

Appendix 6 to BAM-GGR 001

Requirements of monitoring bodies

1. General requirements

- 1.1 The monitoring body may be an independent organisation or part of an organisation. Organisations in this sense may especially be quality and monitoring associations or individuals who have the same legal status as a company.
- 1.2 Services provided by the monitoring bodies must be readily accessible.
- 1.3 The monitoring body must have a quality management system which corresponds to the type and scope of activity being carried out and has been put down in writing.
- 1.4 The monitoring body carries out the monitoring itself for which it has entered into contractual obligations. If a monitoring body commissions some of the tests by subcontractors, it must guarantee and have proof that the subcontractor is qualified to carry out the task and independent and will take full responsibility for the commissioned work.

2. Organisational requirements

- 2.1 The monitoring body or organisation to which it belongs must be officially registered.
- 2.2 A monitoring body which is part of an organisation engaged in work other than the testing of packagings for dangerous goods transportation in accordance with these rules must be identifiable within this organisation and organisationally separate.
- 2.3 The monitoring body must be autonomous and carry out its monitoring activity independently. The monitoring body and employees involved may not perform activities which could compromise their independence of judgement and integrity.
- 2.4 The monitoring body must set down in writing its organisational structure, the activities and responsibilities of its personnel, their responsibilities and fields of professional competence.
- 2.5 The monitoring body must guarantee the confidential handling of information provided in the course of the monitoring activity.

3. Personnel responsibilities

3.1 Qualification of the testers for monitoring tests:

The responsible testers must possess suitable qualifications which may be in the form of education and/or further education or experience with regards to the activity they carry out. They must be able to prove adequate knowledge on testing the conformity of packagings with the design type specifications as laid down in the Dangerous Goods Regulations. Testers employed by the monitoring bodies for the particular and types of packagings must have adequate knowledge of the relevant manufacturing methods and materials used. The testers must be able to give a professional opinion on conformity with the general obligations based on test results and the corresponding reports. They must also be able to prepare the necessary certificates, records and reports which prove that the tests have been carried out.

3.2 Qualification of the testers for audits of the quality assurance programme:

Testers who carry out audits must possess, in addition to the qualifications specified in 3.1, a suitable qualification for carrying out audits which may be in the form of education and/or further education or experience with regards to the activity they carry out. Proof of an auditor's certificate (e.g. DGQ-auditor-quality or quality auditor-TÜV) is considered an acceptable qualification. In individual cases, an acceptable qualification may also be recognised by BAM if the tester has carried out regularly monitoring tests at the manufacturers of packagings at least five years and has assisted a trained auditor as assistant auditor at least ten times and this activity has been confirmed in writing.

3.3 Each monitoring body must keep records on the qualifications, training and experience of each of its employees.

4. Equipment and instruments

If the monitoring body uses or has access to equipment and instruments, it must assure that these devices are suitable for the measurements and tests and, are maintained correctly according to documented process procedures and instructions. The measuring equipment has to be calibrated at set intervals to the extend that is required to assure quality-related results.