body have documented procedures for dealing with defective equipment?					
	Are defective equipment removed from service by segregation, prominent labeling					

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	or marking?					
	Does the Inspection Body examine the effect of defects on: <input checked="" type="checkbox"/> previous inspections and <input checked="" type="checkbox"/> when necessary, take appropriate corrective action?					
6.2.15	Is relevant information on the equipment, including software, recorded?					
	Does it include identification, and where appropriate, information on calibration and maintenance?					
6.3	Sub-contracting: Indicate how the following requirements are addressed/ Implemented.					
6.3.1	Does the inspection body itself normally perform the inspections which it contracts to undertake?					
	Where an inspection body sub-contracts any part of the inspection, does it ensure and is it able to demonstrate that the sub-contractor is competent to perform the activities in question and, where applicable, complies with the relevant requirements stipulated in this International Standard or in other relevant conformity assessment standards? NOTE 1: Reasons to sub-contract can be an unforeseen or abnormal overload,					

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	<p>key inspection staff members are incapacitated or key facilities or items of equipment are temporarily unfit for use or part of the contract from the client involves inspection not covered by the inspection body's scope or is beyond the capability or resources of the inspection body.</p> <p>NOTE 2: The terms "sub-contracting" and "outsourcing" are considered to be synonyms.</p> <p>NOTE 3: Where the inspection body engages individuals or employees of other organizations to provide additional resources or expertise, these individuals are not considered to be subcontractors provided they are formally contracted to operate under the inspection body's management system. (See 6.1.2).</p>					
6.3.2	Does the Inspection Body inform the customer of its intention to sub-contract any part of the inspection?					
6.3.3	Whenever work, which forms part of an inspection, is carried out by sub-contractors, does the responsibility for the					

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Checklist against ISO/IEC17020:2012

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	determination of conformity of the inspected item with the requirements remain with the Inspection Body?					
6.3.4	Does the Inspection Body record and retain details of its investigation of the competence of its sub-contractors and of their conformity with the applicable requirements of this International Standard?					
	Does the Inspection Body maintain a register of all sub-contractors?					
7 Process requirements						
7.1	Inspection methods and procedures: Indicate how the following requirements are addressed/ Implemented.					
7.1.1	Does the inspection body use the methods and procedures for inspection which are defined in the requirements against which inspection is to be performed?					
	Where these are not defined, did the inspection body develop specific methods and procedures to be used (see 7.1.3)?					
	Does the inspection body inform the customer if the inspection method proposed by the customer is considered to be inappropriate? NOTE: The requirements against which the					

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	inspection is performed are normally specified in regulations, standards or specifications, inspection schemes or contracts. Specifications may include customer or in-house requirements.					
7.1.2	Does the inspection body have and use adequate documented instructions on inspection planning and on sampling and inspection techniques, where the absence of such instructions could jeopardize the effectiveness of the inspection process? Where applicable, does the inspection body have sufficient knowledge of statistical techniques to ensure statistically sound sampling procedures and the correct processing and interpretation of result?					
7.1.3	When the inspection body has to use inspection methods or procedures which are non-standard, are such methods and procedures appropriate and fully documented? NOTE: A standard inspection method is one that has been published, for example, in international, regional or national					

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	standards or by reputable technical organizations or by cooperation of several inspection bodies or in relevant scientific text or journals. This means that methods developed by any other means, including by the inspection body itself or by the customer, are considered to be non-standard methods.					
7.1.4	Are all instructions, standards or written procedures, worksheets, check lists and reference data relevant to the work of the inspection body maintained up-to-date and be readily available to the personnel?					
7.1.5	Does the inspection body have a contract or work order control system which ensures that: a) work to be undertaken is within its expertise and that the organization has adequate resources to meet the requirements; NOTE: Resources can include but are not limited to facilities, equipment, reference documentation, procedures or human resources.					
	b) the requirements of those seeking the					

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	inspection body's services are adequately defined and that special conditions are understood so that unambiguous instructions can be issued to personnel performing the duties to be required;					
	c) work being undertaken is controlled by regular review and corrective action;					
	d) the requirements of the contract or work order have been met?					
7.1.6	When the inspection body uses information supplied by any other party as part of the inspection process, does it verify the integrity of such information?					
7.1.7	Are observations or data obtained in the course of inspections recorded in a timely manner to prevent loss of relevant information?					
7.1.8	Are calculations and data transfers subject to appropriate checks? NOTE: Data can include textual material, digital data and anything else that is transferred from one location to another where errors could be introduced.					
7.1.9	Does the Inspection Body have documented instructions for carrying out					

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	inspection in a safe manner?					
7.2	Handling inspection items and samples: Indicate how the following requirements are addressed/ Implemented.					
7.2.1	Does the inspection body ensure items and samples to be inspected are uniquely identified to avoid confusion regarding the identity of such items and samples?					
7.2.2	Does the Inspection Body establish whether the item to be inspected has been prepared?					
7.2.3	Are any apparent abnormalities notified to, or noticed by, the inspector recorded?					
	Where there is any doubt as to the item's suitability for the inspection to be carried out, or where the item does not conform to the description provided, does the Inspection Body contact the customer and record the outcome before proceeding?					
7.2.4	Does the Inspection Body have documented procedures and appropriate facilities to avoid deterioration or damage to inspection items while under its responsibility?					
7.3	Inspection records: Indicate how the following requirements are addressed/					

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	Implemented.					
7.3.1	Does the Inspection Body maintain a record system (see 8.4) to demonstrate the effective fulfillment of the inspection procedures and enable an evaluation of the inspection?					
7.3.2	Is the inspection report or certificate internally traceable to the inspector(s) who performed the inspection?					
7.4	Inspection reports and inspection certificates: Indicate how the following requirements are addressed/ Implemented.					
7.4.1	Are the work carried out by the Inspection Body covered by a retrievable inspection report or inspection certificate?					
7.4.2	Does the inspection report / certificate include all of the following?					
	a) identification of the issuing body;					
	b) unique identification and date of issue;					
	c) date(s) of inspection;					
	d) identification of the item(s) inspected;					
	e) signature or other indication of approval, by authorized personnel;					
	f) a statement of conformity where applicable; and					
	g) the inspection results except where detailed					

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	in accordance with clause 7.4.3. NOTE: Optional elements which can be included in inspection reports or certificates are provided in Annex B (informative).					
7.4.3	Do the Inspection Body only issue an inspection certificate that does not include the inspection results (7.4.2 g) when the Inspection Body can also produce an inspection report containing the inspection results and both the inspection certificate and inspection report are traceable to each other?					
7.4.4	Are all information (7.4.2) reported correctly, accurately, and clearly?					
	Where the inspection report or inspection certificate contains results supplied by subcontractors, are these results clearly identified?					
7.4.5	Are corrections or additions to an inspection report or inspection certificate after issue recorded in accordance with the relevant requirements of this section (see 8.4)?					
	Is the amended report or certificate identifying the report or certificate it replace?					

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7.5	Complaints and appeals: Indicate how the following requirements are addressed/ Implemented.					
7.5.1	Does the Inspection Body have a documented process to receive, evaluate and make decisions on complaints and appeals?					
7.5.2	Does the Inspection Body have a documented process to receive, evaluate and make decisions on complaints and appeals?					
7.5.3	Upon receipt of a complaint, does the Inspection Body confirm whether the complaint relates to conformity assessment activities that it is responsible for and, if so, shall deal with it?					
7.5.4	Is the inspection body responsible for all decisions at all levels of the handling process for complaints and appeals?					
7.5.5	Does investigation and decision on appeals result in any discriminatory actions?					
7.6	Complaints and appeals procedure: Indicate how the following requirements are addressed/ Implemented.					
7.6.1	Does the handling process for complaints and appeals include at least the					

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	following elements and methods: a) description of the process for receiving, validating, investigating the complaint or appeal, and deciding what actions are to be taken in response to it;					
	b) tracking and recording complaints and appeals, including actions undertaken to resolve them;					
	c) ensuring that any appropriate action is taken.					
7.6.2	Is the body receiving the complaint or appeal responsible for gathering and verifying all necessary information to validate the complaint or appeal?					
7.6.3	Whenever possible, does the body acknowledge receipt of the complaint or appeal, and provide the complainant or appellant with progress reports and the outcome?					
7.6.4	Is the decision to be communicated to the complainant or appellant made by, or reviewed and approved by, individual(s) not involved in the original inspection activities in question?					
7.6.5	Whenever possible, does the body give formal					

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	notice of the end of the complaint and appeals handling process to the complainant or appellant?					
8 Management system requirements for inspection bodies:						
8.1	General: Indicate how the following requirements are addressed/Implemented.					
8.1.1	Does the Inspection Body establish and maintain a management system that is capable of achieving the consistent fulfillment of the requirements of this International Standard in accordance with either Option A or Option B?					
8.1.2	Option A - The management system of the body shall address the following: <input checked="" type="checkbox"/> General management system documentation (e.g., manual, policies, definition of responsibilities – 8.2); <input checked="" type="checkbox"/> Control of documents (8.3); <input checked="" type="checkbox"/> Control of records (8.4); <input checked="" type="checkbox"/> Management review (8.5); <input checked="" type="checkbox"/> Internal audit (8.6); <input checked="" type="checkbox"/> Corrective actions (8.7); <input checked="" type="checkbox"/> Preventive actions (8.8); <input checked="" type="checkbox"/> Complaints and appeals (see 7.5 and 7.6).					
8.1.3	Option B – Does the body that has established and maintains a management system, in accordance with the requirements of ISO					

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	9001, and that is capable of supporting and demonstrating the consistent fulfillment of the requirements of this International Standard fulfils the management system section (Section 8) requirements?					
8.2	General management system documentation (option A): Indicate how the following requirements are addressed/ Implemented.					
8.2.1	Did the Inspection Body's top management establish, document, and maintain policies and objectives for fulfillment of this International Standard and do they ensure the policies and objectives are acknowledged and implemented at all levels of the Inspection Body's organization?					
8.2.2	Does the top management provide evidence of its commitment to the development and implementation of the management system and its effectiveness in achieving consistent fulfillment of this International Standard?					
8.2.3	Did the Inspection Body's top management appoint a member of management who, irrespective of other					

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	responsibilities, have responsibility and authority that include: a) ensuring that processes and procedures needed for the management system are established, implemented and maintained, and					
	b) reporting to top management on the performance of the management system and any need for improvement.					
8.2.4	Are all documentation, processes, systems, records, etc. related to the fulfillment of the requirements of this International Standard included, referenced, or linked to documentation of the management system?					
8.2.5	Do all personnel involved in inspection activities have access to the parts of the management system documentation (and related information above) that are applicable to their responsibilities?					
8.3	Control of documents (option A) Indicate how the following requirements are addressed/ Implemented.					
8.3.1	Did the Inspection Body establish procedures to control the documents (internal and					

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	external) that relate to the fulfillment of this International Standard?					
8.3.2	Do the procedures define the controls needed to:					
	a) approve documents for adequacy prior to issue;					
	b) review and update as necessary and reapprove documents;					
	c) ensure that changes and the current revision status of documents are identified;					
	d) ensure that relevant versions of applicable documents are available at points of use;					
	e) ensure that documents remain legible and readily identifiable;					
	f) ensure that documents of external origin are identified and their distribution controlled; and					
	g) prevent the unintended use of obsolete documents, and to apply suitable identification to them if they are retained for any purpose. NOTE: Documentation can be in any form or type of medium and includes proprietary and in house developed software.					
8.4	Control of records (option A): Indicate how the following requirements are addressed/					

Note: the paragraphs in bold indicate the new requirements in the ISO/IEC17020:2012

Checklist against ISO/IEC17020:2012

	The Requirements	Compliance			Reference in Quality Manual and Quality Procedures /Documents	Remarks
		Yes	No	NA		
	Implemented.					
8.4.1	Did the Inspection Body establish procedures to define the controls needed for the identification, storage, protection, retrieval, retention time and disposition of its records related to the fulfillment of this International Standard?					
8.4.2	Did the Inspection Body establish procedures for retaining records for a period consistent with its contractual and legal obligations?					
	Are access to these records consistent with the confidentiality arrangements?					
8.5	Management review (option A): Indicate how the following requirements are addressed/ Implemented.					
8.5.1	General					
8.5.1.1	Did the Inspection Body's top management establish procedures to review its management system at planned intervals to ensure its continuing suitability, adequacy and effectiveness, including the stated policies and objectives related to the fulfillment of this International Standard?					
8.5.1.2	Are these reviews conducted at least once a year?					

Note: the paragraphs in bold indicate the new requirements in the ISO/IEC17020:2012

Checklist against ISO/IEC17020:2012

	The Requirements	Compliance			Reference in Quality Manual and Quality Procedures /Documents	Remarks
		Yes	No	NA		
8.5.1.3	Alternatively, is a complete review broken up into segments (a rolling review) completed within a 12 month time frame?					
	Are records of reviews maintained?					
8.5.2	Review inputs					
	Does the input to the management review include information related to:					
	a) results of internal and external audits;					
	b) feedback from customers and interested parties related to the fulfillment of this International Standard;					
	c) the status of preventive and corrective actions;					
	d) follow-up actions from previous management reviews;					
	e) the fulfillment of objectives;					
	f) changes that could affect the management system; and					
	g) appeals and complaints.					
8.5.3	Review outputs					
	Does the outputs from the management review include decisions and actions related to:					
	a) improvement of the effectiveness of the management system and its processes;					
	b) improvement of the inspection body related to the fulfillment of this International Standard; and					
	c) resource needs					
8.6	Internal Audit (Option A): Indicate					

Note: the paragraphs in bold indicate the new requirements in the ISO/IEC17020:2012

Checklist against ISO/IEC17020:2012

	The Requirements	Compliance			Reference in Quality Manual and Quality Procedures /Documents	Remarks
		Yes	No	NA		
	how the following requirements are addressed/ Implemented.					
8.6.1	Did the inspection body establish procedures for internal audits to verify that it fulfills the requirements of this International Standard and that the management system is effectively implemented and maintained? NOTE: ISO 19011 provides guidelines for conducting internal audits.					
8.6.2	Was an audit program planned, taking into consideration the importance of the processes and areas to be audited, as well as the results of previous audits?					
8.6.3	Does the Inspection Body conduct periodic internal audits covering all procedures in a planned and systematic manner, to verify that the management system is implemented and is effective?					
8.6.4	Are Internal audits performed at least once every 12-months. The frequency of internal audits may be adjusted depending on the demonstrable effectiveness of the management system and its proven stability.					
8.6.5	Do the inspection body shall ensure that: a) internal audits are conducted by qualified personnel knowledgeable in inspection, auditing and the					

Note: the paragraphs in bold indicate the new requirements in the ISO/IEC17020:2012

Checklist against ISO/IEC17020:2012

	The Requirements	Compliance			Reference in Quality Manual and Quality Procedures /Documents	Remarks
		Yes	No	NA		
	requirements of this International Standard;					
	b) auditors do not audit their own work;					
	c) personnel responsible for the area audited are informed of the outcome of the audit;					
	d) any actions resulting from internal audits are taken in a timely and appropriate manner;					
	e) any opportunities for improvement are identified; and					
	f) the results of the audit are documented?					
8.7	Corrective actions (option A): Indicate how the following requirements are addressed/ Implemented.					
8.7.1	Did the Inspection Body establish procedures for identification and management of nonconformities in its operations?					
8.7.2	Does the Inspection Body also, where necessary, take actions to eliminate the causes of non-conformities in order to prevent recurrence?					
8.7.3	Are corrective actions appropriate to the impact of the problems encountered?					
8.7.4	Do the procedures define requirements for:					
	a) identifying non-conformities					
	b) determining the causes of non-conformity;					
	c) correcting non-conformities;					
	d) evaluating the need for actions to ensure that non-conformities do not recur;					
	e) determining and implementing in a timely manner, the actions					

Note: the paragraphs in bold indicate the new requirements in the ISO/IEC17020:2012

Checklist against ISO/IEC17020:2012

	The Requirements	Compliance			Reference in Quality Manual and Quality Procedures /Documents	Remarks
		Yes	No	NA		
	needed;					
	f) recording the results of actions taken; and					
	g) reviewing the effectiveness of corrective actions?					
8.8	Preventive actions (option A): Indicate how the following requirements are addressed/ Implemented.					
8.8.1	Did the Inspection Body establish procedures for taking preventive actions to eliminate the causes of potential nonconformities					
8.8.2	Are preventive actions taken appropriate to the probable impact of the potential problems?					
8.8.3	Do the procedures for preventive actions define requirements for:					
	a) identifying potential non-conformities and their causes;					
	b) evaluating the need for action to prevent the occurrence of non-conformities;					
	c) determining and implementing the action needed;					
	d) recording the results of actions taken; and					
	e) reviewing the effectiveness of the preventive actions taken					
	NOTE: The procedures for corrective and preventive actions do not necessarily have to be separate.					
Additional Requirements (Required for surveillance and reaccreditations assessments)						
	Use of the Symbol					
	Is the accredited inspection body utilizing the correct symbol?					
	Is the symbol reproduced in a size					

Note: the paragraphs in bold indicate the new requirements in the ISO/IEC17020:2012

Checklist against ISO/IEC17020:2012

The Requirements	Compliance			Reference in Quality Manual and Quality Procedures /Documents	Remarks
	Yes	No	NA		
that is clearly distinguishable?					
Is the symbol reproduced in accordance with JAS-AU "Instructions on the use of JAS symbol and logo"					
Is the symbol identifiable?					
<p>Is the accredited inspection body properly using the symbol on:</p> <p>a) Promotional material and business stationary?</p> <p>b) Inspection certificates?</p> <p>c) Website?</p> <p>d) Technical literature?</p> <p>e) Business reports?</p> <p>f) Quotations or proposals for work?</p> <p>(symbols may only be listed for accredited inspection bodies)</p> <p>Note: Where statements of opinion and interpretation are outside the scope of the accreditation, the inspection body shall include a statement such as "the opinions/interpretations expressed on this report are outside the scope of this inspection body accreditation." in the report or certificate.</p>					
<p>Is the accredited inspection body appropriately using the symbol by not placing the symbol on:</p> <p>a) Legal documents (i.e. contracts or checks)?</p>					
b) On inspection body certificates or any other material referencing work or items not covered by scope of accreditation?					
c) Any documentation of sites that are not accredited by JAS-AU?					
d) On sub-contractor's certificates					

Note: the paragraphs in bold indicate the new requirements in the ISO/IEC17020:2012

Checklist against ISO/IEC17020:2012

	The Requirements	Compliance			Reference in Quality Manual and Quality Procedures /Documents	Remarks
		Yes	No	NA		
	or documentation					
	Where inspections outside the scope of the accreditation are included on reports, certificates or enclosed letters with results, has the inspection body clearly defined "This inspection body is not accredited for the inspection marked"?					

Note: the paragraphs in bold indicate the new requirements in the ISO/IEC17020:2012