

# **SPECIFIC REGULATION**

**Document INS REF 00**

**Revision 11**

LA VERSION ELECTRONIQUE FAIT FOI

**cofrac**



INSPECTION Section

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## 1 PURPOSE

The purpose of this regulation is to determine the constitution and specify the mode of operation of Cofrac's "Inspection" Section Committee, hereinafter referred to as "Section".

## 2 MISSIONS

The section's mission is to carry out the assessment and accreditation of bodies which perform an inspection activity, in accordance with the specific documents referred to in Article 5 hereafter.

The role of the section committee is defined in article 10.2 of the statutes and article 7 of Cofrac's Internal Regulation. The scope entrusted by the Board of Administrators to the section is detailed hereafter.

This section is called "Inspection" (INS).

## 3 IMPLEMENTING RULES

This document is applicable from the first January of 2019.

## 4 CHANGES

The modification consists in the modification of the chapter 7 relating to the composition of the section committee for the college A. Further to the integration of the legal metrology in the inspection section in January the first of 2016, it is necessary to add a representative of the inspection bodies accredited in this field for the next mandate of the members of the committee beginning the first January of 2019.

## 5 REFERENCE DOCUMENTS

### 5.1 Reference documents for the section

The section complies with the applicable regulatory or normative documents (NF EN ISO/IEC 17011), the rules of the European co-operation for Accreditation (EA) and those established together the International Laboratory Accreditation Cooperation (ILAC) for this activity. The list of these documents is given in the document GEN INF 05.

The section also complies with the general methodology procedures and documents established within Cofrac and takes into account the relevant recommendations of standard NF EN ISO 19011 "Guidelines for auditing management systems".

### 5.2 Reference documents for accredited bodies

The inspection bodies whose activities fall with the scope of competence of the section shall satisfy:

- The requirements in the standards, regulations and guidelines applicable to them (see paragraph 5.2.1)
- Cofrac's general documents and the Section's documents, as defined in paragraph 5.2.2.
- Any specific requirements in the sectoral documents applicable to the requested areas of accreditation.

### **5.2.1 IAF/ILAC and EA standards, regulations and guidelines applicable according to the inspection activities.**

Activity : inspection

Standard: NF EN ISO/IEC 17020

Additional binding documents and recommendations : see GEN INF 05 document.

### **5.2.2 General and sectoral documents published by Cofrac**

The section uses the following documents for assessment and accreditation:

- Requirements for accreditation INS REF 02
- Commission operation regulation INS REF 03
- Accreditation regulation INS REF 05
- Accreditation costs INS REF 06 and annual fees INS REF 07
- General rules for the use of the Cofrac mark GEN REF 11
- Requirements specific to a type of activity (for example: accreditation programmes for trucks technical inspection or for checking electrical installations for workers safety) and accreditation of bodies in charge of the verification of regulated measuring instruments INS ML REF 01

## **6 ORGANISATION OF THE SECTION**

The section has a Section committee whose role and operation are detailed in Article 10 of the statutes and Article 7 of the Internal Regulation, plus Accreditation Commissions for which the role, composition and operation are specified in the commission operation regulations (document INS REF 03).

The permanent staff provides the secretariat for the Section Committee and the Commissions according to the terms of Article 10 of the Internal Regulation.

The section calls upon quality assessors, technical assessors and experts selected by Cofrac according to its specific requirements.

## 7 COMPOSITION OF THE SECTION COMMITTEE

The committee comprises members who represent the different economic interests involved in the scope of intervention entrusted to it by the Board of Administrators, without predominance of these interests, in accordance with Article 10.1 of the statutes, divided into groups as follows:

College A	8 representatives of accredited inspection bodies, with : - 4 representatives of bodies with over 100 inspectors in the accredited scope - 3 representatives of bodies with 100 or fewer inspectors in the accredited scope - 1 representative of accredited bodies for the verification of legal measurement instrument (legal metrology) Representatives of Inspection bodies type A according to ISO/IEC 17020 shall have at least 5 of the 8 seats.
College B	6 representatives of professional businesses grouping or persons or purchasers' representative structures who use or may use the services of bodies of college A
College C	5 representatives of public authorities (state agencies, national institutes) 1 representative of consumers', users' or environmental protection associations
Qualified People	2 qualified people at the maximum

If this distribution were to change, the number of members may not exceed 22.

Composition of the committee which members are nominated by the Advisory Board is taking account of the representatives of the different interests engaged, included in the each college regarding the applicants received.

Addition to the disposals of article 10.3 of the statutes, the section committee can only deliberate if:

- at least one member of each college is present
- and if the number of representative belong to the same college represents less than half of the members presents or represented.

To be selected, the committee member shall satisfy at least one of the two following criteria :

- working or having worked in the last 5 years in a CAB, which activities are in the scope of activities of the Section.
- having experience or knowledge in industry, standardization or legislation in at least one of the fields in the scope of activities of the Section.

To exercise this function, Committee members shall also have knowledge of the accreditation process and of the important elements of accreditation standards managed by the Section. This knowledge can be acquired in the course of training provided by the Section.

Exercise of the duties of a Section committee member is strictly personal. All members undertake in writing to comply with Cofrac's rules and procedures of which they are informed, in particular as concerns impartiality and confidentiality. If any breaches occur in this respect, the member concerned shall be excluded from the committee.

In addition, a representative of the Trade Unions may be appointed by the Ministry in charge of Labour to participate in the Section Committee's meetings in a consultative non-voting capacity. The latter shall also be required to treat as confidential any information to which they have access, and shall be excluded in the event of any breach in this respect.

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