



KAN-P-03

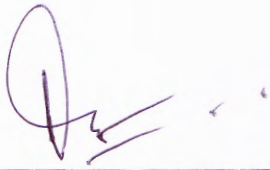
KAN Policy on peer inspectors for inspection body assessments

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APPROVAL SHEET

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List of amendment

No.	Date	Part number revised	Brief description of changes	Part revision number
1	12/06/08	Identification document DPLI 16	Identification document changed to KAN P-03	2
2	07/04/16	I.5	Change requirements into APLAC MR 001 Document issue no. 21, dated 2014/09	3
3	07/04/16	III.6 i)	Delete "...as amplified by EA-5/01(draft IAF/ILAC of Requirement for inspection bodies)."	3

KAN POLICY TO USE PEER INSPECTORS FOR INSPECTION BODY ASSESSMENTS

I PURPOSE

- I.1 One of the functions of KAN is to assess and accredit the competence of inspection bodies to carry out specified fields and types of inspection and subsequently to ensure by monitoring that the KAN required standards for accreditation of inspection bodies are maintained.
- I.2 KAN establishes policies related to use peer inspectors for inspection body assessment program to support the operation of KAN based on SNI ISO/IEC 17011.
- I.3 The primary function of policies to use peer inspectors is to assess inspection body's ability to competently perform inspection for which KAN accreditation scope is being sought.
- I.4 The principal feature of assessment of an inspection body is that it is a peer assessment system whereby fellow peers from other inspection body or government agencies will assess the inspection body seeking accreditation. The scheme therefore maintains a community spirit among the inspection bodies and contributes to the improvement of technical capability of inspection services.
- I.5 The policies are also to fulfil the requirements that stated in APLAC MR 001 Document issue no. 21, dated 2014/09.

II REQUIREMENT OF INSPECTOR FOR INSPECTION BODIES

- II.1 The inspection body shall have a sufficient number of permanent inspectors with the range of expertise to carry out its normal functions.
- II.2 Permanent inspector is those who are employed by or under long-term contract to the inspection body.
- II.3 They may be employed either on a full-time basis or part-time basis.
- II.4 Where it is necessary to use inspector for temporary situations, such inspector should be formally contracted for the period that the inspection body requires them.
- II.5 The inspection body should ensure that such inspector is effectively supervised and competent and that they work in accordance with the inspection body's quality management system.
- II.6 The inspection body shall have a sufficient number of permanent competent inspector having the education, training, technical knowledge, skills and experience necessary for handling the category, range and volume of work performed.

- II.7 For professional judgment to be exercised the inspector who is responsible for inspection, should perform or effectively supervise the inspection.
- II.8 An applicant inspection body should define and document the qualifications, training, experience and the level of knowledge required for the inspections to be carried out. KAN will assess the appropriateness of such qualifications, training, experience and the level of knowledge for the scope of inspections to be accredited.
- II.9 The inspection body shall provide guidance for the conduct of its inspector. It may include issues related to work ethics, impartiality, personal safety, and relationship with customers, company rules and any other issues needed to assure the proper conduct of inspection body inspector.
- II.10 The inspector is required to maintain confidentiality, and to sign a Code of Conduct specifying the need to declare any potentials for conflict of interest.
- II.11 The inspection body should be established requirement for inspector to ensure that the quality of inspections is not compromised by financial considerations.

III GUIDANCE FOR KAN ASSESSOR TEAM TO WITNESS INSPECTORS IN INSPECTION BODY ASSESSMENTS

- III.1 When deciding on the types of inspection to be witnessed, account will be taken of the following:
 - a) variety of products, services, processes and plant covered by the inspection activities;
 - b) skills needed by inspector;
 - c) any statutory requirements; and
 - d) the extent to which inspectors are required to exercise professional judgment.
- III.2 As a minimum, one inspector carrying out inspections will be assessed on-site for the fields and types of inspection on the accreditation schedule.
- III.3 When deciding on which inspectors will be assessed, account will be taken of:
 - a) new inspectors recruit or new inspector authorizations;
 - b) qualifications and experience of inspectors;
 - c) location of operation of the inspection;
 - d) any statutory requirements;
 - e) the extent to which inspectors are required to exercise professional judgment.
- III.4 If none of the inspectors can cover the entire scope of a specific field then more than one inspector will be assessed for that field. Where there are any evidences which casts doubt on the competence of inspection staff, the sample size of inspectors assessed on site shall be increased.
- III.5 KAN assessors will ensure that their roles during on-site assessment of inspections are as the observers and they will not influence the inspection being performed.

III.6 KAN assessors will be looking to see that as a minimum:

- a) the inspector has the competence for the inspection performed;
- b) the inspector's competence is consistent with the records;
- c) the inspector has been supplied with all necessary documented inspection methods and procedures;
- d) the procedures are up-to-date;
- e) the inspector implements the procedure in full and correctly;
- f) records of all observations are made while on site as required by the procedure;
- g) records clearly identify what has been inspected, using what method/procedure,
- h) all findings that indicate immediate or urgent action are reported as required to the client whilst on site;
- i) reports comply with the inspection body requirements for accreditation SNI ISO/IEC 17020.