

SAFETY ASSESSMENT FEDERATION
ASSOCIATE MEMBER ASSESSMENT SUMMARY

DESIGNATION

Company	INCON Inspection Consultants Ltd
Registered address	68 Argyle street, Birkenhead, Wirral, ON41 6AF
Contact address	INCON Inspection Consultants Ltd Roscliffe Road, Ellesmere Port, South Wirral, CH65 3BS
Contact	David Whitfield – Managing Director Stephen Gouldson – QA Manager
Date of Site Assessment	26 February 2009
Assessment by	R Hulmes

SAFETY ASSESSMENT FEDERATION Limited

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INITIAL ASSESSMENT – DOCUMENTATION REVIEW

Ser	Activity	Examples of Evidence	Observation
1	Scope of Services provided, Inspection etc	Wide service of Non Destructive Testing including tube inspection, ECT, RFT, MFL, weld procedures & testing (Dye penetrant, X-Ray, MPT services provided.	Well advised on website www.incon.co.uk
2	Organisation – (Org Chart/personnel/responsibilities etc)	A company organisation chart – listing all employees, including those not directly employed but used, responsibilities etc.	As shown on company website
3	Administration – Companies House registration, Audited Accounts, financial viability, Indemnity Insurance etc	Companies House registration number and certificate, audited accounts (preferably last 2 years), copy of certificate of indemnity insurance.	Companies House - 2864914 Audited accounts received ISO 9001 (NQA) PL & PI Insurance
4	Independence/Impartiality/Integrity (Type A Inspection Body)	Declaration that the company is independent and not engaged in servicing, maintenance, supply, hire etc of equipment it examines.	NDT Services only
5	Quality (Manual/Audit Process/Supervision etc)	Company quality manual (Tier 1) or policy outlining standards, audit procedures, client confidentiality, supervision etc as appropriate.	ISO 9001 (NQA)
6	Health & Safety Procedures (if written)	Health & Safety policy/manual outlining instructions for safe working to those employed on inspection tasks.	ISO 9001 (NQA)
7	HR – Employees/CVs/Competence/Training/Documentation	Employees (including those who may be technically self employed but operate under the aegis of the Inspection Company and its	ISO 9001 (NQA) - the

INITIAL ASSESSMENT – DOCUMENTATION REVIEW

Ser	Activity	Examples of Evidence	Observation
		procedures,) records of competence, qualifications, experience and training.	
8	Commercial Process - Written Scheme of Examinations/Contract process/client interface	Example written scheme of examinations for each type of equipment within the scope of the inspection service provided.	ISO 9001 (NQA) - tbc
9	Subcontracting Process as appropriate	Documentation and audit trail supporting the use of competent sub contractors.	NK
10	Cooperation/SAFed Code of Conduct Declaration	Agreement to comply with SAFed Code of Conduct and support SAFed activities and technical projects as appropriate.	tbc

SITE/PRACTICAL ASSESSMENT/CONTINUOUS ASSESSMENT

Ser	Activity	Example of Evidence	Observation
1	Scope of Services provided, Inspection etc	Type of service, inspection scope, written scheme evidence etc	Wide service of Non Destructive Testing including radiography, Ultrasonics, Penetrant testing, Hydrotesting (to 30Kpsi), Positive Material Identification (using both X-Ray Fluorescence and spectrographic analysis. Examples of all services noted covering all industries including oil & gas, structural, lifting industry, food industry and general engineering applications. Techniques and processes observed.

INITIAL ASSESSMENT – DOCUMENTATION REVIEW

Ser	Activity	Examples of Evidence	Observation
2	Organisation – (Confirmation of Org Chart/personnel/ responsibilities etc)	Confirm responsibilities match organisation chart.	Organisation shown on company chart (website) noted and confirmed in practice.
3	Administration – Commercial (Written Scheme of Examinations/ Contract process/client interface)	Confirm document review.	All relevant BINDT and ANSI documentation available. No outsourcing carried out, client interface well reported.
4	Independence/Impartiality/Integrity (Type A Inspection Body)	Practical evidence that company not involved in non-independent activities.	NDT Services only – to client and or/for inspection services
5	Quality (Manual/Audit/Supervision/Client Confidentiality etc)	Evidence that quality policy/manual is being used, staff supervised, audit process and continuous improvement.	ISO 9001 (NQA) report seen – no non conformities noted (Quality Manual issue A2)
6	Health & Safety Procedures	Evidence of “Safe Working Procedures” adopted by inspection personnel, including how this is communicated and explained to staff. A current health and safety passport for the industries covered under a process acknowledged by the HSE would be effective evidence. Incident recording process.	Full risk assessment process carried out on each task – starting with generic list and populated to ensure unique to task and location. Health and safety passports evident but acknowledge a single ‘mutually recognised’ passport would be useful.
7	HR – Employees/CVs/Competence/Training	Audit of training record, relevant professional qualifications and membership relating to the scope of inspection, legislation etc.	All competences endorsed by BINDT or equivalence, training records noted and confirmed by ISO 9001 audit. Records of CPD and ongoing training, particularly for new equipment and processes.
8	Facilities & Equipment (Tools/calibration process)	Equipment and tools required for scope of services provided. Record of compliance and calibration where appropriate.	Documentation showing calibration and equipment records seen. Test house facilities, equipment and tools seen and noted. Demonstration of process also seen.