

CESI-INSPECTION SCHEME

TYPE A INSPECTIONS

REGULATIONS

Document under surveillance by CESI Committee for Safeguarding Impartiality (CSI). It replaces the Regulations C1019281.

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ISP N° 024E

Membro degli Accordi di Mutuo Riconoscimento EA, IAF e ILAC
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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 list of the types of products subject to the Scheme and of the applicable reference normative documents is approved by Accredia and is shown in the annex to the Certificate of accreditation with flexible scope published on the website www.cesi.it.

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 acknowledgement 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 that they offer the necessary guarantees of confidentiality.

These Regulations and their amendments are verified by CSI with reference to the compliance with the requirements of impartiality, confidentiality and independence.

Pursuant to the standard ISO/IEC 17020, 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.

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.

¹ Accredia Regulations are available on the web site www.accredia.it.

- **Committee for Safeguarding Impartiality (CSI)**

Committee established by CESI as Product Certification Body accredited by Accredia according to the standard ISO/IEC 17065 and Inspection Body accredited by Accredia according to standard ISO/IEC 17020, which acts as a Mechanism for safeguarding impartiality and supervises the product certification and inspection activities carried out by CESI, managing and assuring the independence, impartiality and the competence of the Body itself. The Committee is representative of all the main parties interested in the certification and inspection activities.

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.

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, standards 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 shall be issued under the accreditation system in accordance with ISO/IEC 17025 or, alternatively, they shall possess the requirements indicated by this standard and it is the responsibility of the Inspector to assess their compliance.
- 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.

3.2.4 Remote inspections

In circumstances of necessity (such as natural disasters, unforeseen unavailability, etc.) CESI may use, with the Client's consent, remote audit techniques to reduce possible problems caused by interruptions in tests or unacceptable delays.

The ways in which remote inspections are carried out are regulated by an internal procedure that CESI will ask to share at the appropriate time.

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 CSI in accordance with the provisions of their Regulations.

The Inspection Report and Inspection Certificate can be 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 CSI during the first meeting following their presentation.

CSI examines the reasons of the disagreement and the decisions eventually already taken by CESI and deliberates about the matter. CSI resolutions are mandatory for CESI.

5 CHANGES TO THE REGULATIONS

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 _____