

Annex to BAM-GGR 002

Requirements of an Inspection Body

1. General Requirements

The inspection body may be an autonomous organisation or part of an organisation. In this instance the word organisation refers for example to a Technical Inspection Authority, manufacturer or operator.

2. Organisational Requirements

- 2.1 The inspection body or the organisation to which it belongs is to be legally identifiable.
- 2.2 An inspection body belonging to an organisation, which is not exclusively involved in the testing and inspection of Intermediate Bulk Containers (IBCs) for the transport of dangerous goods according to these regulations; is to be identifiable within this organisation and administratively defined.
- 2.3 The inspection body is not to require any instruction and to be capable of carrying out its testing and inspection responsibilities independently.
- 2.4 The inspection body is to name persons to substitute for those in charge of the inspection processes should they be absent.
- 2.5 The inspection body is to define in written form its organisational arrangements, the activities and responsibilities of its personal, their tasks and the area of their professional competence.
- 2.6 The inspection body is to maintain a directory of the qualifications and further training of their personal and is also to organise the further education of its personal regarding changes to relevant regulations and standards.
- 2.7 The inspection body is to guarantee confidential treatment of the information provided to them in relation to their inspection activities.

3. Personal Requirements

- 3.1 The personal responsible for the inspection are to possess an adequate and verifiable qualification for the relevant area, which they may have obtained through education programs, including further education or from practical experience.
- 3.2 The personal are to possess an adequate and verifiable knowledge of the regulations and standards to be applied.
- 3.3 The personal are to be capable of making a competent judgement based on the basic results of an inspection as to whether they meet the general requirements and to report their findings.

4. Quality Management Systems

- 4.1 The inspection body is to operate a quality management system corresponding to the type and area of activities carried out and providing written records.
- 4.2 The quality management system is to be accessible to all employees.
- 4.3 It is to be kept up to date.
- 4.4. The inspection body is to possess suitable written manuals for the tests and inspections to be carried out ("Standardarbeitsanweisungen" - standard operating procedure) and is to follow this procedure.
- 4.5 All necessary regulations, standards, work and test directives are to be kept updated and made easily accessible for all personal.

5. Facilities and Equipment

- 5.1 The inspection body is to possess sufficient and appropriate facilities and devices to allow for the carrying out of tests and inspections on IBCs.
- 5.2 The inspection body is to ensure that these devices are correctly operated and serviced following written guidelines, as well as undergoing a first time calibration and recurring calibrations the results of which are to be documented.