Vertigo Inspection (ROI) Ltd t/a Irish Engineering Services
Certification Assessment Process
Quality Management Systems - Pressure Equipment Directive Module H

Overview

ISO/IEC 17021:2015 defines various elements to the assessment process. These include:
• assessment of the system design and definition
• assessment of the client's system self governance
• planning of the implementation visit
• assessment of system implementation.

The initial certification assessment of a management system is decided into two stages - Stage 1 and Stage 2.

Stage 1 visits

In a Stage 1 visit the following elements are assessed:
• the design and definition of the management system to confirm conformity with certification requirements including the assessment standard and certification scope
• the self governance undertaken including internal audits and management review
• confirmation of the contractual arrangements, including definition of approval scope, and identifying the planning, logistics, sampling etc. that will be used during the Stage 2 visit.

Normally our assessment team perform the Stage 1 visit of a client's management system on-site. Please note that performing the Stage 1 visit off-site creates additional risk for the Stage 2 visit.

Note: For most management systems, it is recommended that at least part of the Stage 1 is carried out at your premises to achieve the objectives.

Stage 2 visit

Parts of the management system that were assessed during the Stage 1 visit and were determined to be fully implemented, effective, and in conformity with requirements, may not need to be re-assessed during the Stage 2 visit. However, our assessor must confirm that those parts of the management system already assessed continue to conform to certification requirements. If so, our assessor will include a statement to this effect in the Stage 2 visit report. Our assessor will state that conformity was established during the Stage 1 visit. Stage 2 visits must have a visit plan. The plan follows the requirements in ISO/IEC 17021 and takes into account the information obtained during the Stage 1 visit.

The Stage 2 visit:
• takes place at the site(s) of your organization
• evaluates the implementation and effectiveness of your management system.

Our assessment team:
• conducts the Stage 2 visit to gather objective evidence that your management system conforms to the assessment standard and other certification requirements
• assesses a sufficient number of examples of your activities in relation to the management system to get a sound appraisal of the implementation, including effectiveness, of the management system
• addresses a sufficient number of your staff, include g senior management and operational personnel, of the assessed facility, to provide assurance of the implementation and understanding of the system throughout your organization
• analyses all information and objective evidence gathered during the Stage 1 and Stage 2 visits to determine the extent of fulfilment with all certification requirements and decide on any nonconformity
• may propose opportunities for improvement but shall not recommend specific solutions.

The Stage 2 visit includes an examination of your management system including at least the following:
a) information and evidence about conformity to all requirements of the applicable normative document
b) performance monitoring, measuring, reporting and reviewing against key performance objectives and targets
c) your management system and performance as regards legal compliance
d) operational control
e) internal auditing and management review
f) management responsibility for your policies
g) links between the normative requirements, policy, performance objectives and targets, any applicable legal requirements, responsibilities, personnel competence, operations, procedures, performance data, and internal audit results.

Granting Certification

On completion of the agreed corrective actions and verification by the Audit Team Leader the completed audit report and closed out findings sheets are forwarded to the Scheme Leader along with a recommendation whether or not to issue the certification and whether any conditions, restrictions or limitations should apply.

Registration

The Scheme Leader grants the registration Certificate on behalf of Irish Engineering Services Management based on an evaluation of the audit reports and conclusions and the recommendations of the Audit Team Leader.

- The certification document issued to the client shall identify the following:
- Name of the client and location assessed
- Date of granting, extending or renewing certification
- Expiry date of the certificate
- Date of granting initial certification
- Unique number of the certificate
- The quality standard or EU Directive and module used for assessment
- The scope of the certification with respect to product, process etc.
- The name and address of Irish Engineering Certification Services
- Any other pertinent information required by the standard or directive

Maintenance of Certification and Surveillance

During the first and second year of certification the client will be subject to surveillance activities. Surveillance shall be an on site audits conducted to assess the continued implementation of the quality management system.

Surveillance audits shall be at approximately twelve month intervals with the first audit being no later than twelve months from the end of the Assessment audit. Surveillance audits need not cover the full quality system at each visit.

The objective of surveillance is to:
• verify that your approved management system:
• meet the needs and expectations of the users of the certification
• delivers continual improvement
• consider the implications of changes initiated because of any change in your system, activities, processes and / or products
• confirm continued conformity with certification requirements.

Certificate renewal

Planning for the certificate renewal

We conduct certificate renewals on a three-yearly basis, planned at the previous surveillance visit and agreed with you.

Conducting certificate renewal visits

We conduct the Certificate renewal visit similarly to a Stage 2 assessment. In addition, we include a review of your system documentation to ensure that it:

- continues to suit your company, and
- complies with the certification requirements and the scope of certification, including continual improvement.

Changes to your approval

For any increase or decrease (e.g Expanding or reducing the scope of Certification) in your certificate of approval, please submit a formal request for the change. Irish Engineering Services Limited Certification Services will review the request to consider:

- additions or changes to competency requirements for the visit team(s)
- additions or reductions in visit duration requirements

You will be notified of any changes by an amended contract. We will undertake a separate document review visit (Stage 1) if the change requested has meant a major change or addition to your documented system.

The change to approval visit will be performed in line with our process for Stage 2 assessment visits, although a formal visit plan is not normally produced. If no document review (Stage 1) has been undertaken, time will be allowed during the visit for the team leader to review relevant documentation and to agree a plan for any additional visit activities.

Such visits may be carried out as separate visits or may be combined with a scheduled (Surveillance or Certificate Renewal) visit.

Irish Engineering Services Limited Certification Services will issue an amended certificate(s), using the same expiry date as on the current certificate.

Expanding the Scope of Certification

In the case of a request for expanding the scope of Certification of the Applicant, a formal request shall be made by the Applicant using the relevant part of the Application form which is available from Irish Engineering Services Limited.

Sampling

It is important to remember that even though a problem may not have been identified in an area of activity, it does not necessarily mean that there are no problems. As assessment work is based on sampling techniques, statistically there is always a possibility that issues will not be identified during an assessment. You should always remember this when you audit your own management system.

Confidentiality

We will not pass on any of the information we gather about your organisation (including the contents of reports) to any other person or organisation without your permission (except as required by the accreditation body).

Impartiality

Irish Engineering Services has no direct involvement in the design, manufacture, supply, installation, use or maintenance of the items or similar competitive items that we inspect or the samples that we test. Irish Engineering Services is thus independent of the designer, manufacturer, supplier, installer, purchaser, owner, user and/or manufacturer and does not hold 'authorised representative' status for any of these parties.

All interested parties are afforded access to the services that Irish Engineering Services offer without any undue financial or other conditions and the procedures and standards we operate are administered in a non-discriminatory way.

All Irish Engineering Services personnel are free of any commercial, financial or other pressures that might influence their judgement. Organisations outside Irish Engineering Services cannot influence the results of inspections and testing in any way. The remuneration of staff involved with inspection and testing is in no way dependent on the number of inspections and or tests performed.

No business activities are undertaken which conflict with this independence of judgement and impartiality of opinion and action.