



REGISTRATION REQUIREMENTS FOR FOREIGN INSPECTION BODY

1.0 Scope

This document contains the registration requirements for Foreign Inspection Body (FIB) to be accepted by SIRIM QAS International for Importation and Inspection of Industrial Scrap and Waste into Malaysia.

2.0 Definitions

1.	Foreign Inspection Body (FIB)	Inspection body accredited to ISO/IEC 17020 that has been registered with SIRIM QAS International and the Inspection body will perform Inspections on behalf of SIRIM QAS International.
2.	Agreement	Memorandum of Agreement (MoA) signed between FIB and SIRIM QAS International

3.0 Registration Requirements

3.1 ISO/IEC 17020 Accreditation

- 3.1.1 The FIB shall have a valid ISO/IEC 17020 accreditation issued by an internationally recognised Accreditation Body (AB) that is a signatory to the International Laboratory Accreditation Cooperation Mutual Recognition Arrangement (ILAC MRA) and Asia Pacific Accreditation Cooperation Mutual Recognition Arrangement (APAC MRA).
- 3.1.2 The FIB shall be a Type A Inspection Body according to Annex A of ISO/IEC 17020.
- 3.1.3 The FIB's scope of accreditation to ISO/IEC 17020 shall encompass the area that is required for inspection as specified in the agreement.
- 3.1.4 The FIB shall provide a list of approved signatories for each area of inspection.

3.2 Documentation system

- 3.2.1 The FIB shall maintain a documentation system consists of Quality Manual, Procedures, Work Instructions and Records.
- 3.2.2 The documentation system of the FIB shall make reference and comply to relevant Malaysia Laws, Regulations, Standards and Guidelines.

3.3 Inspection Personnel

- 3.3.1 Inspectors of the FIB shall be properly trained (the training shall include but not limited to schedule waste management) and qualified for work performed according to FIB internal procedure.
- 3.3.2 The FIB shall develop training plans for new inspectors that include the required training courses and shall maintain training records for all inspectors working for the FIB.
- 3.3.3 The FIB shall monitor the inspection work for the inspectors.

3.4 Inspection Process

- 3.4.1 The FIB shall have a contract or work order control system which ensures that inspection to be undertaken is within its scope of accreditation.
- 3.4.2 The FIB shall make Inspection arrangement and preparation according to its internal procedure.
- 3.4.3 The FIB shall use inspection methods, sampling and inspection techniques that comply to relevant Malaysia Laws, Regulations, Standards and Guidelines.
- 3.4.4 Non-conformances identified during inspections shall be processed in accordance with FIB internal procedure. A follow-up system shall be in place to ensure that problems found during inspections are adequately resolved/processed.
- 3.4.5 The inspection reports shall follow the criteria established by SIRIM QAS International. The inspection reports shall be subjected to review by SIRIM QAS International.

3.5 Records

- 3.5.1 Inspection files (folders) are to be kept up-to-date, confidentially, readily accessible and maintained in a well-organized way.
- 3.5.2 Inspection records shall be back up and retained according to FIB internal procedure.
- 3.5.3 The retention period for the Inspection Records shall be at least 6 years.

3.6 Customer Complaints and Disputes

A system shall be in place to ensure that any complaints or disputes arising from any source (e.g. customer) shall be handled and resolved in accordance to FIB's Complaint Handling Procedure.

3.7 Agreement with SIRIM QAS International

The FIB shall sign a Memorandum of Agreement (MoA) with SIRIM QAS International.

3.8 Schedule of Fees for Audit and Witnessing of Inspection

Audit Day	Assessment Fee (USD)	Assessment Fee (RM)
1	960	3000
2	1280	4000

If the audit is done physically, the incidental cost shall be applied.

4.0 Validity of Registration

The registration of FIB shall be valid for a period of three (3) years from the first date of issuance.

SIRIM QAS shall conduct witnessing of inspection at least once a year while reassessment shall be conducted once every three (3) years.

5.0 References

1.	ISO/IEC 17020:2012 – Conformity Assessment – Requirements for the operation of various types of bodies performing inspection
2.	Laws of Malaysia - Environmental Quality Act 1974
3.	Environmental Quality (Scheduled Wastes) Regulations 2005
4.	Guideline for Importation and Inspection of Metal Scrap
5.	Guideline for Importation and Inspection of Waste Paper