

Industrial Life Cycle Services Bulletin

Checklist for determining viability of remote activities of conformity assessment

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The utilization of remote activities in conformity assessment has a longstanding history across diverse industries and is projected to endure due to its proven value. However, challenges persist, for which TIC Council published the document *Remote Activities of Conformity Assessment* in March 2022. Said document presents the TIC Industry's position on the subject, and provides guidance pertaining to the utilization of remote conformity assessment activities, considering associated possibilities and limitations.

Building upon it, TIC Council's Industrial Life Cycle Services Committee (ILCS) has developed a follow-up Checklist to aid in evaluating whether a specific remote activity meets all necessary requirements to be deemed viable. The Checklist can be found in Annex 1.

This bulletin provides supplementary information to aid in the application of the Checklist. The Checklist itself is a questionnaire, divided into three distinct sections: Details, Mandatory Questions, and Specific Questions.

The Mandatory Questions section includes questions that examine the impact of more specific themes related to the upcoming assessment, such as quality, impartiality, qualifications, HSE, and others. For the checklist to be completed correctly and further processed, all questions in this section must be answered. If one or more mandatory questions receive a "no" response, TIC Council recommends refraining from conducting the conformity assessment activity remotely. However, should a comprehensive risk analysis be carried out and meticulously documented for all parties involved, as detailed in the TIC Council document *Remote Activities of Conformity Assessment*, the activity can still be deemed feasible.

The third and final section of the checklist, Specific Questions, aims at gathering additional details regarding certain themes that were inquired about in the second section. The objective is to ensure comprehensive consideration of all crucial aspects for the execution of remote activities. If any of these questions is answered with "no", it is asked that the individual filling the document provides a comment on why the remote activity may still be viable.

To avoid any unnecessary confusion, Annex 2 of this bulletin provides explanations for commonly used abbreviations and definitions, as well as additional information on each individual question in the Checklist.

The Checklist is intended to evolve as a living document, with the TIC Council's objective to enhance and fine-tune it based on feedback from industry stakeholders. Consequently, any feedback generated during the application of this document can be directed to the TIC Council's secretariat using the following address: secretariat@tic-council.org.

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Revisions/Reaffirmations

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ANNEX 1 - CHECKLIST FOR VIABILITY OF REMOTE ACTIVITIES OF CONFORMITY ASSESSMENT

**TIC COUNCIL
INDUSTRIAL LIFE CYCLE SERVICES COMMITTEE
CHECKLIST FOR VIABILITY OF REMOTE ACTIVITIES OF CONFORMITY ASSESSMENT**

Details

1. Responsible person and company:	
2. Description of the parties present during the remote activity	
3. General Activity (E.G.: Testing, Inspection, Audit, Monitoring, ...):	
4. Detail Activity and detail technology (E.G.: Drone, Robot, Fixed monitoring, Visual with aid such as AR, ...):	
5. Description of asset or subject:	
6. Reason for Activity:	
7. Is this a first-time remote activity, new client, or new product type?	
8. What code / standard / legislation / client's procedure or internal requirements is referenced?	

Mandatory Questions

If all Mandatory Questions are answered with yes, remote activities can take place. If one or more Mandatory Questions are answered with no, a risk analyses needs to take place.

	Yes	No	Comments
9. Is this remote activity accepted or not excluded in the code and / or legislation?	<input type="checkbox"/>	<input type="checkbox"/>	
10. Is the TIC Service provider certified or accredited to evaluate the collected data?	<input type="checkbox"/>	<input type="checkbox"/>	
11. Is the remote activity Service provider certified and/or qualified to perform the remote activity and/or operate the required tools/equipment?	<input type="checkbox"/>	<input type="checkbox"/>	
12. Can the integrity, efficiency and effectiveness of the process be guaranteed?	<input type="checkbox"/>	<input type="checkbox"/>	
13. Can the work be done impartially?	<input type="checkbox"/>	<input type="checkbox"/>	
14. Can the quality of work be guaranteed?	<input type="checkbox"/>	<input type="checkbox"/>	

15. Can the health and safety of people, environment and assets during the remote conformity assessment activities be guaranteed	<input type="checkbox"/>	<input type="checkbox"/>	
16. Is the remote activity able to fully assess the compliance with the relevant requirements? (If needed together with blended assessment):	<input type="checkbox"/>	<input type="checkbox"/>	
17. Is there traceable and complete documentation and suitable data to show to the conformity assessment provider?	<input type="checkbox"/>	<input type="checkbox"/>	
18. Can the remote activity be performed under GDPR?	<input type="checkbox"/>	<input type="checkbox"/>	

Specific questions

If answer is no, please comment why the remote activity may still viable.

	Yes	No	Comments
19. Is the operator of the remote tool qualified (if applicable)?	<input type="checkbox"/>	<input type="checkbox"/>	
20. Is the assessor qualified conform applicable codes (E.G.: ISO 9712, PED inspector, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	
21. Can the data be transferred and stored securely (if applicable using State-of-the-art cybersecurity measures)?	<input type="checkbox"/>	<input type="checkbox"/>	
22. Is the technology used for the remote activity adequately protected against external manipulation (if applicable using state-of-the-art cybersecurity measures)?	<input type="checkbox"/>	<input type="checkbox"/>	
23. Is there an adequate connection possible, if applicable (e.g.: high speed Wi-Fi, 5G, Bluetooth or other)?	<input type="checkbox"/>	<input type="checkbox"/>	
24. Can the object under evaluation, its position and that of the findings be guaranteed?	<input type="checkbox"/>	<input type="checkbox"/>	

ANNEX 2 - ADDITIONAL INFORMATION ON ABBREVIATIONS AND CHECKLIST QUESTIONS

Abbreviations and Definitions

- *CAB*: Conformity Assessment Body
- *Certification*: Formal attestation or confirmation of certain characteristics of an object, person, or organization.
- *GDPR*: General Data Protection Regulation
- *HSE*: Health Safety and Environment
- *ILCS*: TIC Council's Industrial Life Cycle Services Committee
- *Qualification*: A Qualification can be awarded for specific knowledge or actions, a qualification can be officially certified or described in a qualification process.
- *Remote Activity*: Any activity within the TIC sector, including but not limited to testing, inspection, witnessing, training, auditing, document review, monitoring, and certification, in which the expert is not in close proximity to the object or subject being evaluated.
- *TIC*: Testing, Inspection and Certification
- *The document*: Publication "Remote Activities of Conformity Assessment" FIRST EDITION March 2022

Checklist Section "Details"

1. **Responsible person or company:** "Responsible" refers to the individual responsible for preparing the document and can vary at different stages and levels. For example, if a company is preparing and executing the remote activity on behalf of a CAB, that company is considered responsible for this document.

Conversely, if the CAB is creating this document for a government entity, legislator, or end user, the CAB assumes responsibility for the document. Ultimately, the checklist can be applied across various levels, and a combination of supplementary checklists may emerge.

2. **Description of the parties present during the remote activity:** A "party" refers to an individual representing an organization or entity. "Present parties" pertain to all organizations participating in an inspection activity
3. **General Activity:** The term "general activity" pertains to the type of work being conducted. Within the TIC sector, several generic types are recognized, including inspection, audit, testing, etc.
4. **Detail Activity and Detail Technology:** A description with additional specifics about the inspection activity to be carried out indicated in question 3. For instance, if question 3 determines that the general activity is an inspection, question 4 can expand this by stating that it's a visual inspection conducted using a drone.
5. **Description of asset or subject:** The description of the asset or subject pertains to the object (whether tangible or intangible) that will undergo the activity. For instance, a scenario could involve remotely witnessing a welder qualification where it is essential to verify the identity of the individual seeking certification and confirm that the welding being performed is genuinely related to that specific weld, among other factors.
6. **Reason for Activity:** Question aims at gathering information about the purpose behind the activity being undertaken. For instance, conducting ultrasonic testing of

the in-service weld near the nuclear reactor using a remote robot is necessitated by the presence of radiation in proximity to the test object. The primary goal is to validate the weld's integrity.

7. **Is this a first-time remote activity, new client, or new product type:** Question aims at verifying if any activities have been performed in the past on the object/subject at hand by your organization or any other CAB or Service provider in the TIC sector.
8. **What code / Standard / Legislation / client's procedure or internal requirements is referenced:** Question refers to any type of regulation applicable to the method being implemented to perform an activity specific to the asset and/or subject. This can be, for example, PED referring to inspection standard, referring to a qualification standard (EG: ISO9712), acceptance criteria standard, among others. There can be many legislation/standards/procedures to refer to.

For instance, for the visual inspection using a drone there may be a standard or legislation for the use of the drone. Or, there may be an inspection standard specifically for the distillation tower that states how this object should be visually inspected.

Checklist Section "Mandatory Questions"

9. **Is this remote activity accepted or not excluded in the code and/or legislation?:** This question verifies that the applicable code/legislation excludes the use of the chosen remote activity.
10. **Is the TIC Service provider certified or accredited to evaluate the collected data?:** The final documentation, report, certificate etc. can only be provided by an approved notified body with the right accreditation.
11. **Is the remote activity Service Provider certified or accredited to perform the remote activity and/or operate the required tools / equipment:** If using external parties to perform an activity, this question verifies that the organization is qualified and holds all necessary certifications (If applicable).
12. **Can the integrity, efficiency and effectiveness of the process be guaranteed?** This question verifies that the chosen activity method does not compromise integrity, efficiency, or effectiveness. For instance, if the activity entails searching for minor defects but the tool's resolution is inadequate, achieving integrity, efficiency, and effectiveness becomes unattainable.
13. **Can the work be done impartially?** This question checks that impartiality isn't impacted by the chosen activity method. For example, during an examination, the person under evaluation is not impartial.
14. **Can the quality of work be guaranteed?** This question checks that the overall quality isn't impacted by the chosen activity method.
15. **Can the health and safety of people, environment and assets during the remote conformity assessment activities be guaranteed?** This question ensures the awareness of any new HSE risks for the method to be used.
16. **Is the remote activity able to fully assess the compliance with the relevant requirements? (if needed together with blended assessment):** This question verifies that the chosen activity method is suitable to perform the required scope.
17. **Is there traceable and complete documentation and suitable data to show to the conformity assessment provider?:** This question confirms that all documentation

provided to the CAB or relevant authorities, as well as all necessary data, is both accessible and traceable, and that this data persists and is available after the activity concludes.

18. **Can the remote activity be performed under GDPR?:** This question checks that processing of collected data doesn't breach GDPR.

Checklist Section "Specific Questions"

19. **Is the operator of the remote tool qualified (if applicable)?:** This question ensures that the service provider of the remote activity is qualified or certified in accordance with applicable requirements. For example, does the drone pilot possess the necessary skills and qualifications, if applicable. Similarly, has the operator of the crawler received appropriate instructions or qualifications for manipulating the crawler, and so forth.
20. **Is the assessor qualified conform applicable codes (e.g.: ISO 9712, PED inspector, etc.)?:** This question ensures that all parties participating in the chain of remote activity delivery possess the required certifications and that resources possess the appropriate qualifications. This becomes significant in cases where an activity involves multiple parties, extending beyond the entity issuing a deliverable or providing the technology for the actual activity's performance.
21. **Can the data be transferred and stored securely (if applicable using state-of-the-art cybersecurity measures)?** Self-explanatory no additional comment
22. **Is the technology used for the remote activity adequately protected against external manipulation (if applicable using state-of-the-art cybersecurity measures)?:** This question specifies any new risks concerning the technology employed to carry out the necessary activity that might potentially jeopardize both the authenticity and the overall outcome of the activity.
23. **Is there an adequate connection possible, if applicable (e.g.: high speed Wi-Fi, 5g, Bluetooth, or other)?:** Is there a data connection available at the location where the activity will be performed?
24. **Can the object under evaluation, its position and that of the findings be guaranteed?:** This question aims to ensure and verify the authenticity of findings pertaining to the object/subject in question. This encompasses aspects such as its identification and geographical positioning.