Material request for surveillance assessments and reassessments
Inspection bodies SFS-EN ISO/IEC 17020:2012

Please return this form and its attachments with the grey fields in Sections 1 and 2 completed no later than three (3) weeks before the assessment date (however, no earlier than two (2) months before the assessment).

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| Inspection body | *Organisation name* |
| Accreditation symbol | *Ixxx* |
| Assessment date | *dd.mm.yyyy* |

# CHANGES IN THE ACTIVITIES

Please inform about essential changes in the activities and customers. Essential changes are changes in the legal, financial or organisational situation of activities and changes in the management and technical managers. Changes in the personnel, equipment and its software, facilities, calibration or procedures are also essential.

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| ***Please write here*** |

Extensions, reductions and changes into the accredited scope:

Inform about any proposals of extensions, reductions or other updates to the scope in tables 1–3 below.

**Please note that large scope extensions cannot possibly be included in the agenda of the assessment day in concern, and those must be planned separately.**

Table 1. Extensions to the scope

| EXTENSIONS TO THE SCOPE, e.g. a new field of inspection, type of inspection and/or statutory basis of inspection (please add rows when needed).Also note language versions. |
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| **Tarkastusala**  | **Tarkastuksen kohde** | **Tarkastustyyppi** | **Tarkastuksessa käytettävät vaatimukset** | **Toimipiste** |
| *Field of inspection*  | *Field of inspection* | *Type of inspection* | *Statutory basis of inspection* | *Site* |
| Example: Nostolaitteet*Cranes* | Example: Henkilönostimet *Devices for the lifting of person* | Example: Käyttöönottotarkastus, määräaikaistarkastus ja perusteellinen määräaikaistarkastus *Initial inspection, periodic inspection and thorough periodic inspection* | Example: Valtioneuvoston asetus (403/2008) 33–35§ *Government Decree (403/2008) 33–35* | Example:Helsinki  |
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Table 2. Changes/updates to the scope

| CHANGES/UPDATES TO THE SCOPE, e.g. in fields of inspection, types of inspection and/or statutory basis of inspection (please add rows when needed). **Highlight any changes.**Also note language versions. |
| --- |
| **Tarkastusala**  | **Tarkastuksen kohde** | **Tarkastustyyppi** | **Tarkastuksessa käytettävät vaatimukset** | **Toimipiste** |
| *Field of inspection*  | *Field of inspection* | *Type of inspection* | *Statutory basis of inspection* | *Site* |
| Example: Nostolaitteet*Cranes* | Example: Henkilönostimet *Devices for the lifting of person* | Example: ~~Käyttöönottotarkastus,~~ määräaikaistarkastus ja perusteellinen määräaikaistarkastus *~~Initial inspection~~, periodic inspection and thorough periodic inspection*REMOVE initial inspectio | Example: Valtioneuvoston asetus (403/2008) 33–35§ *Government Decree (403/2008) 33-35* | Example:Helsinki  |
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Table 3. Reductions to the scope

| REDUCTIONS TO THE SCOPE, e.g. fields of inspection, types of inspection and/or statutory basis of inspection (please add rows when needed).Also note language versions. |
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| **Tarkastusala**  | **Tarkastuksen kohde** | **Tarkastustyyppi** | **Tarkastuksessa käytettävät vaatimukset** | **Toimipiste** |
| *Field of inspection*  | *Field of inspection* | *Type of inspection* | *Statutory basis of inspection* | *Site* |
| Example: Nostolaitteet*Cranes* | Example: Henkilönostimet *Devices for the lifting of person* | Example: ~~Käyttöönottotarkastus,~~ määräaikaistarkastus ja perusteellinen määräaikaistarkastus *~~Initial inspection~~, periodic inspection and thorough periodic inspection*REMOVE initial inspection | Example: Valtioneuvoston asetus (403/2008) 33–35§ *Government Decree (403/2008) 33-35* | Example:Helsinki  |
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# OTHER ASSESSMENT

If you request other assessment in addition to/instead of the accreditation, please mark your option.

We request assessment for

[ ]  Assessment of activities based on national legislation, please name activities and corresponding legislation

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[ ]  Other assessment, please specify

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Representative of the inspection body

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| **dd.mm.yyyy** |  |
|  | Name |

# LIST OF APPENDICES

**To lead assessor:** please return all the material listed below.

**To** **technical assessors:** please return the material listed below regarding their assessment area, apart from Appendix 5 (Management review), and, regarding internal audits, only reports regarding the assessment area in question (Appendix 4).

Please return the **completed material request form** to the lead assessor and technical assessors. Save the form as: *IXXX material yyyy.docx*, where yyyy = assessment year.

1. Information about the technical persons in charge (technical manager), including changes
2. Extensions, reductions and updates to the scope
Inspection instructions and validation data related to the possible scope extensions or changes
3. Management system documentation

Documentation of relevant management system and technical activities (**technical documentation divided between the fields of assessment**), including

* management system description (quality manual)
* instructions of the operations / instructions of the procedures, or a list of instructions
* inspection instructions and a list of inspection instructions

**If the standards in the inspection body’s accredited scope used as a method reference are stated without year / include all the existing versions, the inspection body shall deliver an exact list of versions that are used.**

1. Internal audits

Internal audit plan and reports. **Please include all internal audit reports to the lead assessor’s and corresponding internal audit reports to the technical assessors’ material (reports after previous assessment).**

1. Management review

Management review plan and minutes. **Please include the management review minutes only to the lead assessor’s material (minutes after previous assessment).**

1. Reference to accreditation

New brochures and related material which contain a reference to accreditation or where the accreditation symbol has been used. If the material is published in the Internet, the URL is sufficient.

1. Management of competence, development and maintenance of competence (e.g. maintenance of qualifications)

Summary/report of the management of competence, such as a plan and implementation of personnel training, updating of knowledge and reviews of staff performance (monitoring)

1. Number of inspections and inspection reports
* Examples of inspection reports with annexes **from all areas of the scope**
* Number of inspections performed per method (estimate) on an annual basis / over a given period (month/year–month/year)
* Total number of inspection reports during the above period
* Number of accredited inspection reports issued during the above period
1. Quality assurance

Summary/report of the realisation of quality assurance principles

* Plans related to quality assurance procedures
* Summary of quality assurance procedures implemented such as inspector monitoring
1. Equipment register and calibration
* Calibration schedule including information about internal (in-house) calibrations (to which quantities metrological traceability is ensured)
* Instructions of internal calibrations

**The following material shall be provided if required:**

1. On-site inspection **(information shall be provided if witnessing of on-site inspection will take place at this assessment)**

Information about the witness:

* schedule, place, type of inspection, inspector, contact person
* inspection instructions
* Information about safety equipment required at the site and their availability, as well as need for an occupational safety card or identity card
* Afterwards: Inspection report
1. Activities of a notified body: **(if any)**
* Annual report of the operator to the authorities
1. Assessment of the information system **(information to be provided at the separate request of FINAS)**
* Information about how information system maintenance is carried out, including subcontracting
* Information system documentation and related instructions
* Description of the network
* Information about the information security strategy, password policy, virus protection, backup copy/recovery system
* Training of the personnel and maintenance of the personnel’s competence
* Other possible information and documentation
1. Material for the assessment of activities based on any national legislation or

 other assessment applying this list of appendices
**(if you are requesting assessment based on Section 2 (Other assessment))**

# 4. DOCUMENT DELIVERY TO THE EXTRANET

Documents are asked to be delivered so that there is a separate ZIP file for each assessor, including the material arranged into folders in accordance with the numbering used in the list of appendices (see the image below). **The name of the ZIP file must include the accreditation symbol**, e.g. lxxx pressure equipment.zip, lxxx management system.zip. Please do not change the numbers of the appendices.

**The compressed file must be in .zip format** – no other compression formats are accepted, such as .rar and .7z. The size of the ZIP files should preferably be less than 50 MB per file.

Documents are asked to be arranged into subfolders in accordance with the list of appendices. Each subfolder can include at most one subfolder level, and the names of folders and files should be kept short to open the ZIP files without any problems.

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Brief extranet instructions:

Go to the “Dokumentit” (Documents) tab and click “Tuo uusia dokumentteja” (Upload new documents). Select the folder in which you want to save your file in the list. Subfolders are located under the folder named using your organisation’s accreditation symbol (see the example below):

Ixxx 🡪

Ixxx Shared
Ixxx Customer-FINAS
Ixxx Pressure equipment
Ixxx Lifts
Ixxx ISA

Please save the lead assessor’s material in the Customer-FINAS folder. **Save the technical assessors’ material in folders named after each assessment area**, e.g. material intended for the technical assessor of pressure equipment in the “Ixxx pressure equipment” folder, etc. **You can save any material intended for all assessors in the shared folder.** Please also save any corrective measures in the Shared folder. The customer has rights to all folders. The technical assessors only have access to the content of the folder intended for their assessment area and the Shared folder.

Select “Asiakkaan aineisto” (Customer material) as the material type.

If required, you can also save individual files other than ZIP files (.docx, .pdf, .xlsx, etc.) in the extranet.

More extranet instructions and videos: [**https://www.finas.fi/Tietoa/Sivut/ohjeet.aspx**](https://www.finas.fi/Tietoa/Sivut/ohjeet.aspx)

**It is important that you notify us by email (****akkreditointi@finas.fi****) after you have uploaded your material to the extranet.**

If you have any problems, please contact akkreditointi@finas.fi.

**Thank you!**