CONFIDENTIAL

SINGAPORE ACCREDITATION COUNCIL
ACCREDITATION SCHEME FOR INSPECTION BODIES

Inspection Body Assessment Checklist

Type of Assessment	:	Preliminary / Initial / Renewal / Surveillance / Non-Routine / Verification
Inspection Body	:	
Address	:	
Tel / Fax	:	
Names of persons seen	:	
Field	:	
Date of visit	:	
Site Visited		
Technical Assessor(s)/Expert(s)	:	

Team Leader	:		
		Name & Signature	Date

References
ISO/IEC 17020: 2026, SAC-01, SAC-02, IB 01, PROF 001

ASSESSMENT CHECKLIST

Please refer to ISO/IEC 17020 standard for the full requirements.

	Description
To produce:	Mandatory to meet the requirement

Clause No.	**Description**	**Yes**	**No**	**N.A.**	**Remarks**
4.	**General Requirements**				
4.1	**Impartiality**				
4.1.1	Are inspection activities undertaken impartially?				
4.1.2	Does the inspection body take responsibility for the impartiality of its inspection activities and resist commercial, financial or other pressures? <u>To produce:</u> • Management policy statements • Code of Conduct				
4.1.3 4.1.4 4.1.5 4.1.6 4.1.7	Does the inspection body monitor its activities and its relationships to identify threats to its impartiality on an ongoing basis? Risks include: • Risk from activities • Risk from its relationships • Risk from the relationships of its personnel <u>To produce:</u> Impartiality risk assessment or risk matrix Where threats to impartiality are identified, does the IB eliminate or minimise them and demonstrate how this is done? <u>To produce:</u> Risk assessment records How does the IB show top management commitment to impartiality? <u>To produce:</u> • Management review • Code of conduct • Quality Policy Is the IB structured and managed to safeguard impartiality? <u>To produce:</u> Organisation chart, job descriptions Do all personnel (internal and external) who could influence inspection activities act impartially, and are they remunerated				

Clause No.	Description	Yes	No	N.A.	Remarks
	in a way that does not influence inspection results? <u>To produce:</u> Employment contracts				
4.2	**Confidentiality**				
4.2.1	Does the IB manage all information obtained or created during inspection activities through legally enforceable commitments, inform clients in advance of information to be placed in the public domain, and treat all other information as confidential? <u>To produce:</u> • Code of conduct • Contractual agreement, • Confidentiality policy on website or in documentation.				
4.2.2	Where the IB is required by law or contract to release confidential information, is the client notified (unless prohibited by law)? <u>To produce:</u> Records of notifications to clients				
4.2.3	Is information about the client obtained from sources other than the client (e.g. complainant, regulatory authorities) treated as confidential, unless agreed by the source?				
4.2.4	Do all personnel, including committee members, contractors, and persons acting on the IB's behalf, keep all information obtained or created during inspection activities confidential? <u>To produce:</u> • Confidentiality agreements • Employment contracts • Contractor agreements.				
5.	**Structural requirements**				
5.1	**Independence**				
5.1.1	Does the IB meet the independence requirements specified in Annex A, based on the conditions under which it performs its inspection activities and, if applicable, as required by the inspection scheme? <u>To Produce:</u> • ACRA certificate • Organisation charts of IB and applicable entities				
Annex A1	<u>Type A</u>				

Clause No.	Description	Yes	No	N.A.	Remarks
  (a) (b) (c) (d) Annex A2 (a) (b)	A type A IB shall meet the following requirements: The IB shall be independent of the parties involved. The IB and its personnel shall not engage in any activities that can conflict with their independence of judgment and integrity in relation to their inspection activities. In particular, they shall not be engaged in the design, manufacture, supply, installation, purchase, ownership, use, maintenance of the item inspected, or similar competitive items. The IB shall not be a part of a legal entity that is engaged in the design, manufacture, supply, installation, purchase, ownership, use or maintenance of the item inspected or similar competitive items. The IB shall not be linked to a separate legal entity engaged in the design, manufacture, supply, installation, purchase, ownership, use or maintenance of the item inspected or similar competitive items with examples listed at Annex A of ISO/IEC 17020. <u>Type non-A</u> An IB that does not meet the requirements of Type A shall meet these requirements: The legal entity, (see 5.2.1), shall provide safeguards within the organization to ensure adequate segregation of responsibilities and accountabilities between inspection and other activities. The design, manufacture, supply, installation, servicing, maintenance and the inspection of the same item performed by the IB shall not be undertaken by the same person with an exception at Annex A.				
5.2	**Legal Entity and Liabilities**				
5.2.1 5.2.2	Is the IB a legal entity or a defined part of a legal entity, with the legal entity being legally responsible for all its inspection activities? <u>To produce:</u> ACRA certificate If the IB is part of a legal entity, is it identifiable (i.e. visible in the general organisation and structure) within that entity?				

Clause No.	Description	Yes	No	N.A.	Remarks
	<u>To produce:</u> Organisation chart of the parent entity				
5.2.3	Has the IB defined and documented the inspection activities for which it conforms to the requirements of this standard? <u>To produce:</u> • Quality manual • Scope of accreditation				
5.2.4	Does the IB have adequate provisions (e.g. insurance or reserves) to cover liabilities arising from its activities, including analysis of risks, assessment of potential liabilities, and assurance that provisions are consistent with those liabilities? <u>To produce:</u> • Insurance certificates or evidence of reserves • Risk and liability assessment records.				
5.2.5	Does the IB have documentation describing the contractual conditions under which it provides inspection? Where it provides inspection to the legal entity of which it is a part, are internal agreements established? <u>To produce:</u> • Standard terms and conditions • Service agreements • Internal agreements				
5.3	**Organisation and Management**				
5.3.1	Does the IB:				
(a)	Define its organisation and management structure, its place within any parent organization and the relationship between management, technical activities and support services				
(b)	Specify responsibilities and authorities of all relevant personnel				
(c)	Maintain its inspection capability as per inspection activities defined in 5.2.3				
(d)	Document its procedures to ensure consistent application and validity of results <u>To produce:</u> • Job description				

Claus e No.	Description	Yes	No	N.A.	Remarks
	• Organisation chart, Quality Manual and its associated documentation				
5.3.2	Does the IB have technical management with overall authority and responsibility for the:				
(a)	Development of inspection activities including methods and associated processes				
(b)	Performance monitoring				
(c)	Access to resources				
(d)	Determination of competence requirement for personnel				
(e)	Technical requirement of contractual arrangements				
(f)	Performance of inspection activities <u>To produce:</u> • Job description of technical personnel • Organisation chart • Appointment letter				
5.3.3	Is the technical management technically competent for the operation of an IB? <u>To produce:</u> CV, qualification records of technical management / SAC approved signatory				
5.3.4	Does the IB have personnel with the authority and resources to:				
(a)	Implement and maintain the management system				
(b)	Identify deviations				
(c)	Initiate actions to minimize or prevent such deviations				
(d)	Report to management on the performance of the management system and any need for improvements?				
(e)	Ensure the effectiveness of inspection activities? <u>To produce:</u> • Appointment of management representative • Job descriptions.				

Clause No.	Description	Yes	No	N.A.	Remarks
5.3.5	Are the duties, responsibilities and authorities for each function involved in inspection activities documented in job descriptions or other documentation? <u>To produce:</u> Job description, Organisation chart				
6.	**Resource requirements**				
6.1	**Personnel**				
6.1.1	Does the IB have sufficient competent personnel to cover the scope, range, and volume of inspection activities? <u>To produce:</u> • Organisation chart (showing reporting lines) • Job descriptions (roles, responsibilities, authority) • Manpower/ resource planning records • List of authorised inspectors (with scope)				
6.1.2	Is there a documented process for managing competence that includes				
(a)	competency criteria (qualification, training, experience)				
(b)	Selection of personnel				
(c), (f)	Initial & continual training				
(d)	Authorisation of personnel				
(e)	Monitoring of competence <u>To produce:</u> • Recruitment / training / authorisation procedure • Competency matrix • Recruitment and selection records • Authorisation records				
6.1.3	Do inspectors have knowledge appropriate to the inspection activities undertaken such as:				
(a)	technology used for the manufacture of the products inspected, the operation of processes and the delivery of services				
(b)	the way in which products are used, processes are operated, and services are delivered				
(c)	defects which can occur during the use of the product, any failures in the operation of the process and any deficiencies in the delivery of services				

Clause No.	Description	Yes	No	N.A.	Remarks
(d)	significance of deviations in the normal use of products, the operation of processes and the delivery of services <u>To produce:</u> • CV and qualification records, • Technical training records • Authorisation records • Competency assessment results (technical evaluation)				
6.1.4	Does initial training include an induction period and a mentored working period with authorized and competent personnel for the relevant inspection activity? <u>To produce:</u> • Training programme / induction plan • OJT (on-the-job training) records • Mentorship / supervision records, • Training attendance and evaluation forms				
6.1.5	Is there a planned monitoring programme for inspectors by authorized and competent personnel in accordance with a monitoring programme? Is monitoring frequency based on: • Risk and complexity of the inspections? • results of previous monitoring activities? • technical, procedural or legislative developments relevant to the inspections? • inspection activities which use new technology? <u>To produce:</u> • Monitoring / witnessing programme • Criteria for monitoring frequency (risk-based) • Witness audit / field observation reports • Monitoring schedules and completion records				
6.1.6	Are monitoring results used to identify training needs and maintain / update authorisation status? <u>To produce:</u> • Training needs analysis linked to monitoring • Retraining records / corrective training actions				

Clause No.	Description	Yes	No	N.A.	Remarks
	• Updated competency/ authorisation status records				
6.1.7	Are inspectors periodically being observed performing inspections? Where not observed, is there sufficient supporting evidence of continued competence such as: • Performance of examinations and determinations • Outcome of monitoring • Outcome of separate evaluations to confirm the outcome of the inspections • Outcome of mentoring and training <u>To produce:</u> • Witnessing records (on-site observation reports) • Inspection report reviews, performance appraisal records				
6.1.8	Does the IB identify training needs and provide relevant training to personnel involved in the inspection activities to keep pace with technology developments, inspection methods and other relevant changes depending on their competence, experience and upon the results of monitoring? <u>To produce:</u> • Annual training plan / competency development plan • Refresher training records, • Training on updated standards / regulatory changes				
6.1.9	Does the IB have IB shall have documented information demonstrating competence of its personnel <u>To produce:</u> • Training records • Competency assessments, authorisation records, • monitoring / evaluation history				
6.2	**Facilities and equipment**				
6.2.1	Does the IB have available suitable and adequate facilities and equipment to ensure that inspection activities and all associated activities are performed in a competent and safe manner, even for equipment not owned by the IB? <u>To produce:</u>				

Clause No.	Description	Yes	No	N.A.	Remarks
	• Equipment / facility management procedure • Equipment master list				
6.2.2	Does the IB have rules for the access to, and the use of, specified facilities and equipment used to perform inspections? <u>To produce:</u> • Equipment usage / access control procedures • Equipment logbooks • Access control records (if system-based)				
6.2.3	Does the IB ensure the continued suitability of the facilities and of the equipment mentioned in 6.2.1 for their intended use? <u>To produce:</u> • Equipment handling procedure, • Maintenance schedules, Maintenance and servicing records • Evidence of review of calibration certificates				
6.2.4	Does the IB identify equipment that significantly affects the inspection results and are they:				
(a)	Uniquely identified				
(b)	subjected to in-service checks according to a procedure, when necessary, to maintain confidence in the performance of the equipment				
(c)	calibrated before being put into service, and thereafter calibrated according to an established programme				
6.2.5	Does the IB have a procedure for handling, transport, storage, use and planned maintenance of equipment in 6.2.4 to ensure proper functioning and to prevent contamination or deterioration. <u>To produce:</u> • Equipment handling procedure, • Equipment list • Identification labels (ID, calibration status)				
6.2.6	Does the IB verify that equipment conforms to specified requirements before being placed into service or returned to service <u>To produce:</u>				

Clause No.	Description	Yes	No	N.A.	Remarks
	• Maintenance and servicing records • Evidence of review of calibration certificates				
6.2.7	Does the IB ensure that when measurement results have a significant influence on the result of the inspection, or when so required by the inspection scheme, the measurement results are metrologically traceable to the International System of Units though either:				
(a)	calibration provided by a competent laboratory				
(b)	certified values of certified reference materials provided by a competent producer with stated metrological traceability to the SI;				
(c)	direct realization of the SI units ensured by comparison, directly or indirectly, with national standards or international standards To produce: • Calibration certificates from ISO/IEC 17025 accredited laboratories • Verification / functional check records • Verification / comparison methods				
6.2.8	When metrological traceability to the SI units is not technically possible, does the IB ensure metrological traceability to an appropriate reference? To produce: • Comparison to certified reference materials • Verification / comparison methods				
6.2.9	When technology is used in connection with inspections (e.g. automated equipment, data processing, artificial intelligence, augmented reality or remote inspection techniques), does the IB ensure that:				
(a)	The technology suitable and adequate for use				
(b)	procedures are established and implemented for protecting the integrity and security of data				
(c)	equipment, including hardware and software, is maintained to ensure proper functioning				

Clause No.	Description	Yes	No	N.A.	Remarks
6.2.10	Does the IB have procedures for dealing with defective equipment? Is defective equipment removed from service by segregation and clearly identified as defective by prominent labelling or marking? Does the IB examine the effect of defects on previous inspections and follow the procedure in clause 8.5? <u>To produce:</u> • Equipment handling procedure • Records of equipment purchase / disposal				
6.2.11	Does the IB record relevant information on the equipment and software such as identification and information on calibration and maintenance? <u>To produce:</u> Software validation and versioning records				
6.3	**Externally Provided Products & Services**				
6.3.1 (a) (b) (c)	Does the IB ensure that only suitable externally provided products and services that affect inspection activities are used? Are these products and services: intended for incorporation into its own inspection activities? provided, in part or in full, directly to the client by the IB, as received from the external provider? used to support the operation of the IB?				
6.3.2 (a) (b) (c)	Does the IB have a procedure and retain records for defining, reviewing and approving the IB's requirements for externally provided products and services defining the criteria for evaluation, selection, monitoring of performance and re-evaluation of the external providers ensuring that externally provided products and services conform to the IB's established requirements, or when applicable, to the relevant requirements of this document or of other relevant standards for conformity assessment bodies, before they are used				

Claus e No.	Description	Yes	No	N.A.	Remarks
(d)	taking any actions arising from evaluations, monitoring of performance and re-evaluations of the external providers <u>To produce:</u> • Supplier control / outsourcing procedure • Approved supplier list • Supplier evaluations • Defined scope of external services				
6.3.3	Does the IB normally perform the inspections that it contracts to undertake, with usage of externally provided inspection activities for part of the inspection or the entire inspection only in exceptional circumstances? <u>To produce:</u> • Policy on outsourcing inspection activities • Justification records (e.g. lack of resources, special expertise) • Records of outsourced inspections				
6.3.4	Does the IB inform the client of its intention to use externally provided inspection activities for part of the inspection, or the entire inspection, to provide the client with an opportunity to object in advance. <u>To produce:</u> • Contract with client • Client communication records and client acknowledgement of use of externally provided inspection activities				
6.3.5	When externally provided inspection activities are used, does the IB take responsibility for the inspection results and any determination of conformity of the item inspected? <u>To produce:</u> • Evidence of review of reports / certificates issued by external inspection service providers • Contract terms stating IB responsibility				
6.3.6	Does the IB retain documented information for approved external service providers and for which services the approval applies <u>To produce:</u> Approved supplier list				

Clause No.	Description	Yes	No	N.A.	Remarks
7.	**Process requirements**				
7.1	**Review of requests, tenders and contracts**				
7.1.1	Does the IB have a procedure for the review of inspection requests, tenders and contracts? Does the procedure ensure that:				
(a)	the inspection to be performed is defined, the item to be inspected is clearly identified and the requirements to be fulfilled are adequately specified, documented and understood;				
(b)	the IB has the capability, including adequate resources, to meet the client requirements;				
(c)	the appropriate inspection methods are available or are to be developed to meet the client requirements;				
(d)	the requirements, including any special conditions of the client, are adequately specified and understood, so that clear instructions can be issued to personnel performing the required inspection activities;				
(e)	the requirements of the request, tender, contract or work order have been met.				
7.1.2	Does the IB inform the client if a requested inspection is considered to be inappropriate?				
7.1.3	Does the IB resolve any differences between the request or tender and the contract before inspection activities start?				
7.1.4	Are the contracts acceptable to both the IB and the client? Deviations requested by the client shall not impact the validity of the results.				
7.1.5	Does the IB retain records of review of requests, tenders and contracts, including any significant changes? To produce: • Records of requests, tenders and contracts • Correspondence with client • Contract variations				
7.2	**Inspection methods and procedures**				
7.2.1	Does the IB perform inspections using appropriate methods and procedures?				
7.2.2	Where inspection methods and procedures are not defined, does the IB				

Clause No.	Description	Yes	No	N.A.	Remarks
	develop specific methods and procedures to be used?				
7.2.3	Does the IB use standard inspection methods or procedures? When non-standard inspection methods or procedures are used, does the IB ensure that they are appropriate and documented? <u>To produce:</u> Non-standard inspection procedures				
7.2.4	Is the development and modification of inspection methods or procedures a planned activity? Is this undertaken by competent personnel equipped with adequate resources?				
7.2.5	Do the inspection methods or procedures used by the IB address				
(a)	the inspection techniques to be used and, where appropriate, the measurements to be taken, including adequate information on the equipment and facilities to be used;				
(b)	activities for which the inspector's judgement may rely on the use of technology;				
(c)	inspection planning and sampling, where the absence of such instructions can jeopardize the effectiveness of the inspection process;				
(d)	when sampling is relevant to the validity of the outcome of inspection activities, an established sampling plan and method;				
(e)	information supplied by any other party (including the client) as part of the inspection process, and how the integrity and the validity of such information shall be verified to the extent appropriate for the intended use of this information;				
(f)	inspection results from artificial intelligence or digital developments;				
(g)	the use of safety equipment and the rules or instructions for performing inspections in a safe manner;				
(h)	where applicable, the criteria to make the decision on conformity of the inspection item;				
(i)	which particular equipment has a significant influence (if any) on the result				

Clause No.	Description	Yes	No	N.A.	Remarks
	of the inspection and when relevant, under which conditions (such as environmental). <u>To produce:</u> Non-standard inspection procedures				
7.2.6	Does the IB validate non-standard inspection methods or procedures including when technology is used? Is the validation appropriate to meet the needs of the given application or field of application. <u>To produce:</u> Records of the validation				
7.3	**Handling of items**				
7.3.1	Does the IB ensure items to be inspected are uniquely identified to avoid confusion regarding the identity of the items?				
7.3.2	Does the IB establish whether the item to be inspected is in a ready state for the intended inspection activities, where applicable? Where there is any doubt as to the item's suitability for the inspection to be performed, or where the item does not conform to the description provided, does the IB record this non-conformity and contact the client before proceeding with the inspection?				
7.3.3	Does the IB have documented procedures and appropriate facilities to avoid deterioration or damage to the item while under its responsibility? <u>To Produce</u> Procedures on storage, handling and transport of inspection items				
7.4	**Inspection records**				
7.4.1	Does the IB record in a timely manner, the observations or data during inspection to prevent loss of relevant information? Does the IB have appropriate and systematic checks on calculations and data transfers? <u>To produce:</u> Raw data such as work sheets, photographs, inspection evidence, draft inspection reports				
7.4.2	Does the IB maintain records to demonstrate the effective fulfilment of the inspection procedures and to enable an evaluation of the inspection process?				

Clause No.	Description	Yes	No	N.A.	Remarks
	To produce: Final inspection reports				
7.4.3	Do the IB's records identify equipment having a significant influence on the result of the inspection, the date of use, for each inspection activity, and when relevant, the conditions (such as environmental) under which the equipment was used?				
7.4.4	Does the IB ensure that amendments to inspection records can be tracked to previous versions or to original observations. Does the IB retain both the original and amended data and files, including the date? To produce: Original and amended inspection reports As a guide, important records should be kept at least through 1 accreditation cycle.				
7.5	**Control of data and information**				
7.5.1	Does the IB validate its system used for the collection, processing, recording, reporting, storage or retrieval of data relevant to inspection activities? Whenever there are any changes, including IB software configuration or modifications to commercial off-the-shelf software, does the IB authorise, document and validate these changes before implementation? To produce: Records of validation and authorisation of changes to software				
7.5.2	Are the technical data and inspection records used by the IB:				
(a)	safeguarded against unauthorised access, tampering and loss;				
(b)	maintained in a manner that ensures the integrity and security of the data and information;				
(c)	updated with information on system failures and the appropriate immediate and corrective actions				
7.6	**Inspection report or inspection certificate**				
7.6.1	Is the work performed by the IB covered by an inspection report or inspection certificate?				

Clause No.	Description	Yes	No	N.A.	Remarks
7.6.2	Does the inspection report or certificate include the following?				
(a)	identification of the issuing body;				
(b)	unique identification of the inspection report				
(c)	date of issue;				
(d)	date(s) of inspection				
(e)	identification of the item(s) inspected;				
(f)	signature or other indication of approval, by authorized personnel;				
(g)	statement of conformity where applicable;				
(h)	the inspection results, except in inspection certificates where they are available upon request and traceable to the report;				
(i)	facility name or location of inspection when relevant				
7.6.3	Is the information listed in 7.6.2 reported correctly, accurately and clearly?				
	Where the inspection report or inspection certificate contains results delivered by external providers, are these results clearly identified?				
7.6.4	Is the inspection report or inspection certificate traceable to the inspector(s) who performed the inspection?				
7.6.5	Are corrections, additions or amendments to an inspection report or inspection certificate after issue recorded in accordance with the relevant requirements of this subclause (7.6)?				
	Is there an amended report or certificate issued which clearly identifies the report or certificate replaced?				
7.6.6	When agreed with the client, the results can be reported in a simplified way. In such a case, is the information listed in 7.6.2 that is not reported to the client readily available?				
7.7	**Handling of appeals**				
7.7.1	Does the IB have a documented procedure for handling appeals that shall include at least the following:				
(a)	a description of the process for receiving and investigating the appeal, and deciding what actions shall be taken in response;				

Clause No.	Description	Yes	No	N.A.	Remarks
(b)	tracking and recording the appeals, including actions undertaken to resolve it;				
(c)	ensuring appropriate action is taken.				
	To produce: Procedures on handling appeals				
7.7.2	Is the description of the handling process for appeals publicly available?				
7.7.3	Does the IB acknowledge receipt of the appeal, and provide the appellant with the outcome and, if applicable, progress reports?				
7.7.4	Is the IB that receives the appeal responsible for gathering all necessary information to determine whether the appeal is valid?				
7.7.5	Is the IB responsible for all decisions for the process for handling appeals?				
7.7.6	Is the decision on the appeal made by, or reviewed and approved by, persons not involved in the decision that is the subject of the appeal in question?				
	To produce: Records of appeals and resolution of such Correspondence with appellants				
7.7.7	Does the investigation and decision on appeals result in any discriminatory actions?				
7.8	**Handling of complaints**				
7.8.1	Does the IB have a documented procedure for handling complaints that shall include at least the following:				
(a)	a description of the process for receiving, substantiating and investigating the complaint, and deciding what actions shall be taken in response;				
(b)	tracking and recording the complaint, including the actions undertaken to resolve it;				
(c)	ensuring appropriate action is taken.				
	To produce: Procedures on handling complaints				
7.8.2	Is the description of the handling process for complaints publicly available?				

Clause No.	Description	Yes	No	N.A.	Remarks
7.8.3 7.8.4 7.8.5 7.8.6 7.8.7	Upon receipt of a complaint, does the IB confirm whether the complaint relates to its inspection activities? If so, does the IB take actions to resolve the complaint? Is the IB that receives the complaint responsible for gathering all necessary information to determine whether the complaint is substantiated? Does the IB acknowledge receipt of the complaint, and provide the complainant with the outcome and, if applicable, progress reports? Does the investigation and resolution of complaints result in any discriminatory actions? Is the resolution of complaints made by, or reviewed and approved by, persons not involved in the subject of the complaint in question. Where resources do not permit this, does the alternative approach compromise impartiality? To produce: • Records of complaints and resolution • Correspondence with complainants				
8.	**Management system requirements**				
8.1	**General**				
8.1.1 8.1.2 8.1.3	Does the IB establish, document, implement and maintain a management system to support and demonstrate the consistent fulfilment of the requirements of this standard? To produce: Quality manual or equivalent management system documentation Does the management system include at least the following: • policies and responsibilities (8.2) • documented information (8.3) • actions to address risks and opportunities (8.4) • corrective actions (8.5) • internal audits (8.6) • management review (8.7)? If the IB has established a quality management system (e.g. in accordance with ISO 9001), does it support and				

Clause No.	Description	Yes	No	N.A.	Remarks
	demonstrate the consistent fulfilment of the requirements of this standard?				
8.2	**Policies and Responsibilities**				
8.2.1	Does the IB's top management establish, document and maintain policies and objectives for fulfilment of the requirements of this standard, and ensure they are acknowledged and implemented at all levels of the organisation? To produce: • Quality policy • Documented objectives • Evidence of communication to all staff				
8.2.2	Does the IB's policies and objectives address the competence, impartiality and consistent operation of the IB? To produce: • Review of policy and objectives • Review of impartiality risks				
8.2.3	Does the IB provide evidence that the top management is committed to the development and implementation of the management system and its effectiveness in achieving consistent fulfilment of this International Standard? To produce: • Quality policy • Documented objectives • Evidence of communication to all staff • Management review				
8.3	**Documented Information**				
8.3.1	Does the IB have procedures to control the documents (internal and external)? Does the procedure include the controls needed to:				
(a)	approve documents for adequacy prior to issue				
(b)	review and update (as necessary) and re-approve documents				
(c)	ensure that changes and the current revision status of documents are identified				
(d)	ensure that relevant versions of applicable documents are available at points of use and their distribution controlled				
(e)	documents are uniquely identified				

Clause No.	Description	Yes	No	N.A.	Remarks
(f) (g) 8.3.2 8.3.3 8.3.4 8.3.5	ensure that documents of external origin are identified and their distribution controlled prevent the unintended use of obsolete documents and apply suitable identification to them if they are retained for any purpose <u>To produce:</u> Procedures on control of documented information Does the IB implement controls for the identification, storage, protection, back-up, archive, retrieval, retaining and disposal of its records? <u>To produce:</u> • Records retention schedule • Disposal records Does the IB retain records for a period consistent with its contractual obligations, with access consistent with confidentiality commitments and records readily available? <u>To produce:</u> Records retention policy, sample records As a guide, important records should be kept at least through 1 accreditation cycle. Are all documentation, processes, systems and records related to the fulfilment of the requirements of this standard included in, or referenced from, the management system? Do all personnel involved in inspection activities have access to the documented information applicable to their responsibilities? <u>To</u> produce: • Access control records • Document distribution records				
8.4	**Actions to Address Risk and Opportunities**				
8.4.1 (a) (b)	Does the IB consider the risks and opportunities associated with its inspection activities to: give assurance that the management system achieves its intended results; enhance desirable effects to achieve the purpose and objectives of the IB;				

Claus e No.	Description	Yes	No	N.A.	Remarks
(c) (d) 8.4.2 (a) (b) (c) 8.4.3 8.4.4	prevent or reduce undesired impacts and potential failures; achieve improvement? <u>To produce:</u> Risk register / risk assessment records Does the IB plan: actions to address identified risks and opportunities; how to integrate and implement these actions into its management system; how to evaluate the effectiveness of these actions? <u>To produce:</u> • Risk action plans • Records of actions taken and effectiveness reviews Are actions taken to address risks and opportunities proportional to the potential impact on the validity of inspection results and, if relevant, on the validity of the inspection scheme? <u>To produce:</u> Risk register / risk assessment records Does the IB seek feedback from its clients and interested parties? Is the feedback analysed and used to improve the management system and inspection activities? <u>To produce:</u> • Client satisfaction surveys • Feedback records • Evidence of analysis and improvement actions				
8.5	**Corrective Actions**				
8.5.1 8.5.2	Does the IB have a procedure for identification and management of nonconformities, covering both management system nonconformities and inspection activity nonconformities? <u>To produce:</u> Nonconformity and corrective action procedure When a nonconformity occurs, does the IB:				

Claus e No.	Description	Yes	No	N.A.	Remarks
(a)	ensure responsibilities and authorities for managing nonconformities are defined;				
(b)	react to the nonconformity and take action to control, correct it and address consequences;				
(c)	evaluate the need to eliminate root causes to prevent recurrence;				
(d)	implement actions needed in a timely manner;				
(e)	review the effectiveness of corrective actions taken;				
(f)	update risks and opportunities if necessary;				
(g)	make changes to the management system if necessary? <u>To produce:</u> • Corrective action records • Root cause analysis • Effectiveness review records				
8.5.3	For nonconformities related to inspection activities specifically, does the IB additionally ensure that:				
(a)	actions (including halting or repeating work and withholding reports) are based on risk				
(b)	an evaluation of the significance of the nonconformity, including impact analysis on previous results, is made;				
(c)	a decision is taken on the acceptability of the inspection work affected;				
(d)	where necessary, the client is notified and work is recalled or disregarded;				
(e)	responsibility for authorising resumption of work is defined? <u>To produce:</u> • Impact assessment records • Client notification records • Work resumption authorisation records				
8.5.4	Are corrective actions appropriate to the effects of the nonconformities encountered?				
8.5.5	Does the IB retain records of:				

Clause No.	Description	Yes	No	N.A.	Remarks
(a) (b)	the nature of nonconformities, causes and subsequent actions taken; the effectiveness of any corrective action? <u>To produce:</u> • Corrective action records, • Effectiveness review records				
8.6	**Internal Audit**				
8.6.1 (a) (b)	Does the IB conduct internal audits at planned intervals to determine whether it: conforms to its own management system requirements (including inspection activities) and the requirements of this standard; has effectively implemented and maintained the required management system? <u>To produce:</u> • Internal audit programme • Audit schedule				
8.6.2 (a) (b) (c) (d) (e) (f) (g)	Does the IB: plan, establish, implement and maintain an audit programme taking into consideration the importance of inspection activities, changes affecting the IB, and results of previous audits; ensure internal audits are performed by personnel knowledgeable in inspection activities, auditing and the requirements of this standard, and that these personnel do not audit their own work; define audit criteria and scope for each audit, ensuring all requirements of this standard are covered across all fields of inspection and all premises where inspection activities are managed or performed; ensure audit results are reported to relevant management and to personnel responsible for the area audited; implement appropriate corrections and corrective actions without undue delay; identify any opportunities for improvement; retain records as evidence of the audit programme implementation and audit results?				

Clause No.	Description	Yes	No	N.A.	Remarks
	To produce: • Internal audit procedure • Internal audit reports				
8.7	**Management Review**				
8.7.1	Does the IB management review its management system at planned intervals to ensure its continuing suitability, adequacy and effectiveness, including stated policies and objectives? To produce: Management review minutes/records				
8.7.2	Do the inputs to the management review include information on:				
(a)	internal and external changes relevant to the IB;				
(b)	suitability of policies and procedures;				
(c)	outcome of recent internal audits;				
(d)	assessments by external bodies;				
(e)	client, personnel and interested parties feedback;				
(f)	corrective actions;				
(g)	status of actions from previous management reviews;				
(h)	fulfilment of objectives;				
(i)	changes in volume and type of work or range of inspection activities;				
(j)	appeals and complaints;				
(k)	effectiveness of implemented improvements;				
(l)	adequacy of resources including human and equipment resources, projected workloads and training needs;				
(m)	results of risk identification including impartiality threat identification and its conclusions;				
(n)	review of effectiveness of processes to ensure adequate competence of personnel, including monitoring and training of inspectors;				
(o)	other relevant factors?				

Clause No.	Description	Yes	No	N.A.	Remarks
8.7.3 (a) (b) (c) (d)	Do the outputs from the management review record all decisions and actions related to: effectiveness of the management system and its processes; improvement of activities related to fulfilment of the requirements of this standard; provision of required resources; any need for changes? <u>To produce:</u> Management review minutes/records				

Section No.	SAC Requirements for IB Scheme	Yes	No	N/A	Remarks
A 1 2	**<u>Existing Approved Signatory</u>** Are the signatories still competent to make a critical evaluation of inspection results that they are authorised for? Do the signatories still occupy appropriate positions in the staff structure that is responsible for the adequacy of inspection results?				IB 01, Clause 6
B 1 2 3 4 5 6	**<u>New Nominees for Approved Signatory</u>** Do the nominee(s) have the required qualifications and personnel certification for the inspection work applied for? Do the nominee(s) practise inspection that they are nominated for? Do the nominee(s) occupy appropriate positions in the staff structure that is responsible for the adequacy of inspection results? Is/are the nominee(s) familiar with the quality system as documented in the quality manual and SAC requirements, terms and condition. Comments from technical assessor on the nominee(s) technical qualification, experience knowledge of the inspection work competence in giving professional judgement. Has the nominee taken and passed the SAC online quiz prior to the assessment?				IB 01, Clause 6
	<u>Obligations of the Accredited Organisations</u>				

Section No.	SAC Requirements for IB Scheme	Yes	No	N/A	Remarks
C	Accredited organisations shall comply with the following conditions: (a) Offer to all customers a standard of service consistent with the SAC terms and conditions and maintain impartiality and integrity in all operations; (b) Immediately notify SAC, where applicable, on any of the following: (i) any change in its legal, commercial, ownership or organisational status; (ii) any changes in organisation, top management and key personnel e.g. key managerial staff, management representative and approved signatories who could affect the performance or competence of the accredited organisation; (iii) plans to conduct any accredited activities outside the Republic of Singapore; (iv) change of resources and premises; (v) any lawsuit or criminal investigation of the accredited organisation or its staff; (vi) Any conviction of an offence involving fraud or dishonesty, whether in or outside Singapore; (vii) Any debarment or blacklisting of the inspection body or its key personnel by Enterprise Singapore or another Singapore regulatory agency; (viii) any changes to the scope of accreditation; (ix) any significant changes in main policies; and (x) any other matters that may affect the ability of the accredited organisation to fulfil requirements for accreditation. (c) Adhere to the rules for the use of the SAC Accreditation Marks and reference to accreditation status; (d) Not to use the accreditation status in such a manner as to bring SAC into disrepute and not make any statement related to the accreditation which SAC may consider misleading or unauthorised; (e) Provide reasonable facilities, such as accommodation, cooperation, and access to documentation, inspection methods, test / calibration standards, personnel, inspection site, calibration and testing areas for the assessors and SAC staff to discharge their duties during assessments and resolution of complaints; (f) Make prompt payment to SAC of all the necessary fees levied by SAC;				SAC 01, SAC 02

Section No.	SAC Requirements for IB Scheme	Yes	No	N/A	Remarks
	(g) Upon the withdrawal of accreditation forthwith discontinue its use of reference to accreditation and withdraw all advertising materials which contains any reference to accreditation; (h) Make a clear and unequivocal statement in all contacts with its customers that a certificate of accreditation in no way implies that the product or service is approved by SAC; (i) Not represent or hold itself out as being the agent or partner of SAC or make any representations, warranties or promises on behalf of SAC; and (j) Ensure the standard of service and integrity of reports are maintained during relocation.				
D.	**Follow up on last year findings**				
E.	**Other Observation and Comments** Proficiency Testing (IB 01, Clause 7)				

	Safety (IB 01, Clause 9)

F.	**Additional Notes**

Appendix 1: ISO/IEC 17020 Cross Reference Table between 2012 and 2026 versions (Informative)

Cross Reference Table for ISO/IEC 17020 between 2012 and 2026 versions				
2012 Version		2026 Version		Description of Changes
Clause No.	Clause Title/ Description	Clause No.	Clause Title/Description	
3. Terms and definitions (2026)				
3.1	inspection	3.1	inspection	Definition updated to replace "product, process, service, or installation" with the new term "item" (3.8), aligning with ISO/IEC 17000:2020.
3.2	product	—	(removed)	The separate definitions of product, process, and service have been removed. These are now subsumed under the new defined term "item" (3.8).
3.3	process	—	(removed)	
3.4	service	—	(removed)	
3.5	inspection body	3.2	inspection body	Unchanged in substance.
3.6	inspection system	—	(removed)	The concept of "inspection system" has been removed.
3.7	inspection scheme	3.3	inspection scheme	Revised to align with ISO/IEC 17000:2020 terminology and updated notes. The definition now references "item" instead of "objects of conformity assessment".
3.8	impartiality	3.4	impartiality	Revised to align with ISO/IEC 17000:2020. Definition now reads "objectivity with regard to the outcome of an inspection" rather than "presence of objectivity". Note 1 updated; Note 2 added on related terms.
3.9	appeal	3.5	appeal	Revised to reference "client" (new defined term 3.7) rather than "provider of the item". A new Note 1 clarifies that an appeal is only possible if a statement of conformity has been issued.
3.10	complaint	3.6	complaint	Minor editorial update to replace "a conformity assessment body or an accreditation body" with "an inspection body".
—	(not defined)	3.7	client	New definition added: "person or organization requesting inspection of an item". This was previously undefined in the 2012 version. Incorporating clarity sought in ILAC P15 guidance on who the client is.
—	(not defined)	3.8	item	New definition added to encompass product, process, service, material, location, facility, premises, installation, or parts thereof, or their design. Replaces the multiple separate definitions in 2012.
4. General requirements (2026)				
4.1	Impartiality and independence	4.1	Impartiality	The title drops "and independence" as independence is now addressed solely under Section 5.1 and Annex A. The substance of impartiality requirements is largely retained.
4.1.3	(risks to impartiality)	4.1.3	(threats to impartiality)	Language changed from "identify risks" to "monitor activities and relationships to identify threats". The 2026 version also explicitly requires monitoring to include relationships of personnel, consistent with ILAC P15 clause 4.1.3 n1 and n2 guidance on ongoing monitoring.

Cross Reference Table for ISO/IEC 17020 between 2012 and 2026 versions				
2012 Version		2026 Version		Description of Changes
Clause No.	Clause Title/ Description	Clause No.	Clause Title/Description	
4.1.4	(eliminate/minimise risk)	4.1.4	(eliminate/minimise threats)	Terminology updated from "risk" to "threat". The requirement to demonstrate how threats are eliminated or minimised is retained, consistent with ILAC P15 clause 4.1.4 n1 guidance.
4.1.7	(personnel act impartially)	4.1.7	(personnel act impartially)	Retained. The requirement that personnel not be remunerated in a way that influences inspection results is maintained.
6.1.11	(remuneration)	4.1.7	(remuneration)	Moved from resource requirements to general/impartiality requirements, reflecting that remuneration is fundamentally an impartiality issue.
6.1.12	(personnel act impartially)	4.1.7	(personnel act impartially)	Consolidated into the impartiality clause.
4.2	Confidentiality	4.2	Confidentiality	Largely unchanged. A new clause 4.2.4 explicitly requires all personnel (including contractors and committee members) to keep information confidential, which was previously in clause 6.1.13 of the 2012 version.
6.1.13	(confidentiality by personnel)	4.2.4	(confidentiality by personnel)	Moved to the confidentiality clause for logical consistency.
5. Structural requirements (2026)				
4.1.6	(independence types A, B, C)	5.1	Independence	The three-type classification (A, B, C) is replaced with a two-type classification (type A and type non-A). The independence requirements are moved to a structural requirement under Section 5 rather than a general requirement, and Annex A is updated accordingly.
5.1	Administrative requirements	5.2	Legal entity and liabilities	Restructured. The 2026 version separates independence (5.1) from legal entity and liabilities (5.2). The liability provisions are expanded: the 2026 version now explicitly requires the inspection body to analyse risks, assess potential liabilities, and assure provisions are consistent with those liabilities (5.2.4), going beyond the simpler "adequate provision" requirement in 2012.
5.2	Organisation and management	5.3	Organisation and management	Substantially expanded. The 2026 version introduces explicit requirements for technical management authority and responsibilities (5.3.2), technical competence of technical management (5.3.3), and a dedicated management system role (5.3.4). These formalise guidance previously found in ILAC P15 clauses 5.2.2 n1, 5.2.5 n1/n2, and 5.2.7 n1/n2.
6. Resource requirements (2026)				
6.1	Personnel	6.1	Personnel	Significantly restructured. The 2026 version introduces a single documented process for managing competence (6.1.2) covering determination, selection, initial training, authorisation, monitoring, and continual training. This consolidates what were separate

Cross Reference Table for ISO/IEC 17020 between 2012 and 2026 versions				
2012 Version		2026 Version		Description of Changes
Clause No.	Clause Title/ Description	Clause No.	Clause Title/Description	
				clauses in 2012 (6.1.1, 6.1.5, 6.1.6) and formalises ILAC P15 guidance at clauses 6.1.1 n1–n4, 6.1.5 n1, and 6.1.6 n1.
6.1.8	(monitoring of personnel)	6.1.5	(monitoring of personnel)	The 2026 version requires monitoring at a "defined frequency" by "authorised and competent personnel" in accordance with a monitoring programme, and provides explicit factors To produce in designing the programme. This formalises ILAC P15 guidance at 6.1.8 n1 and 6.1.9 n2.
6.1.9	(on-site observation)	6.1.7	(observation of inspectors)	The 2026 version broadens the requirement from "observed on-site" to "observed performing inspection", acknowledging that not all inspections are on-site. Note 2 provides detailed guidance on what constitutes sufficient evidence of competence, formalising ILAC P15 clause 6.1.9 n1 guidance.
6.1.10	(records of personnel)	6.1.9	(documented information on competence)	Simplified. The 2026 version requires documented information demonstrating competence, rather than listing specific record types.
6.2	Facilities and equipment	6.2	Facilities and equipment	Substantially updated. The 2026 version introduces a new clause 6.2.9 explicitly addressing technology used in inspections (computers, automated equipment, AI, augmented reality, remote inspection), formalising ILAC P15 guidance at clause 7.1.3 n2 on new technology. Metrological traceability requirements (6.2.7–6.2.8) are updated to align with ISO/IEC 17025:2017 and reference the SI explicitly.
6.2.13	(computers/automated equipment)	6.2.9	(technology in inspections)	Significantly expanded. The 2026 version explicitly includes AI, augmented reality, and remote inspection techniques, reflecting technological developments since 2012. This formalises ILAC P15 guidance at 7.1.1 n3 and 7.1.3 n2.
6.3	Subcontracting	6.3	Externally provided products and services	Scope broadened from "subcontracting" to cover all externally provided products and services (e.g. calibration, IT, testing services), not just inspection activities. A new clause 6.3.2 introduces a formal procedure and records requirement for managing external providers. The restriction to "exceptional circumstances" for subcontracting inspection activities is retained (6.3.3). This formalises ILAC P15 guidance at 6.2.11 n1 and 6.3.4 n1/n2.
7. Process requirements (2026)				
7.1	Inspection methods and procedures	7.2	Inspection methods and procedures	Restructured. A new clause 7.1 on "Review of requests, tenders and contracts" is introduced (see below). The methods and procedures clause is expanded to explicitly address sampling plans (7.2.5d), AI and digital developments (7.2.5f), and validation of non-standard methods including when technology is used (7.2.6). This formalises ILAC P15 guidance at 7.1.1 n3 and 7.1.3 n2.

Cross Reference Table for ISO/IEC 17020 between 2012 and 2026 versions				
2012 Version		2026 Version		Description of Changes
Clause No.	Clause Title/ Description	Clause No.	Clause Title/Description	
7.1.5	(contract/work order control)	7.1	Review of requests, tenders and contracts	Elevated to a standalone clause. The 2026 version introduces more detailed requirements including resolution of differences before inspection starts (7.1.3), mutual acceptability of contracts (7.1.4), and retention of review records (7.1.5). This formalises ILAC P15 guidance at 7.1.5 n1–n3.
7.2	Handling inspection items and samples	7.3	Handling of items	Minor updates. The term "samples" is removed from the title as it is subsumed under "items". The requirement to establish readiness of the item (7.3.2) is slightly expanded.
7.3	Inspection records	7.4	Inspection records	Expanded. New requirements added for tracking amendments to records (7.4.4) and retention of both original and amended data. A new clause 7.5 on "Control of data and information" is introduced (see below).
—	(not present)	7.5	Control of data and information	Entirely new clause. Requires validation of data systems, authorisation and documentation of changes, and safeguarding of technical data against unauthorised access, tampering, and loss. This is a new requirement in the 2026 version, partially reflecting ILAC P15 guidance at 8.4.1 n1/n2 on records control.
7.4	Inspection reports and inspection certificates	7.6	Inspection report or inspection certificate	Updated. The mandatory elements are largely the same, but the 2026 version adds "facility name or location of inspection when relevant" (7.6.2i) and clarifies the relationship between inspection certificates and reports. Simplified reporting with client agreement is now explicitly permitted (7.6.6).
7.5 / 7.6	Complaints and appeals	7.7 / 7.8	Handling of appeals / Handling of complaints	Split into two separate clauses. Appeals and complaints are now handled distinctly, with separate procedures, public availability requirements, and independence of decision-makers. The 2026 version adds an explicit requirement that the decision on an appeal be made by persons not involved in the original decision (7.7.6), formalising ILAC P15 guidance at clause 7.6.4.
8. Management system requirements (2026)				
8.1	Options (Option A / Option B)	8.1	General	The Option A / Option B structure is removed. The 2026 version prescribes a single set of management system requirements directly, while still permitting an ISO 9001-based system as a means of compliance (8.1.3). This simplifies the structure and removes ambiguity.
8.2	Management system documentation (Option A)	8.2	Policies and responsibilities	Streamlined. The requirement for top management to establish, document, and maintain policies and objectives is retained. The 2026 version explicitly states that policies and objectives shall address competence, impartiality, and consistent operation (8.2.2), formalising ILAC P15 guidance at 8.2.1 n1.
8.3	Control of documents (Option A)	8.3	Documented information	Consolidated into a single "documented information" clause covering both document control and records control. Requirements are largely the same but presented more concisely.

Cross Reference Table for ISO/IEC 17020 between 2012 and 2026 versions				
2012 Version		2026 Version		Description of Changes
Clause No.	Clause Title/ Description	Clause No.	Clause Title/Description	
8.4	Control of records (Option A)	8.3	Documented information	Merged with document control (see above). The 2026 version retains requirements for retention periods consistent with contractual obligations and confidentiality commitments.
—	(not present)	8.4	Actions to address risks and opportunities	New clause in the 2026 standard. Introduces a formal risk-based thinking framework requiring inspection bodies to identify and address risks and opportunities across all inspection activities, incorporating impartiality risks and a proportionality principle. Also introduces a new normative requirement to actively seek and use client feedback to drive improvement. ILAC P15 note 8.8.1 n1 had touched on proactive identification of opportunities for improvement under preventive actions, but this falls short of the structured risk-and-opportunity approach now required.
8.5	Management review (Option A)	8.7	Management review	Expanded. The 2026 version provides a more comprehensive list of required inputs (8.7.2), including results of risk identification and impartiality threat identification, review of personnel competence effectiveness, and changes in volume/type of work. This formalises ILAC P15 guidance at 8.5.2 n1–n3. The previous requirement for annual reviews is removed in favour of "planned intervals".
8.6	Internal audits (Option A)	8.6	Internal audits	Expanded. The 2026 version provides more detailed requirements for the audit programme (8.6.2), including that all requirements of the document are covered across all fields of inspection and all premises. The previous fixed 12-month frequency requirement is removed in favour of a risk-based approach. This formalises ILAC P15 guidance at 8.6.4 n1/n2.
8.7	Corrective actions (Option A)	8.5	Corrective actions	Expanded. The 2026 version introduces a specific sub-clause (8.5.3) for nonconformities related to inspection activities, requiring impact analysis on previous results, client notification where necessary, and defined responsibility for resuming work. This formalises and strengthens requirements that were implicit in the 2012 version.
8.8	Preventive actions (Option A)	8.4 and 8.5.2(c)	Actions to address risks and opportunities / Corrective actions	The standalone preventive actions clause has been removed. Its intent is now split across two clauses in the 2026 version. The proactive element — identifying and acting on potential nonconformities before they occur — is captured in the new clause 8.4 on actions to address risks and opportunities, consistent with ISO 9001:2015 risk-based thinking. The reactive-preventive element — determining if similar nonconformities exist or can potentially occur as part of corrective action — is captured in clause 8.5.2(c). This formalises ILAC P15 guidance at clause 8.8.1 n1, which noted that preventive actions were to be taken proactively rather than as a reaction to

Cross Reference Table for ISO/IEC 17020 between 2012 and 2026 versions				
2012 Version		2026 Version		Description of Changes
Clause No.	Clause Title/ Description	Clause No.	Clause Title/Description	
				identified nonconformities. It also incorporates client feedback requirements, formalising ILAC P15 guidance at clauses 8.5.2 n2 and n3.
Annex A (A.1, A.2, A.3)	Independence requirements (Type A, B, C)	Annex A (A.1, A.2)	Independence requirements (Type A, Type non-A)	The three-type classification is replaced with two types. Type B (in-house) is removed as a separate category. Type C is renamed "type non-A". The substantive requirements for type A are largely unchanged. Type non-A requirements (A.2) consolidate the former Type B and Type C requirements, requiring segregation of responsibilities and prohibiting the same person from performing both design/manufacture/maintenance and inspection of the same item.
Annex B (informative)	Optional elements of inspection reports and certificates	Annex B (informative)	Optional elements of inspection reports and certificates	Minor updates. The 2026 version removes "names of personnel members" from the optional list (as traceability to inspectors is now a mandatory requirement under 7.6.4) and adds "the inspector's mark or seal, secure electronic authentication or their signature" as an optional element.