



IB Conference Quality Systems

Quality Systems



Supporting the work of IB's, the Compliance Initiative plays a key role in raising industry standards.

This session unveils the finding of the quality file review, the requirements for 2010 registration and presents new guidance available to IB's.

Quality Systems



Aim:-

To set out guidance for improving/developing 2010 quality files

Reason for the session:

- The 2009 quality file review indicated there is a need for some clarifications and recommendations.

- For 2010 registration the SQS are being replaced and the QF QF section is removed BUT IB's should still produce quality files that meet with BSEN 17020.

Quality File Review

- ❑ Not all IBs submitted Quality Files
(this is a requirement for 2010 registration)
- ❑ Variations in standards of submission
- ❑ Few files addressed all key requirements
- ❑ Small Company / Sole Trader style IBs had the most difficulty



Quality File Review



Specific Areas of Concern

- Qualifications not clearly documented (or at all)
- Document control
- General QS Audit Procedures
- Work Procedures
- Equipment Lists



2010 Quality Files

Registration Requirements

- IBs with Quality Files should review and Update
- IBs still to produce a Quality File will need to develop one to comply with registration requirements



2010 Quality Files



- ❑ BSEN 17020 Section 7 details the requirements of an inspection bodies quality system

- ❑ Almost identical to the previous SQS's

Key Requirements



- Quality Systems should be documented in a Quality Manual (or file)
- The quality system should be appropriate
- It should be effective at all levels in the organisation

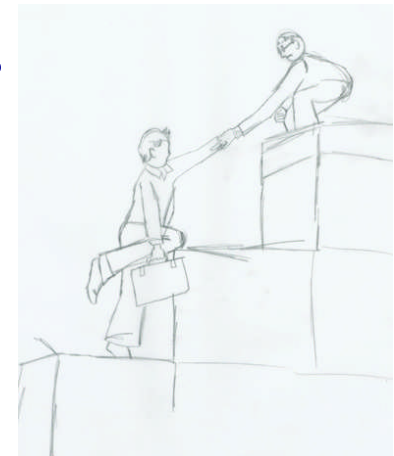
- A named person should be responsible for the system
- It should be updated and maintained
- Documentation should be “controlled”

- The system should be audited by an independent person
- The management should review the system
- There should be procedures to deal with discrepancies either within
the system or with inspections

Building the System



- ❑ Most IBs require a simple system
- ❑ A few are part of larger organisations and may require a more detailed approach to comply with the organisations policies and systems
- ❑ Appendix D of 17020 sets out the requirement for information
- ❑ Aim to keep simple with easy to maintain sections
- ❑ Logical order



Building the System



Structure

- Document Index / Control
- Policies
- Company Information
- Quality System Management
- Quality System Procedures

- Appendices
- Registers for People, Equipment, Sub Contractors
- Health & Safety
- Training

Small IBs



What's relevant?

- All sections

Let's review the checklist!



Questions

