

CESI-INSPECTION SCHEME

TYPE A INSPECTIONS

REGULATIONS

Document under surveillance by CESI Technical Committee for Certification (CTC). It replaces the Regulations C0014992.

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Issue date: September 08, 2021



ISP N° 024E

Membro degli Accordi di Mutuo Riconoscimento EA, IAF e ILAC
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Capitale sociale € 8.550.000 interamente versato
C.F. e numero iscrizione Reg. Imprese di Milano 00793580150
P.I. IT00793580150
N. R.E.A. 429222

REVISION HISTORY

Revision Number	Date	CESI Ref. Number	List of variations and modified clauses
7	2021/09/08	C1014194	Modified the header of the document.
6	2020/09/28	C0014992	§ 1: eliminated the product defined as production processes and the references to document compliance analysis. § 2: eliminated the definitions of manufacturing and quality plans. Eliminated § 3.2.1 Inspection to the manufacturing process of products. Introduced text improvements.
5	2019/02/26	B9002893	Modified the ACCREDIA logo on the front page. Added revision history table. § 1: references with updated documents. § 3.3: defined the issuing languages of the Report and the Inspection Certificate. § 3.4.: added the section regarding the CESI logo use. § 5: added the section with the criteria for amending and accepting these regulations.
4	2011/12/02	B1033347	§ 2: definition of the Inspection certificate. § 3.3: defined the rules for issuing the inspection Certificate.
3	2010/10/15	B0032936	Replacement of SINCERT with ACCREDIA.
2	2006/12/01	A6027755	General review. § 1: request for acceptance by the Applicant of the SINCERT RG-03 regulation. § 3.2: the Applicant may object to the inspector. § 4: all complaints and appeals are examined by the CTC alone.
1	2005/06/15	A5019391	§ 1: use of competent personnel and supervision by the CTC. § 2: definition of IB of Type A. § 4: all complaints and appeals are examined by the CTC alone.
0	2004/11/02	A4517623	First issue.

1 GENERAL

These Regulations apply to the inspection activities carried out by CESI, as Type A Inspection Body, in the field of ACCREDIA accreditation No. 024E of conformity with the standard ISO/IEC 17020 and the application guidelines ILAC-P15.

The Regulations apply to inspections to tests and functional checks on products and manufactured items in the electrical and electronic sector. This activity may include an analysis of the compliance of the project with the applicable normative documents, or of the sample with the reference technical documentation.

The execution of the activities is subject to the acceptance by the Applicant of ACCREDIA Regulations RG-01-04¹ as applicable as well as of the recognition of the right of ACCREDIA Inspectors to be able to access its premises (together with CESI Inspectors).

CESI guarantees that the personnel involved in the activity are not in conditions of conflict of interest and offer the necessary guarantees of confidentiality.

Pursuant to the standard ISO/IEC 17020², the access to the Scheme is not discriminatory, nor conditioned by the size of the company, nor by membership or not in any association or group, but is open to any Applicant submitting a formal request, regardless of the number of Inspection Reports already issued to it.

2 DEFINITIONS

• **Inspection**

Examination of a design, a product, a service, a process, a plant and determination of their conformity with specified requirements or, on the basis of a “professional decision”, with general requirements. The inspection to a process includes personnel, structures, technologies and methods.

Note. The results of the inspection may be used as a basis for the Certification of type conformity.

• **Type A Inspection Body**

Inspection body that provides inspection services ensuring independence of judgment and that complies with the criteria of Appendix A of the ISO/IEC 17020 standard.

• **Inspection Report**

Document that briefly describes the laboratory tests witnessed by an Inspector, containing the references to any document that permits the traceability of the activities carried out (Test Reports, Calibration Certificates, etc.). It may include information concerning the verification of the laboratory adequacy, according to specified criteria and any other necessary information not included in the Test Reports.

• **Inspection Certificate**

Document that briefly attests the positive conclusions of the Inspection Report in relation to the sampled tests.

• **Technical Committee for Certification (CTC)**

Committee established by CESI as Product Certification Body, which since December 2004 has also taken on the task of supervising the inspection activities carried out by CESI as an Inspection Body accredited by ACCREDIA in compliance with the ISO/IEC 17020 standard. It ensures the independence from economic pressures and the impartiality of the Inspection Body and is representative of all the main actors having an interest in the inspection activity.

3 INSPECTION PROCEDURE

3.1 Initial activities

The requests for offers for inspection shall be submitted by the Applicant in writing (by letter, e-mail, fax). CESI offer specifies the various technical, economic and organizational aspects regarding the requested activities and includes, in annex, these Regulations.

¹ All ACCREDIA Regulations can be found in the web site www.accredia.it.

² Or equivalent national version. The same applies to all following citations in the text.

In case of acceptance of the offer, it must be sent to CESI signed for acceptance, together with the relative order.

3.2 Conduct of inspections

Main task of CESI Inspector is to assure that all the verifications that he performs and all the tests that he witnesses are carried out according to the reference normative documents. It is not for the Inspector to question methods, norms or other contractual documents, or to endorse arbitrary deviations from them. Upon decision of CESI, the test inspections can also be commissioned, with the Applicant's consent, to professionals external to CESI who, on the basis of the supplied curricula, demonstrate their knowledge of the sectors to be verified and their competence about the activities to be carried out. In any case, the responsibility of the Inspector's work always lies to CESI.

The Applicant may object to the Inspector, giving reasoned communication within 5 (five) working days of receipt of the information.

Inspections may include the following activities.

3.2.1 Compliance analysis of a project with the reference normative documents

The compliance of the technical project documentation provided by the Manufacturer of the test sample with the requirements of the reference normative (technical specifications of the final user, standards, etc.) is verified.

In particular, the verification is carried out by comparing the design requirements of the reference normative documents with the dimensional and constructional characteristics obtainable from the drawings and any other suitable document provided by the Manufacturer (technical sheets, construction specifications, etc.).

The characteristics of the subcomponents of the project in question can be verified by referring to the documents provided by the respective Manufacturers.

No copies of the Manufacturer's technical documents are kept by CESI.

The results of the activity are included in an Inspection Report.

3.2.2 Compliance analysis of the test sample with the reference technical documents

The compliance of the sample under test with the Manufacturer's descriptive technical documents (drawings, technical sheets, constructional specifications, etc.) is verified.

The dimensions of the sample are measured using suitable instruments (callipers, meters, feeler gauges, etc.), appropriately calibrated.

Except for explicit test requirements, no chemical tests will be carried out with the aim of identifying the chemical nature of the materials making up the object under examination.

As regards the subcomponents, the verification will be limited to the comparison between the designations or ratings data detectable on the sample under test with those reported in the technical construction documents.

No copies of the Manufacturer's technical documents will be archived by CESI;

The results of the activity are included in an Inspection Report.

3.2.3 Inspections to tests and functional checks on electric and electronic products and manufactured items relevant to electric plants

The following activities are performed:

- joint analysis by Inspector and Laboratory Responsible concerning the test plan, the normative documents to be applied and the possible accreditation of the laboratory in compliance with ISO/IEC 17025 standard;
- verification of the adequacy of the apparatuses, testing circuits and measuring instruments;
- verification of the calibration status and of the traceability to national or international standards of the used measuring instruments;
- check of the performed tests (with reference also to: methods, severity, test results, etc.). For particular tests, such as. long duration tests, the presence of the Inspector is guaranteed in the initial and final stages and in case of critical activities identified by the Inspector himself. The laboratory must in any case provide adequate records to guarantee the regularity and correctness of the test for the part of the test activities that the Inspector did not attend;
- verification of the contents of the Test Reports issued by the laboratory. The Test Reports must be prepared according to the requirements of the standard ISO/IEC 17025;
- identification of the test sample, by means of the construction drawings supplied by the Manufacturer. Generally, it is up to the Manufacturer to establish the level of detail of the identification to be carried out on the basis of the quantity and quality of the drawings that it presents to the Inspector, but, in the case of an inspection concerning the Certification of Type Conformity, it is the CESI Inspector who establishes the necessary level of detail. A copy of these drawings will not be archived by CESI;
Note. The documents for the identification should be as far as possible adequate, in quantity and detail, to verify their compliance with the tested object, taking into account that these documents may be later exhibited by the Applicant to the final purchasers or to a Certification Body. The checks of the Inspector can be random, proportional to the complexity of the drawings and to any number of inaccuracies found (which must be corrected in any case). For the test samples that cannot be verified without being partially or totally destroyed or if particularly costly disassembly is required, the Inspector is allowed to acquire drawings whose correspondence with the tested equipment is declared by the Manufacturer under his sole responsibility. In any case, this fact will be recorded in the Inspection Report.
- acquisition of copy of all the documents to be annexed to the Inspection Report;
- preparation and issue of the Inspection Report.

3.3 Issue of the Inspection Report and/or Inspection Certificate

At the end of the activity, CESI issues an Inspection Report containing all the information relevant to the checks carried out, together with their results and the compliance deriving from these results.

When requested, CESI also issues an Inspection Certificate which summarizes what is reported in the Inspection Report.

The issue of the Inspection Reports and/or Inspection Certificates is subjected to the control of CTC, according to the prescriptions set out in § 5 of Regulations of the CTC itself.

The above-mentioned documents are issued in English or Italian language.

3.4 Use of CESI logo

The Applicant can only make full copies of the Inspection Reports and Inspection Certificates but may not use the CESI logo and the associated Accredia mark in any other way.

4 COMPLAINTS AND APPEALS

The Applicant (or a third party) has the possibility to present complaints about the behaviour of CESI

during the inspection process or to propose an appeal to obtain that a decision taken by CESI during the inspection procedure is modified.

All the complaints and appeals are submitted by CESI for examination by the CTC, generally at the first meeting following their presentation.

CTC examines the reasons of the disagreement and the decisions eventually already taken by CESI and consults about the matter. The CTC resolutions are mandatory for CESI.

5 CHANGES TO THE REGULATIONS

The present Regulations and all their modifications are approved by CTC.

In case of changes while the inspection activities are in progress, the Applicant is promptly informed by CESI and retains the right to accept or not the new version of the Regulations, if the changes are not due to mandatory aspects.

An updated copy of the Regulations can be requested by consulting the website www.cesi.it.

The Applicant

Stamp and signature _____

Date _____

The Applicant declares explicitly of having read carefully and approved, with respect and to the effects of the items 1341 and 1342 of the Italian Civil Code, all the sections of the present Regulations.

The Applicant

Stamp and signature _____

Date _____