



UNITED STATES ACCREDITATION BOARD

SUMMARY PROCEDURE FOR INSPECTION BODY ACCREDITATION

- 1 Make a formal application for accreditation on form. The applicant is listed on United States Accreditation Board (USAB) website as “APPLICANT BODY”.
- 2 The applicant inspection body is required to comply with the requirements of ISO 17020 and to maintain a Quality Management System that preferably meets ISO 9001:2015.
- 3 The applicant sends to USAB the manuals and procedures for operation of an inspection body.
 - Its status regarding Type A, B or C will need defining and arrangements for impartiality and confidentiality need particular care depending upon the type of inspection body.
 - The type of inspection, e.g., design evaluation, proving, TCF examination or physical test, together with accompanying procedures and instructions, will need particular care.
 - Contract terms and conditions for inspection body clients and typical caveats should receive particular definition and care.
- 4 USAB shall review and comment. If necessary, USAB will require the applicant to amend and respond before the next step.
- 5 USAB shall issue a provisional accreditation certificate when satisfied that the documents are OK. The applicant is listed on USAB website as “PROVISIONAL BODY”
- 6 The applicant conducts the inspection activities. The applicant sends USAB photocopies or scanned or electronic records of all the documents related to that work. These shall be in accordance with the documents that USAB had earlier reviewed.
- 7 USAB will, as soon as is convenient conduct site witness of the applicant’s inspection. The applicant is required to pay USAB travel and accommodation expenses.
- 8 The applicant’s accreditation becomes firm. Applicant is listed on USAB web site generally without caveat.
- 9 The applicant continues to conduct inspection activities but does not send paperwork.
- 10 Subject to further negotiations USAB will permit the Inspection Body to formally list its inspections at www.usab.us.org (The International Register). This underpins (or accredits), the inspection body’s own certification activity.



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NOTE

It is most important that the applicant clients are given the opportunity to understand the relationship between USAB and government etc. The applicant is therefore instructed not to imply or cause to be inferred that USAB act with the approval of the government. USAB guide is also useful and USAB has no objection to the applicant issuing one to each of the applicant clients.

Logos: Inspection bodies are authorized to apply USAB Logos as shown above in respect of those inspections notified to USAB and within the scope of activities notified on the USAB web site www.usab.us.org. USAB proscribes inspection within the EU under arrangements with its accredited organizations and in particular regarding conformity assessment activities in relation to EU Regulation 765/08 and similar.

END