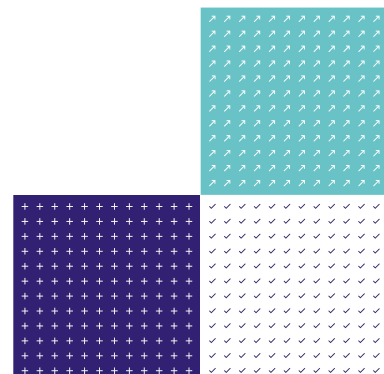


# TPS 76

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## Management of temporary facilities within an accredited scope

Draft for consultation



## Contents

1.	Introduction	2
2.	Scope	2
3.	Application for accreditation	3
4.	Assessment of applicant	3
5.	Accreditation	4
6.	Defining the scope of accreditation	5
7.	Glossary	5

## 1. Introduction

- 1.1 It is recognised that for some sectors, accredited conformity assessment bodies (CABs) may need to establish temporary facilities to serve specific customer requirements. These temporary facilities often need to be commissioned at short notice and/or operate for a short period of time. If a CAB wishes to include the ability to undertake activities at a temporary facility within their scope of accreditation, they can apply to UKAS for this to be assessed. In order for the activities of each temporary facility to be included within the scope of the CAB's accreditation, UKAS will evaluate the CAB's process for commissioning of temporary facilities.
- 1.2 The purpose of this document is to provide guidance to applicant and accredited CABs to enable them to demonstrate their competence to manage the commissioning and operation of temporary facilities within the scope of their accreditation.
- 1.3 A CAB may decide to apply for the ability to add temporary facilities where it is necessary to establish and operate a temporary facility at short notice and/or where this activity occurs frequently (e.g. construction/demolition sites, one off events). A process that has been assessed and determined to be effective will allow a CAB to include a new temporary facility for all or part of its existing accredited activities within its scope of accreditation prior to UKAS undertaking an assessment.
- 1.4 This approach is optional and alternatively CABs may decide to apply for extensions to scope for each new location as required.

## 2. Scope

- 2.1 This document applies to accredited CABs that wish to establish temporary facilities to carry out activities for which they already hold accreditation as defined on their schedule of accreditation. This would also include supplementary processes related to accredited activities such as record management, that could be supporting the accredited activity being undertaken at the specific location.
- 2.2 The process cannot be used to add new conformity assessment activities to the scope of accreditation. The activities of the temporary facility will include only activities included in the original application / current scope. Any increase in the range of activities to be included will be subject to the usual extension to scope procedures.

### 3. Application for accreditation

- 3.1 Where a CAB identifies a need to include new temporary facilities and would like the ability to do so as part of its accredited system without the need to apply for an extension to scope on each occasion then it shall be required to submit a formal application to UKAS for this process. This application shall be accompanied by the CAB's documentation describing how such facilities shall be established, resourced, commissioned, managed and monitored. The CABs shall also identify the accredited activities that will be performed at or from the temporary facility location as this must already be included in the accredited scope for the CAB.
- 3.2 Prior to offering accreditation for adding temporary facilities, UKAS must have a high degree of confidence that the CABs staff are competent to manage and operate their processes for establishing temporary facilities and that these processes are robust and effective. For existing accredited CABs that have previously been successfully assessed for extensions to scope for adding new facilities, UKAS will have prior knowledge of their competence and ability to maintain their systems. For a new CAB or CABs that have not previously demonstrated competence UKAS will not have this prior knowledge and will have to adopt an assessment approach that will allow confidence to be established; this will require the direct assessment of the commissioning process for new temporary facilities.

### 4. Assessment of applicant

- 4.1 The assessment of an applicant will examine the CAB's ability to establish, operate and manage a new temporary facility in accordance with their documented procedures and the requirements of the relevant international standards and will include:
- a) The implementation of the CAB's contract review process to ensure there is a clear definition of the extent of, and any limitations to, the temporary facilities activities and that there is customer agreement to the activities being conducted in the temporary facilities
  - b) The competence and capability to establish and operate a temporary facility including processes for commissioning and verifying the performance of equipment, methods (including any additional validation / verification) and procedures in accordance with the performance characteristics of its existing accredited activities
  - c) The training and monitoring of technical staff assigned to the temporary facility
  - d) The application of the CAB's management system to all activities that take place at the temporary facility including impartiality, confidentiality, access, quality control and quality assurance measures, measurement traceability, internal auditing, control of data and information management and reporting of results
  - e) Other aspects that shall be considered are review of:
    - Suitable environmental conditions (adequate light, vibration, noise, contamination/cleanliness - as applicable) including for sample storage
    - Security - maintenance of confidentiality of records and integrity of samples
    - Safeguard against unauthorised tampering with samples, equipment, tests
    - Where applicable, appropriate insurance / liability cover

## 5. Accreditation

- 5.1 The competence of an CAB to commission temporary facilities will be assessed by UKAS and will be recognised by a specific entry on the schedule of accreditation. The extent of the flexibility this provides will be agreed with UKAS and clearly defined on the schedule as well as within the CAB's operating procedures or processes.
- 5.2 When a new location is established under the CAB's internal policy and process, the CAB shall provide the following details to UKAS:
- a) The location of the temporary facility
  - b) Contact details of the CAB's representative at the new location
  - c) The conformity assessment activities to be carried out at the location
  - d) The date from which the temporary facility will operate under accreditation and expected completion date
- 5.3 UKAS will update the schedule of accreditation accordingly to show which accredited tests will be performed at temporary facility locations and will use a risk-based approach with regards to the need for an assessment. Assessment visits to operational temporary facilities set up in accordance with the CABs internal policy and process will normally be planned on the same basis as surveillance visits to permanent facilities; in other words, a selection of the accredited activities will be assessed during each visit, which would be expected to be carried out at annual intervals. However, in circumstances where an CAB is operating several concurrent temporary facilities with similar scopes of accreditation, assessment of the CAB may not require the assessment of all operating temporary facility locations in each year of operation.
- 5.4 UKAS reserves the right to plan the number, and scope, of visits to temporary facilities accredited as necessary to maintain confidence in the CAB's operation of its internal policy and process.
- 5.5 The CAB shall inform UKAS of the date when any temporary facilities will cease to be included in its scope of accreditation. Where closure of a temporary facility is likely to occur before the planned date of the next routine visit, UKAS reserves the right to visit the location prior to the closure in order to ensure that the accreditation requirements have been maintained. This is particularly relevant to short term temporary facilities that may be in operation for very short periods.
- 5.6 It is recognised that there are CABs operating temporary facilities without permanent facilities and that, on occasion, these CABs may not have any temporary facilities operating either. Where this occurs, the CAB may retain its accredited status as long as it is able to demonstrate continuing competence for its accredited activities. Where an CAB has not operated a temporary facility for more than 12 months, UKAS reserves the right to conduct an assessment at the next available temporary facility prior to the CAB including that location within its scope of accredited work.
- 5.7 Accreditation for the operation of temporary facilities under the CABs internal policy / process places a greater responsibility with an accredited CAB for making and justifying decisions relating to the inclusion of a particular temporary facility within the scope of accreditation. Where a CAB fails to maintain its management system, and/or effectively implement its procedures and controls, appropriate sanctions will be imposed by UKAS and work may need to be recalled or reports reissued. Such sanctions may include:
- a) Revocation of the CAB's ability to add temporary facilities
  - b) Suspension of accreditation for a specific temporary facility location or locations
  - c) A combination of other sanctions ranging from extra visits to the total suspension of all accredited activities

## 6. Defining the scope of accreditation

- 6.1 The scope of accreditation for all CABs operating temporary facilities will be detailed as required in the current schedule for the CAB.
- 6.2 The schedule of accreditation shall include a generic entry under 'locations' stating, "temporary facilities". This shall be treated in the same way as any other location defined within the schedule.

## 7. Glossary

- 7.1 **Temporary facility** - For the purposes of this document, a temporary facility is an office or laboratory commissioned for a defined period of time, where conformity assessment activities or activities linked to the conformity assessment activities already accredited by UKAS can be undertaken.

NOTE: If the defined period of time is greater than 6 months then the CAB will be asked to justify the time period required.

- 7.2 **Conformity assessment body (CAB)** – Body that performs conformity assessment activities and that can be the object of accreditation, the actual entity that is accredited to perform the tasks included in the scope of accreditation