

August 2013



International Federation of Inspection Agencies

# Preshipment inspection Certification programme

SECOND  
EDITION



# IFIA PSI Certification Programme: Rules

## 1. OBJECTIVES

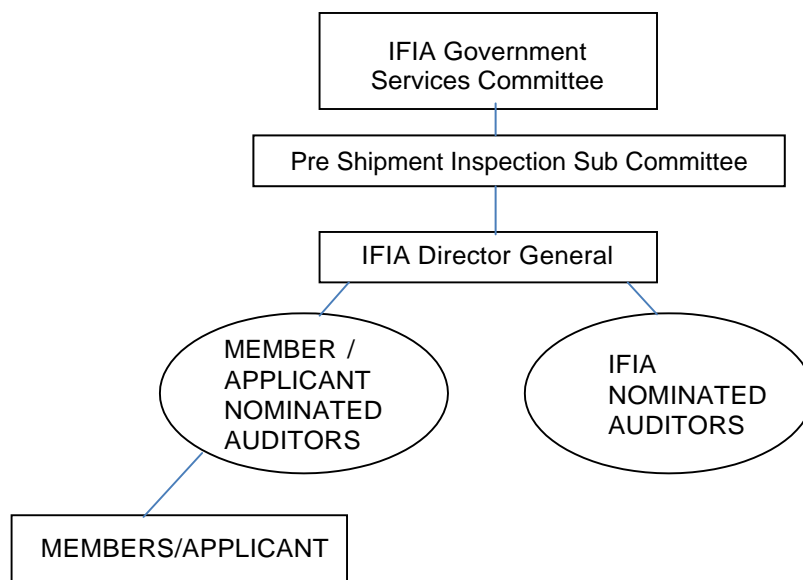
The aims of the IFIA PSI Certification Programme are:

- To ensure that all Members of IFIA performing PSI activities (“Members”) are adequately qualified and organised to perform PSI, mandated by governments, in conformance with the IFIA PSI Code of Practice (“COP”).
- To provide external assurance that IFIA and its Members use professional independent audit procedures to verify compliance with the IFIA COP which is based on the WTO Agreement on Preshipment Inspection and the WTO Agreement on Customs Valuation.

## 2. ORGANISATION

### 2.1 Organisational Structure

(i) **Management:** The IFIA PSI Certification Programme shall be managed by the IFIA Government Services Committee PSI sub-committee which shall assign the day to day administration to the IFIA Director General who may appoint independent auditors to confirm, on a spot check basis, that the work of the Member/Applicant nominated Auditors is in conformance with IFIA requirements.



(iii) **Financial support:** the programme shall be financed by the Members and Applicants for IFIA Membership (“Applicants”).

## 2.2 Terms of Reference of the IFIA PSI Sub Committee

The responsibility of the IFIA Government Services Sub Committee in managing the Certification Programme, is to:-

- Formulate, and review the implementation of, policy matters relating to the IFIA PSI Certification Programme
- Establish, as required, technical working groups to which defined activities are delegated.
- Nominate independent IFIA auditors to verify the work of the Auditing Bodies should such a need arise
- For new Applicants: to review reports received from the IFIA Director General concerning the result of his verification and determine whether or not that the Applicant meets the IFIA requirements with regard to PSI activities.
- For Members: to review reports received from the IFIA Director General concerning the result of his verification of periodic audits of the Member. To make a decision on the action to be taken in the event of an unsatisfactory result.

## 2.3 Terms of Reference of the IFIA Director General

The responsibilities of the IFIA Director General are to:-

- Receive notifications from Members/Applicants of the Auditors selected and review their qualifications as per section 2.4
- carry-out documentary desk-top audits to verify the extent of (a) Members'/Applicants' pre-qualification status as per section 4.1
- be the IFIA contact person for the IFIA nominated auditors, receive and review their audit reports and prepare a summary report for the PSI sub committee
- review auditors' check lists as appropriate to confirm consistency as per section 4.5
- issue progress reports to the IFIA PSI sub committee as per section 7
- maintain records of all certifications and audit reports as per sections 4.5 & 4.6
- maintain a List of Certified IFIA Members performing PSI activities and their certified scopes as per section 8.

## 2.4 Auditors

### **2.4.1 Member/Applicant Nominated Auditors:**

Each Member or Applicant shall nominate the auditors which may be either (a) from a Certification Body or Accreditation Body or (b) a qualified independent auditor approved by the IFIA Director General.

If the auditors are from a Certification or Accreditation Body, the Director General shall verify, as an IFIA requirement, that:-

- a. the Certification Body is accredited by a signatory to the International Accreditation Forum Multi-lateral Agreement (IAF-MLA) or, the Accreditation Body, is a signatory to the IAF-MLA and
- b. the Certification or Accreditation Body is prepared to enter into an Agreement with the PSI Company based on the IFIA Guidance Model Agreement (Appendix I)

### **2.4.2 IFIA Nominated Independent Auditors**

In order to ensure the status, professionalism and independence of the certification audit, the IFIA PSI sub committee may nominate, from time to time, independent auditors to occasionally verify, on an observer basis, the work of the Member/Applicant nominated auditors.

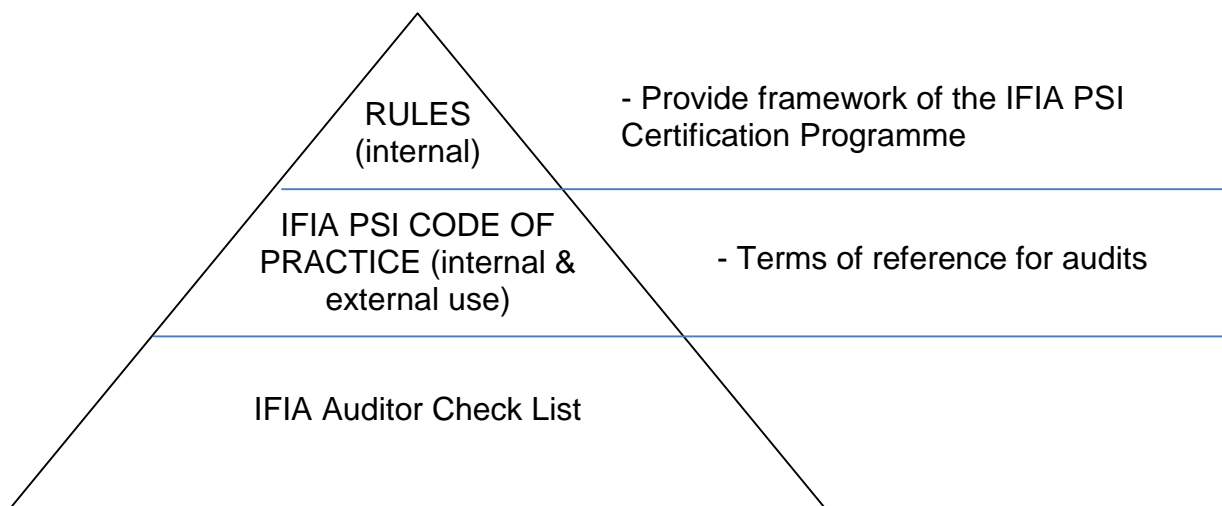
The names and CVs of the IFIA nominated auditors will be distributed by the IFIA Director General to Members/Applicants and their nominated Auditors in advance of their participation in audits. Any objections, with details, shall be promptly submitted to the IFIA Director General.

The IFIA nominated auditors shall liaise with the Member/Applicant nominated auditors to obtain details of their schedule of audits and will decide, on a spot check basis, which audits will be selected for their attendance and observation.

The IFIA auditors shall submit their summary report to the IFIA Director General.

### 3. DOCUMENTATION

#### 3.1 Hierarchy of the Certification Programme Documentation



### **3.2 Documentation and Revision Control**

The IFIA Director General shall:

- a. ensure that:
  - the current versions of the appropriate documentation are available to Members, Applicants and Auditors
  - all new documents or amendments to documents are covered by the correct authorisation and processed in a manner which ensures speedy implementation.
  - superseded documents are removed from use by persons concerned
- b. despatch documents and notifications by direct mailing to the persons concerned using e-mail or, if not possible, fax and mail.

## **4. CERTIFICATION & SURVEILLANCE PROCEDURES**

The IFIA PSI Certification Programme shall be open to companies that are either IFIA Members or that are eligible to become IFIA Members. Applicants to join the Programme may apply on the basis of a scope. This may either be full scope if the Applicant is prepared to submit a worldwide network for certification and surveillance or a specific scope comprising a limited number of countries as may be appropriate to qualify the Applicant to tender for a government mandated PSI programme or part thereof.

### **4.1 Pre-Qualification requirements**

In order to pre-qualify for the IFIA PSI certification programme, applicants must satisfy the basic IFIA Membership Requirements as set out in Council Regulation 1 (e.g. Ownership, Independence, Compliance, Financial Resources, etc.).

### **4.2 Terms of reference**

The documents to be used as a basis for the certification audits shall be:

- 1- The IFIA PSI Code of Practice
- 2- The PSI Auditor's Check-List

These documents shall be approved by the IFIA PSI sub committee.

### **4.3 Frequency and location of audits**

The frequency and location of the audits, including the sampling of multi-site systems based on a Member/Applicants global office network, shall be determined by the Member/Applicant nominated auditors in conformity with International Accreditation Forum (IAF) requirements on multi-site sampling for management system certification purposes and with respect to the scope of the Member's/Applicant's certification. Once certified, the Member shall be subject to periodic surveillance audits the satisfactory result of which will be a pre-requisite for continuance of membership of IFIA. These audit results shall be submitted to IFIA annually.

For Members with no active PSI contracts, the auditing may be restricted to head office, and reports need only be submitted to IFIA every 2 years.

#### **4.4 Cost of audits**

Auditing fees and expenses shall be for the account of each Member/Applicant and shall be invoiced:

- (i) directly by the Member/Applicant nominated auditors in respect of the certification/surveillance audits
- (ii) by IFIA in respect of the verification work of the IFIA nominated auditors.

#### **4.5 Issuance of Annual Statements**

The Member nominated Auditors shall issue an annual statement (Appendix II) to the IFIA Director General within 3 months of the end of each relevant year confirming that in its assessment programme of the QMS of the Member it is actively checking on the Member's compliance with the IFIA PSI Code of Practice. As part of this statement it shall confirm

- a. the sites covered by the QMS which are involved in the Member's PSI related activities and therefore subject to the IFIA PSI Code of Practice
- b. the basis for its sampling of the Member's global office network of these sites as per clause 4.3 above
- c. the sites audited during the year in question.

For the format of the annual statement please see the model letter at Appendix II.

In the event that the Member has had no active PSI contracts for six months but has requested continuing membership of the PSI sub committee, the statement to be issued by the Auditors shall be limited to a report of the auditing of the Member's head office capability to operate PSI services in compliance with the IFIA PSI Code of Practice, and need only be submitted to IFIA every two years.

#### **4.6 Issuance of Audit Reports**

For active Members and Applicants the nominated Auditors shall complete the IFIA Auditor's Check Lists to reflect either:-

- a. a satisfactory result, if the audit is immediately satisfactory or any non-conformities are satisfactorily closed out within 3 months of a certification audit or 2 months of a surveillance audit, or
- b. a discrepancy result, if any corrective actions are not satisfactorily closed out within 3 months of a certification audit or 2 months of a surveillance audit.

The IFIA Director General reserves the right to request copies of completed IFIA Auditor's Check Lists and attachments, on a case by case basis, where considered appropriate, for the purposes of verification that the audits of all Members/Applicants are conducted in a consistent, uniform manner.

#### **4.7 Records**

The IFIA Director General shall keep records of all certifications and Auditor Check Lists. The records shall evidence the basis of the certification.

## **5. CONFIDENTIALITY**

The IFIA PSI sub committee Members, the IFIA Director General and the Auditors shall ensure confidentiality of the information obtained in the course of their activities, at all levels of their respective organisations. Copies of completed Auditor Check Lists (with any attachments requested) shall not be distributed to other IFIA Members but shall be held confidentially as part of the certification records.

## 6. APPEALS

A PSI Company not recommended for acceptance as a Member of IFIA, based on the results of the IFIA PSI Certification Programme, may appeal against the decision by writing to the IFIA Director General during a period not exceeding 30 days after the receipt by the PSI Company of the decision.

The Director General, after receiving the advice of any relevant authority, such as the Auditing Body, PSI Committee, external consultants, etc., shall answer in writing, within 60 days, to the appellant, with reasons explaining the final decision.

## 7. INTERNAL REPORTING and PERIODIC REVIEW

Prior to each meeting of the IFIA Government Services Committee, the IFIA Director General shall issue and distribute to all members of the IFIA Government Services Committee either a Progress Report or, at the end of each year, an Annual Report, which shall be reviewed by the IFIA Government Services Committee.

## 8. PUBLICATIONS

For the purposes of transparency, the following information shall be made available to the public and published on the IFIA website:-

- a. A List of Programmes subject to the WTO agreement on PSI with the IFIA member companies mandated under each Programme.
- b. The IFIA PSI Code of Practice.

## APPENDIX I

### IFIA GUIDANCE MODEL AGREEMENT BETWEEN PSI COMPANIES AND AUDITING BODIES

The PSI company requires, and the Auditing Body hereby confirms its agreement to, the following:-

a. Audit Documentation

The Auditing Body to carry out the audit based on these Rules, the IFIA Code of Practice and the IFIA Auditor Check List.

b. Audit verification by IFIA nominated Auditor

The Auditing Body to permit, on an occasional basis, the presence of an IFIA nominated auditor to act as an observer during the audits conducted by the Auditing Body. This is subject to the IFIA Director General providing the Auditing Body with the name and CV of the auditor at least 3 weeks in advance. The Auditing Body has the right to object to any auditor which is considered unacceptable.

c. Annual Statements

The Auditing Body to send to IFIA an annual statement confirming

- i. the sites covered by the QMS which are involved in the Member's PSI related activities and therefore subject to the IFIA PSI Code of Practice
- ii. the basis for its sampling of the Member's global office network of these sites
- iii. the sites audited during the year in question.

d. Results of Audits

The Auditing Body shall finalise the IFIA Auditor's Check Lists within 3 months of each batch of certification audits or 2 months of each batch of surveillance audits and ensure the completed IFIA Auditor's Check Lists are available for review by the IFIA Director General if requested.



## APPENDIX II

### IFIA Annual Statement on PSI CoP Compliance

<Certification Body Letterhead>

Attn. The IFIA Director General  
International Federation of Inspection Agencies  
1 Paternoster Square  
London EC4M 7DX  
Tel: +44 (0) 20 7653 1604  
Fax: +44 (0) 20 7236 1977  
E-mail: [secretariat@ifia-federation.org](mailto:secretariat@ifia-federation.org)

<Date>

Our certificate/file reference: <Member's certificate number or job reference>

Dear Sir,

**Re: Annual Statement on Conformity of <Member Name> with the IFIA PSI Code of Practice for <Year>**

We hereby confirm we have been actively assessing the above member's compliance with the IFIA PSI Code of Practice between 1<sup>st</sup> January and 31<sup>st</sup> December <Year> by use of the IFIA Auditor's Checklists and have found this to be <satisfactory/unsatisfactory>.

(A) The member's sites within the scope of our assessment are as follows:

<List site addresses and countries or "as per attached certificate">

(B) Our basis for sampling sites within the above global network is as follows:

<Explanation of sampling plan e.g. the time period between assessment rounds; number of offices assessed during each round; time period over which 100% of offices are assessed; or if 100% of offices are not physically assessed the basis for the sample selection. >

(C) The sites assessed for compliance during <Year> were as follows:

<List the site addresses and countries that were physically assessed during the year in question as a result of the sampling plan>

For clarifications on any of the above information, the IFIA Director General may contact the undersigned.

Yours faithfully,

<Name>

<Title>