



ACCREDITATION SCHEME FOR INSPECTION BODIES

TECHNICAL NOTE: MV 01 SPECIFIC REQUIREMENTS FOR THE ACCREDITATION OF INSPECTION BODIES IN MOTOR VEHICLE INSPECTION

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1. INTRODUCTION

- 1.1 The purposes of inspections are to determine the conditions of motor vehicle for conformance with standards or other normative documents and/or general requirements.
- 1.2 The motor vehicle inspection covers the inspection for export, in-house motor vehicle and road worthiness inspection.
- 1.3 This technical note (MV 01) should be read in conjunction with documents listed in the Reference section and government regulations when applicable
- 1.4 Supplementary information for specific areas of inspection may be published as other Technical Notes.

2. MEASURING EQUIPMENT AND CALIBRATION

- 2.1 All measuring and testing equipment shall be appropriate for the particular inspection to be performed.
 - 2.2 Inspectors shall ensure that all equipment, including equipment not under the charge of the inspection body, used during inspection work are calibrated and traceable to the SI unit. Calibration shall be performed by recognized accredited laboratories¹ or the National Measurement Institute who is a member of the BIPM MRA where possible. The inspection body should preferably refer to the recommended calibration interval of equipment as specified in relevant SAC-SINGLAS Technical Notes².
- ¹ *Recognised accredited laboratories refer to those accredited by SAC-SINGLAS or its MRA partners.*
- ² *Relevant SAC-SINGLAS Technical Notes include MET 001, MECH 001 and NDT 003*
- 2.3 In the absence of equipment manufacturers' recommended calibration interval for list of equipment specified in clause 9.6 of the EA 5/02 guidance document, the frequencies listed in the clause 9.6 should be followed.

3. TESTING

- 3.1 Analytical testing is a laboratory activity and therefore does not come within the scope of ISO/IEC 17020. Examples of analytical testing are chemical and metallurgical analysis.
- 3.2 Where analytical testing is required to support the evaluation, the inspection body shall ensure that the testing is performed by an accredited laboratory.

- 3.3 With the exception of Type B inspection body, where an organisation is providing analytical testing and inspection for the same project, the organisation has to ensure that there is sufficient independence between the two activities (e.g. inspection activities and testing activities should not be headed by the same person).
- 3.4 Functional testing forms a normal part of the activities of an inspection body and is therefore within the scope of ISO/IEC 17020. Examples of functional testing are visual examination, exhaust emission test and brake test of motor vehicle.

4. INSPECTION PERSONNEL

4.1 STAFF

- 4.1.1 Inspection bodies shall ensure that their inspectors are medically fit for their scope of inspection.
- 4.1.2 Inspectors shall be suitably qualified and have sufficient relevant experience in their scope of inspection. The categories of qualification for different inspectors are specified in the subsequent subsections of this document.
- 4.1.3 Inspectors must have appropriate number of years of experience related to the category of their scope of inspection. The inspectors should have at least a medium level qualification in road vehicle mechanics and technology (equivalent to NTC-2 or Nitec).
- 4.1.4 Inspectors should undergo a minimum of 24 hours of relevant continuing training each year, which should be based on individual assessment of need.
- 4.1.5 Inspectors must be familiar with the relevant inspection standards or codes used in inspection activities.
- 4.1.6 For an inspector to be nominated as authorized signatory, he or she must be in the Senior Inspector category whereby the qualification criteria are stipulated in clause 4.2 of this document.

4.2 QUALIFICATION CATEGORIES FOR INSPECTORS

- a) Senior Inspector – > 5 years of experience in automobile servicing, repair or inspection with a NTC-2/Nitec qualification
- b) Inspector – at least 2 years of experience related to automobile servicing, repair or inspection with a NTC-3/Intermediate Nitec

5. INSPECTION METHODS AND PROCEDURES

- 5.1 The inspection body shall document in detail the procedures and instructions to be used in the application of the appropriate regulations, codes of practice, standards, specifications, guidance documents and customer requirements.
- 5.2 Where risk assessment techniques are used to establish the nature and frequency of inspections, the inspection body shall document the techniques used including a demonstrable justification for using these techniques.
- 5.3 Codes, Standards and other technical literature applicable to the design, construction, operation, inspection and repair of motor vehicle and their components within the accredited scope shall be maintained up to date and be readily available and accessible to the staff.

6. FORMAT OF ACCREDITATION SCOPE

Only specific categories of equipment would be covered in the scope of accreditation. An example of the accreditation scope is attached in Appendix 1.

7. REFERENCE

- a) ISO/IEC 17020:2012 – Conformity Assessment-Requirements for the operation of various types of bodies performing inspection
- b) ILAC P15:06/2012 – Application of ISO/IEC 17020:2012 for the Accreditation of Inspection Bodies
- c) Land Transport Authority (LTA) Minimum Requirements for operating an LTA authorized vehicle inspection centre
- d) EA 5/02 TA:2007 - EA guidance on the application of EN 45004 in recurrent inspection of motor vehicles
- e) Relevant SAC-SINGLAS Documents and Technical Notes including SAC-SINGLAS 006, MET-001, MECH 001 and NDT 003

Appendix 1

Inspection body : Type A or B or C

Item / System to be inspected	Inspection Requirements (to comply with relevant inspection codes)	Types of assessment
Examples 1. Motor vehicle < 3 tonne 2. Motor vehicle > 3 tonne	Inspection body must declare its inspection method (Either inspection codes/standards or inspection methods developed with reference to relevant inspection codes)	Examples: Pre-shipment inspection Road worthiness inspection

NOTE :

Type A inspection body

The inspection body providing “third party” services.

Type B inspection body

The inspection body which forms a separate and identifiable part of an organisation involved in the design, manufacture, supply, installation, use or maintenance of the item it inspects and has been established to supply inspection services to its parent organisation.

Type C inspection body

The inspection body which is involved in the design, manufacture, supply, installation, use or maintenance of the items it inspects or of similar competitive items and may supply inspection services to other parties not being its parent organisation.