

	PROCEDURE MANUAL Inspections	Document code	P 14
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14.a Scope

Execution of inspections.

14.b Aim

The correct execution of inspections.

14.c Responsibilities

General Manager: Facilitating, monitoring and ensuring an effective and efficient execution of inspections;

Certifier: Monitoring inspections and non-conformities, filing documentation;

Inspector: Planning and preparation of inspections, execution of inspections, providing a report with findings as to the conformity with all the requirements.

14.d Execution

1. Preparation

- 1.1 Planned inspections are monitored by the Certifier;
- 1.2 The Certifier informs Inspector on client details;
- 1.3 The Inspector contacts the client for the execution of the inspections within the timeframe specified within the program requirements. This with sufficient notice to appeal against the appointment of any particular Inspector;
- 1.4 To prevent impartiality issues a Client is in principle not to be audited by the same auditor more than three years in a row;
- 1.5 The Inspector prepares all relevant documentation and checklists as specified in the Program Manual.

2. Execution

- 2.1 A safety instruction applies (see Program Manual). There is limited equipment used that needs maintenance, rules or instructions for use, identification or registration;
- 2.2 The Inspector executes the inspections based on the instructions in the Program Manual, Guidance on the time needed for inspections apply;
- 2.3 When samples are required, the Inspector executes the sampling, sample preparation, packing, identification and sealing of samples, based on the instructions in the Program Manual;
- 2.4 The Inspector completes the relevant documentation and checklists, which are specified in the Program Manual;
- 2.5 The Inspector defines findings regarding conformity according to instructions specified in the Program Manual;
- 2.6 Instructions for the handling of non-conformities during inspections are specified in the Program Manual. Different procedures and time limits apply, depending on the program. In case the Program Manual does not provide for the situation, the PM decides the handling of the non-conformity;
- 2.7 At the end of the inspection, findings are communicated with the client;
- 2.8 In case of questions or problems the Inspector contacts the Certifier to discuss appropriate actions. In case the Program Manual does not provide for the situation, the certifier can consult the PM.

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3. Follow-up

- 3.1 The Inspector ensures that relevant documentation becomes available for the Certifier in a timely manner specified in the program manual;
- 3.2 The Certifier or the Inspector sends samples, if any, to an approved laboratory with instructions for analyses;
- 3.3 Non-conformities are registered by the inspector or certifier to monitor timely follow-up by the client;
- 3.3 The Certifier or Inspector monitors pending non-conformities;
- 3.4 In case non-conformities need additional visit, the Certifier initiates this visit;
- 3.5 For serious non-conformities, which may result in reduction, suspension or withdrawal of the certificate, the Certifier decides directly;
- 3.6 The documentation and checklists are the basis for reporting and certification.

14.e Registration, filing

All documentation, including checklists and non-conformities are filed into Client File.

14.f References

Procedure: 03, 08, 15

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