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Documents are part of ICS quality system. Copy-holder shall replace new issues and revisions by withdrawing / destroying preceding issues & revisions.	
Prepared by:_____ (Signature) Name: Manager –System Documentation Date: 06.10.2020	Approved by:_____ (Signature) Name: Chairman & Managing Director Date: 06.10.2020

6.2 CONFORMITY ASSESSMENT - INSPECTION & VERIFICATION PROCESS

1 SCOPE OF SERVICES:

Inspection / Verification / Conformity Assessment

ICS is involved in providing Conformity Assessment Services, ERDMP, T4S, IMS, PIMS Inspection of **Pressure vessels, heat exchangers, storage tanks, pumps, compressors pipelines, city gas distribution networks, retail outlets, tank trucks, line pipes,valves, flanges, fittings, offshore and onshore structures and others** GMP inline with the various sections of this Inspection Management System Manual.

These Services for Customers carried-out by TPI cover the activities given below:

1) Third Party Inspection Services for Customers at the premises of their Vendors.
2) Third Party Inspection Services at the Site/s where Customers Work is being carried-out.
3) Third Party Inspection Services at outlet of Customers managed by personnel who may not belong to Customer

2 ACCREDITATION :

ICS Inspection & Verification Activities including ERDMP**,PIMS & T4S** is accredited by NABCB, National Accreditation Board for Certification Bodies for specific sector.

Refer ICS / Accreditation Website - Approvals/Accreditation for scope of accreditation.

3 REQUEST FOR CONFORMITY ASSESSMENT SERVICES :

3.1 Organizations interested to get inspection done by ICS can obtain the quotation by sending a request. On receipt of the request and the required information, ICS will update the request online.

ICS shall seek all necessary information related to the client such as scope, sites, products, processes, manpower, etc to be inspected enabling ICS to furnish the quotation to the customers.

ICS shall treat applications for accredited scope only if mentioned / required by the client vide their Purchase Order else all other shall be treated as non accredited irrespective of the accreditation status of ICS.

3.2 QUOTATION:

ICS prepares and forwards their quotation on the basis of the Information received. ICS conformity assessment services are based on, standard to be assessed against scope, sites, products, processes, manpower, time period, etc to, the product (s) and services, number of Units and facilities, risk involved. ICS fees cover the cost of inspection / project as applicable. This excludes the cost of any pre – assessment or follow-up inspection

required that may be required for successful completion of the inspection and travel and subsistence expenses ICS terms & conditions_FA/16 are available as an appendix to the quotation.

Acceptance of quotation / Execution of Conformity Assessment shall be deemed for granted as acceptance of quotation and ICS General Terms and Conditions_FA 16 by client unless anything in writing has been received by the client before start of the execution activity or specified in the Purchase order.

3.3 REVIEW OF REQUEST FOR CONFRORMITY ASSESSMENT :

ICS will carry out a review of the request for conformity assessment w.r.t scope, capability, cost estimate,etc. following the review of the application ensure that all information is available as required about the applicant organization is sufficient for the conduct of the conformity assessment and to process the conformity assessment. ICS shall either accept or decline an application for conformity assessment. On denial of an request for conformity assessment as a result of the review of application, the reasons for declining an application shall be documented and made clear to the client on his request.

4 CONTRACT FOR REGISTRATION :

The organization / ICS shall complete the CONTRACT for Registration online to provide details of the organization and the scope of activities for which conformity assessment is sought. The application form shall also include details with applicable fees as per the terms of the quotation. The filled in Contract for Registration is reviewed for conformity assessment by ICS and a registration number is allotted to the client.

The organization should provide the necessary documents required for carrying out conformity assessment such as QAP, Purchase Order of Vendor and associated documents to ICS for review at the earliest opportunity. At this stage, the organization may indicate preferred dates for the assessment.

5 INSPECTION CALL REGISTRATION & PLAN APPROVAL :

Upon receipt of the above, ICS registers an Inspection Call and prepares a plan for inspection & appoints a Surveyor / Assessment Team and if considered necessary the Surveyor / Auditor or one of the team member may take a preliminary visit to the organisation's premises. Purchase Order, QAP along with associated procedures of the organisation is reviewed by the team to verify that it meets with the requirement of the nominated standard / guidelines / procedures as applicable.

6. INSPECTION CALL PLAN APPROVAL :

The inspection call is approved by the Inspection Cell to ensure that the right surveyor is allocated for the job who is competent and independent of the inspection being carried out and all necessary documents, information is available for inspection

7 EXECUTION OF INSPECTIONS :

The inspection is executed by the Surveyor in line with the **QAP, drawing**, standards, procedures, guidelines as laid down by ICS & Accreditation Body.

It is the responsibility of the client to ensure that he provides necessary access, information to the Surveyor / Witnessor / Accreditation Body Personnel to the client / vendor's premises.

The client / vendor shall also ensure that the items for inspection are kept ready for inspection

The client / vendor shall also ensure to provide necessary equipment required for inspection.

The client / vendor shall ensure to provide information related to the health and safety requirements as required for the carrying out of inspection.

8 INSPECTION REPORTING :

After completion of inspection the Surveyor submits a draft Inspection Report / Daily Progress Report in case of a Project comprising of details of items inspected, quantity, sampling method used, conformances, observations, **detail of instruments & equipments used and inspection results etc.**

9 REVIEW OF INSPECTION REPORT / DAILY PROGRESS REPORT :

The Inspection Report / Daily Progress Report is submitted by the Surveyor along with necessary documents to the reviewer for review. The reviewer reviews the report and if found ok forwards it for approval.

In case the reviewer has any observations he seeks clarification from the Surveyor and rejects the report for updation. On review of the updated report the reviewer submits the report for approval.

10 INSPECTION RELEASE NOTE :

Once the reports are reviewed and found in line with the requirements the reports are approved and the release notes are issued **to the** client

11 INVOICING :

On completion of inspection the invoice is generated and submitted to the client as per the quotation. The client / vendor has to make the payment within 15 days of inspection or as agreed in the Purchase Order.