

Runtime manager : Vahid Abdolazhade (TM)



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procedure

An Implementation Procedure for the Development of Inspection Services
Evaluation (Audit) Procedure

This procedure specifies the process to be followed by Applicant including requirements regarding the evaluation application process,

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1.Objective

The purpose of codifying this procedure is to present a coordinated and appropriate mechanism for providing inspection services in such a way as to ensure that the following is true.

- Activities required for validation, certification, monitoring, project-specific controls, and product acceptance criteria (finalized service report) are determined.
- The suitability and competence of the staff involved in the quality of service is adequate and appropriate.
- The documentation, resources and required information are determined, especially when the service delivery for a project is not standardized.
- Project requirements (customer requirements) are considered as the basis for designing inspection services. –
- Inspection is carried out under safe conditions.
- The rendered services are in accordance with the requirements of the customer and the relevant quality standards. –

2. Scope

This procedure covers corporation projects in the areas covered by the PSA Validation and applies to all applicant's units.

3. Responsibilities

AS: The ultimate responsible for implementing this procedure.

TM: Somehow it is described in various parts of method; project director participates in the implementation of this method.

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Project: it refers to a contract that is signed and exchanged between employer and corporation for implementing inspection services based on determined services.

5.Resources

- ISO9001:2008 ○
- ISO/IEC 17065 ○
- ISO 19011. ○
- ISO17021 ○
- ISO17020 ○
- ISO 17025 ○
- ISO 31010
- ISO 19476
- ISO 31000
- ISO guide 73

-Evaluation form and the form of grading of project managers with [F-L-60 code](#)

6.Method

The steps for completing the inspection services which will be described below will be implemented and kept up-to-date in the duration of the project. For updating, in foreseen places in related forms, the review number and the history of the review are recorded.

Inspection services performed in this corporation are generally divided into two categories:

1. Services that, according to the contract with the customer, should lead to issue the certification of the ASO.
2. Services that are performed in accordance with the contract with the employer following the certificates issued for surveillance.

The manner and sequence of these two inspections are different from paragraph 3-6 to end and will be described separately.

1-6 Grading the project

After receiving the contract, the Technical Manager will apply for the grading of the project according to the project rating form with [F-L-60 code](#).

2-6 determining the project director

in grading the project, Technical Manager identifies qualifying persons by referring to the list of project managers rating with [F-L-60 code](#). Subsequently, according to the volume of work in progress for each person, they will select the appropriate person for project management and will be notified to the person upon completion of the notification of the project manager. A copy of which is kept in the relevant inspection unit.

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1-1-4-6 upon completing above steps planning and project director refer to the list of the rating project inspectors in order to select project inspectors and they identify suitable persons and determine required inspectors in accordance with each other. The completion of this is by communicating the selection to the selected one by inspector. A copy of this is kept in technical inspection unit.

2-1-4-6 Determination and completion of the customer requirements

In order to determine how the inspections are carried out, as well as the next activities, the project manager receives the necessary follow-up to obtain the customer's requirements and other documents and documentation required from the employer and the project consultant.

3-1-4-6 Inspector establishment and filling for project

After the announcement of the employer, and after the above steps, the inspectors will be introduced to the contractor for installation on the operational site of the project and the necessary facilities for their deployment will be provided. Afterwards, the project manager will send the documents and technical documents to the related inspectors.

If the employer's consultant does not offer the project documentation to the corporation, the inspectors temporarily use the documentation of the contractor to prevent the project from stopping, and these will be recorded and reported to the project manager, and subsequently the project manager also coordinates with the 1employer and the consultant.

5-1-4-6 Controlling the project planning and deployment of inspectors

Inspection director, in addition to being in charge of the above measures, has regular supervision. After completing above steps, in accordance with the form of determining the monitoring of the corporation's improvement programs, controls and checks the actions taken and records the results in the relevant forms.

6-1-4-6 Carrying out inspection activities

After the deployment of inspectors, according to the timetable, inspection of employer or contractor will be started and he/she must to send the technical results of the operation to the project manager on a continuous basis.

These results are verified by the project manager and, in the absence of the problem, are approved. It is used in preparing reports sent to the employer. Then the results of conducted inspections are compiled and published in a booklet called Final Book.

7-1-4-6 preparation and sending report

In accordance with the contracts that are closed with the employer, a report should be made of the activities undertaken during the project and sent to the worker. For preparing and sending the verification and report of inspection of the procedure.

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In addition to the continuous and required monitoring during above actions, the TM re-checks and confirms the correctness of the process and in accordance with job checklists which are located in the form of determining the monitoring of corporation improvement program and at the end he/she records the results in the related form. Finally, TM during the confirmation of sited form, do ultimate and required monitoring.

2-4-6 type 2 inspection services**1-2-4-6 Controlling the design of the project**

After implementing the steps of inspection in accordance with the form of determination of improvement plans of corporation and related check-lists , the correctness of each above steps is checked and verified by planning manager. If a problem or nonconformity is seen in accordance with the procedure of monitoring nonconformity services, the technical nonconformity is issued and its number is recorded in the description part.

2-2-4-6 Receive request for inspection and customer data

Receiving an inspection request from the employer or the contractor of the employer's contract is the initiator of the next stage of technical inspection.

3-2-4-6 Determining inspections and steps of technical inspection

According to the content of the received inspection request, the project manager will record how to perform inspection activities and internal instructions or relevant standards or technical documents received from the consultant or the employer.

4-2-4-6 Appoint an inspector

After receiving inspection request TM according to required expertise and time and place condition, identify the requested matter for selecting inspectors and competence persons and in agreement with each other, determine required project inspectors. Then the information is given to the inspector and a copy is kept at the relevant technical inspection unit.

5-2-4-6 Determine suppliers of inspection services

In the next step, depending on the type of inspection services requested, if there is need for extra services of the suppliers such as collaborative laboratories, the project director from the verified list of suppliers, select and determine the project suppliers.

6-2-4-6 Identification and supplying of inspection equipment

Inspector coordinate with contractor for receiving required inspection equipment. Also the calibration status and correctness of inspection tool is controlled and a copy of its document is kept.

7-2-4-6 Carrying out inspection activities

In coordinating with project director, the project inspector according to determined sources and after controlling the received inspection tools begins inspection activity. The results of these activities in the frame of technical related forms is recorded and is sent to central office and is given to project director.

Subject : evaluation procedure**8-2-4-6 Issuance of confirmation**

Based on the reports provided by the inspector and after examination by the project manager, an approval is issued in response to the inspection request. If a problem or nonconforming is seen from the procedure of controlling nonconforming services with PE-C-06 code, the technical nonconforming form with F-L-67 code is issued and its number is recorded in the description.

9-2-4-6 Verification and inspection activities control

After providing verification the control and correctness of the all steps and also conducted inspection should be determined. If a problem or nonconforming is seen from the procedure of controlling nonconforming services with PE-C-06 code, the technical nonconforming form with F-L-67 code is issued and its number is recorded in the description.

5-6 Verification of technical inspection services

In order to validate this procedure and insure of achieving determined objectives, the Quality Assurance Performance Unit reviews this executive procedure every six months according to the results of the auditors' audit report, a survey of customers and unit managers. The topic is discussed at the technical meeting and, if necessary, an implementation procedure to comply with Goals are reviewed.

7-Records

All records of the execution of this implementation procedure are maintained in the relevant technical inspection section on the server.

8-Instructions:

-Instructions of ASO , PSA conform to ASO requirements in the case of a conflict with this procedure.

ASC requirments**1.audit team****2, Audit report requirements****3.ASC certification for multi-site organization****4- ANNEX G - ASC SOCIAL AUDIT RISK ASSESSMENT****5.Threat Evaluation Matrix****6.proceess requirements****7.ASC Fact sheet-shrimp****8.ASC Farm standard****9.ASC Pegasus Standard****10 Pangasius review paper****11 ASC Salmon PTI Consultation Paper – Operational Review****12ASC Salmon Standard****13ASC Freshwater Trout Standard v1.1 DRAFT 2****14. AUDIT MANUAL – ASC Sea Bass/Sea Bream/Red Bream/Meagre Standard**

15. [ASC Seabass seabream meagre Audit Preparation Checklist review paper](#)
16. [ASC Factsheet – Seabass, seabream, meagre](#)
17. [ASC Seriola and Cobia Audit Manual v1.2](#)
18. [ASC Factsheet – Seabass, seabream, meagre](#)
19. [ASC Factsheet Seriola and Cobia](#)
20. [ASC Shrimp Audit Manual v1.1](#)
21. [ASC Shrimp Audit Preparation Checklist v1.1](#)
22. [ASC Tilapia Audit Manual v1.3](#)
23. [ASC Tilapia Pre-audit Checklist v1.0](#)
24. [ASC Tilapia Audit Preparation Checklist v1.1](#)
25. [ASC Tilapia Better Management Practices v1.0](#)
26. [ASC Tilapia Pre-audit Checklist v1.0](#)
27. [ASC Factsheet – Tilapia](#)

MSC chain of custody

1. [Requirements for all CoC audits](#)
2. [Evaluation for single, multi-site, and group CoC audits](#)
3. [Evaluation of subcontractors](#)
4. [Additional audit planning for CFO clients](#)
5. [Requirements for all CoC clients](#)
6. [Audit findings at all CoC audits](#)
7. [Audit findings at single, multi-site and CFO audits](#)
8. [Additional requirements for major non-conformities at CoC CFO audits](#)
9. [Audit findings at CoC Group audits](#)
10. [CAB eligibility to perform group certification](#)
11. [Scope of audits](#)
12. [sample Recertification](#)
13. [CAB decides sample plan to be used](#)
14. [Site sample plan](#)
15. [Sample selection](#)
16. [Adding new sites to the group](#)
17. [Evaluation for CoC CFO audits](#)

