



- 1) Introduction
- 2) References
- 3) Definitions of fixed scope and flexible scope
- 4) Requirements for IB
- 5) Evaluation of IB accreditation in flexible scope
- 6) Use of flexibility

1. Introduction

This document describes ALGERAC's policy in the context of flexible accreditation. It also describes the meaning of fixed scope and flexible scope, the applicable requirements for inspection bodies, evaluation of fixed scope, and the use of flexibility.

This document is meant to be used by assessors and inspection bodies which are accredited or applicant for accreditation.

Accredited scopes are defined in accordance with documents established by international organisation or EA 'European cooperation for accreditation'.

The principles set out in this document aim at evaluating the accreditation scope and ensuring it is in conformity with the international rules and policies.

2. References

EA-2/15 Requirements for the Accreditation of Flexible Scopes

3. Definition of fixed scope and flexible scope:

a) Fixed scope

The application field of the concept «fixed» concerns precise, specific activities; the inspection nature of which is already defined.

The fixed application field requires ALGERAC's involvement.

If the inspection body wishes the scope be extended, modified, or even reduced; ALGERAC's approval is obligatory through evaluation after accreditation decision has been approved.

b) Flexible scope

The flexible scope is presented in a general way, covers activities for which human and material resources to develop new activities in order to respond more quickly to the demands of its customers.



Flexibility refers to all the items described in the accreditation scope.

Example:

Flexibility may relate to the inspection object, inspection type, methods used, and requirement specifications.

Flexible scope makes it possible for the inspection body to modify the activities and methods which are included in the flexible scope of accreditation without prior evaluation.

4. Requirements applicable to inspection body

Inspection body shall identify and define the activities which are adapted to flexible scope, analyze the need; and shall keep the following principles:

- An inspection body can only apply for flexible scope accreditation if it has already been accredited to a fixed scope for the same competence field.
- It is required to have a description of the activities covered by the flexible scope
- It shall maintain an entirely documented system
- It is required to have definitions of the responsibilities linked to the flexible scope
- It is required to have the human resources relevant to the extent of the activities
- It is required to have the necessary procedures that ensure personnel competence, and maintain expertise
- It is required to have the appropriate procedures to master risk factors in the activities
- Actively monitoring customers' needs.

5. Evaluation of inspection bodies' accreditation in flexible scope

For the use of flexible scope, the changes introduced are evaluated during surveillance evaluation.

When evaluating the management system of the inspection body, emphasis is on the functioning principles and procedures defined in the flexible scope.

When evaluating the technical aspect, emphasis is mainly on inspection activities proposed in flexible scope.

During the first evaluation, the evaluators shall ensure the inspection body has the prerequisite conditions, procedures function properly for the flexible scope, and the availability of clear and complete documentation.

Over the course of the next evaluations, inspection body shall be evaluated on how it is committed to the principles of flexible scope, and to application of pertinent procedures in its technical operations.

If it turns out that the inspection body has failed in its commitment to the principles of flexible scope or lacks the required competence, assessors appreciate the importance of the situation with regard to accreditation and customer service. Based on the nature of the highlighted non-



conformities, ALGERAC shall decide to suspend or, otherwise, permanently cancel the flexible scope.

When an inspection body makes reference to accreditation, it shall consider the requirements related to accreditation and make sure the changes made to the flexible scope meet the requirements for flexible scope use.

Inspection body shall make sure customers are not misled with regard to the extent of the granted accreditation.

6. Use of flexibility

In general, a flexible scope is developed to meet the needs of customers and inspection bodies.

A flexible scope may be granted if the inspection body is accredited.

A flexible scope means the accredited body may make changes to its accreditation.

In inspection area, flexibility is related to the object of inspection, type of inspection, methods, and requirement specifications.

Flexibility may be used when different standards, reference or other documents are used in the same inspection method which is applied to the same object. Or, when a new procedure is introduced for the inspection of the same object.

Even with the introduction of new versions of, and changes to non-standard methods, the procedure remains the same.

Introduction of new versions to the standard method.

Any change made to the activities shall be based on already existing activities.

Accreditation of the flexible scope does not mean a new technical field of inspection is involved.

General Director

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Technical Annex

ACCREDITATION SCOPE

(Fixed accreditation scope)

General scope: I. Electromechanics				
Inspection field	Techniques used	Phase/Inspection type	Equipment used	Standards
Object: fittings, apparatus, components, equipment, etc.		Inspection before operation, final, periodical, previous, before delivery of conformity		standards - internal regulations, procedures, technical specifications
I.1 Lifting device control Working equipment Site lifting equipment and accessories fixed, mobile	/	Inspection before operation, final, periodical, previous, before delivery of conformity After modification...	/	-Applicable texts and standards -Internal procedures -Law No 88-07 of 26 Jan 1988 -Decree No 91 05 of 26 Jan 1991- Art. 52 to 57 - ISO 4309 - ISO 4310 -NF EN 81 parts 1-2 -NF EN 12999



Flexible accreditation scope

Conformity assessment service carried out within a contractual framework, Specifications...other than regulatory

General scope: 1. Electromechanics				
Object: fittings, apparatus, components, equipment, etc.	Techniques used	Phase/Inspection type Inspection before operation, final, periodical, previous, before delivery of conformity	Equipment used	Standards standards - internal regulations, procedures, technical specifications
I.2 Lifting device control Conformity assessment service delivery performed in a contractual framework other than regulatory.	/	-Verification of lifting equipment taken out of production		Customers' specifications
		- Prior evaluation of the risks to be taken into account.	/	Contract
		-Customers' specifications inspection, any safety diagnostic		Specifications
		-Safe driving of lifting equipment, construction machinery		Customers' specifications
		-Conformity control according to good engineering practices		Conformity assessment service delivery performed in a contractual framework