

Information on UKAS Pilot Assessment Programme Approach

The pilot programme will take the normal UKAS development approach and consist of the following steps :

- 1) Verification and Confirmation of the technical scope with the FSR and Specialist Capability Programme. - Completed
- 2) Publish a “Expression of Interest Announcement” on the UKAS website to identify any Organisation who may be interested in gaining accreditation in this area
- 3) Production of a Pilot Terms of Reference. The terms of reference will give details of the scope, timescales and financial commitment an organisation will need to agree to. There may also be some perquisites or desirables for applicants (e.g. organisations already having a quality management system in place, support from top management, detailed plans on competence and validation)
- 4) Meeting of Interest Parties. UKAS will hold a meeting with the interested parties to provide background information on UKAS and accreditation. It will also cover the Pilot Terms or Reference and also summarise the requirements of ISO/IEC 17020, ILAC G19, FSR code, RG 201. It is hoped to have representation from FSR and relevant stakeholders present. The costs of this meeting will be covered by the development project.
- 5) Identification and Recruitment of Technical Assessors. UKAS have generated a Technical Competence Criteria to select potential assessors against. A request for Technical Assessors has already been published on the UAKS website. Potential assessors will be assessed for suitability and approximately 4-5 will be selected for the initial pilot. Contracts will be agreed with the assessors or their employees, who will be paid a daily rate for assessment activities. Assessor will receive training via a 3 days course and other single day activities (only expenses covered). It is hoped that this may also be an opportunity for Organisations to contribute to the pilot if they are not in a position to participate themselves.

N.B – Information regarding the requirements for being a Technical Assessor can be found through the following [link](#). In addition, anyone interested to be considered in the future can send a CV to Alison.Brodie@ukas.com)

- 6) Apply for Accreditation and Sign Up to the Pilot Terms of Reference – This is the first deadline for commitment to the pilot by an organisation. Depending on numbers, UKAS may need to undertake a selection process based on the readiness of organisation, type of organisation (police, private) and also the Scope and type of activities being requested.
- 7) UKAS confirms participants for the pilot
- 8) Workshop for Pilot Participants, organisations will be asked to complete a gap analysis and then attend a workshop of all participants to discuss any potential gaps

or ways of meeting the requirement of ISO/IEC 17020 etc. The costs of this meeting will be covered by the development project.

- 9) Optional Pre-assessment – Organisations will have the opportunity to request a pre-assessment at their own costs.
- 10) Initial Assessment, the pilot participants will have to submit all documentation for review 1 month prior to a site visit. A UKAS team will attend site for 2-3 days (dependant on scope) to carry out its assessment. UKAS will need to discuss with the organisation how it will witness different activities (potential mock situations).
- 11) Close out of Actions raised on Initial Assessment. Depending on the level of compliance witnessed during the initial assessment UKAS will need to review corrective actions remotely or potentially by another site visit.
- 12) Grant of Accreditation. After completing the pilot assessments UKAS will confirm the assessment approach and then grant accreditation to ISO/IEC 17020 for all organisation who have meet the requirements on a given date. Participants who have not completed all corrective actions or wish to progress at a slow rate after identifying issues themselves may progress their application outside the timeframe of the pilot and gain accreditation at a subsequent date.
- 13) Ongoing Accreditation. Once the pilot is complete UKAS will open up application for other organisations to apply. It will also look to cover the areas of Collision Investigation and Vehicle examination which are not covered by the pilot.
- 14) There are no additional costs for an organisation to participate in the pilot. The FSR is funding the development project.
- 15) Organisations will need to cover costs of the assessment process and any close out activities.
- 16) UKAS is likely to use Technical Experts for the pilot but only one will be charged for in this initial phase. A review of the ongoing number of assessors and time for assessment will be reviewed as the project develops.
- 17) The pilot will look to cover activities which are undertaken out of one controlled location. If there are multiple location, UKAS will discuss if it is feasible to include multiple location in the pilot assessments.