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Quality management system certification in EA code 28 according to the special rules of RT-05 in Italy

Requirements from this Attachment are as integration to what provided for in document BI-2010 "Basic Information on management system certification".

Each organization interested in the assessment of quality management system according to the ISO 9001:2008 norm requirements and special requirements related to the RT-05 in Italy and obtaining a certificate from the company **ASTRAIA®**, has to apply for this service by filling in not only "Application form for the certification of management system" but also a special form "Yard data collection". Both forms are available on the web site of certification body (CB) as well as on the web site of Italian commercial partner of **ASTRAIA®** or on request they can be sent by electronic post or in print format.



Certification process of quality management systems according to the rules stated in RT-05 is based not only on general accreditation rules, which are described in "Basic information on management system certification", but also on some special conditions, which are described as follows.

1. General evidence


The assessed company shall present the evidences of:

- a) completed management review;
- b) internal audits, which are covering also yard activities;
- c) performed activities related to the planning, programming and updating of resources and equipments (also measuring devices);
- d) conformity of human resources' skills and qualification to any possible regulation requirements (refer to the Law 109/94);
- e) existence of Quality Plans for all the job orders started after the introduction of the quality management system (The Quality Plans shall be updated and furthered according to the economic and technical importance of the job order. For recurrent works, the plans can be based on standard documents. The controls plan is the most significant element of the quality plan and it implies a detailed analysis of the operational phases. For simple or limited jobs, Quality Plans may coincide with the construction and control plans.)

2. Specific evidence – outsourcing

In case the assessed company has outsourced processes, it shall present the evidence that these processes are carried out with documented observance, on the basis of precise, valid contractual clauses.

The certification body **ASTRAIA®** may also include to the certification process the direct audits of the outsourced processes. The audit methods are in any case proportioned to the criticalities involved in the outsourced processes, as well as to the type of surveillance already carried out by the assessed company on the outsourcers. If the assessed company fully controls the activities of the outsourcers and provides adequate evidence thereof, direct audits by certification body **ASTRAIA®** are not necessary.

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3. Certification audit

The assessment of the quality management system is performed at the premises of assessed company as well as at its yards. For the determination of necessary audit time the assessed company shall inform certification body before the audit performance about the number of employees for all shifts. The number of employees includes permanent and non-permanent (seasonal, temporary and subcontracted) staff that is present at the time of audit, with purpose of defining the number of “equivalent employees” on whose basis the audit time will be calculated.

On the basis of information received by the company and making reference to the Attachment A of IAF Document MD 5:2009 “Duration of QMS and EMS audits”, **ASTRAIA®** defines so total certification audit time, sharing it between stage 1 and stage 2.

During the audit on site the certification body **ASTRAIA®** assesses at least one yard for each macro-family (building works, infrastructural works, hydraulic works, installation works, environment recovery works) or special category. There is no necessity of additional audit time by the assessment of the first yard.

If the activities carried out at the same yard cover more than one macro-family, the audit carried out at that yard can be considered valid to cover all the relevant macro-families.

During the initial audit, at least two operational yards, which have a significant progress of the works, shall be assessed.

In case of companies with a number of “equivalent employees” equal or less than 10 units having only one yard open, the audit can be limited to that single yard.

As regards to the evaluation of “External work activities” (activities which are carried out at customer site or activities carried out at customer’s premises or activities performed by mobile units) at least one audit shall be conducted at an operating site for each type of activity carried out.

4. Surveillance audit

Program of annual surveillance shall include at least the audit of a yard, so that all the activities falling within the scope of certification are assessed during the period of validity of the certificate.

In order to reflect any possible periods of inactivity of certified companies, the tolerances provided for on surveillance intervals can be extended up to +/- three months from date of reference.


In order to be able to conduct the audit during operational activities, organization is required to have particular attention in communicating to **ASTRAIA®** through a continuous updating about the yard activities, in view of critic situations for a correct conduction of surveillance.

5. Re-certification audit

During to the re-certification audit the certification body **ASTRAIA®** assesses at least 2 operational yards, which are in a significant stage of work.

Exception is made in case of very small companies (with a number of “equivalent employees” equal or less than 10 units) having only one operational yard in progress. In this case the re-certification audit is limited to such only yard. The certified company shall inform CB by writing about the maintenance such only yard.

In case of external work activities of certified company, the certification body **ASTRAIA®** assesses on site at least one operation for each type of performed activity.

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The certification scope by the re-certification audit refers only to the activities, which were assessed at least twice during the last three-year period (except of possible extension, which was made during the last three-year period or during the re-certification audit).

In order to be able to conduct the audit during operational activities, organization is required to have particular attention in communicating to **ASTRAIA®** through a continuous updating about the yard activities, in view of critic situations for a correct conduction of audit.

In case of lacks of operating yards justified by proven and severe difficulties of the organization, **ASTRAIA®** will anyhow conduct the recertification audit before the expire date of the certificate, by limiting, with regard to yard activities, to the evaluation of pertinent records. On the basis of a positive result of a re-certification audit conducted as above, certificate is anyhow under condition of a follow-up audit, to plan as soon the organization will communicate the start up of the yards activities and, anyhow, within 3 months since the renewal of certification.

Audit time for re-certification audit is calculated on the basis of the Attachment A of IAF Document MD 5:2009 "Duration of QMS and EMS audits".

6. Documentary (alternative) evidence of assessed company

By the performance of certification or re-certification audit the certification body **ASTRAIA®** can consider as substitution of an audit on yard/site an objective evidence of appropriate work performance of assessed company three among the following elements:

- documents related to the planning of the job order;
- documents related to the planning and control of the documentation;
- **evidence of compliance with regulatory sector requirements (binding);**
- evidence of compliance with the contract stipulated with the purchaser;
- job order documents handled in a controlled way;
- documented contract review performed during performance (changes survey, technical changes without cost increases, etc.);
- adequacy and completeness of subcontracts;
- reports of functionality tests and final tests.

Not more than 3 years must have elapsed from the completion of the activities object of the concerned documentation, except for the works falling within categories OG5, OG9 and OG10, for which five years are allowed.

The use of alternative documentary evidence is not applicable in the case of companies having a single yard open, with a number of "equivalent employees" equal or less than 10 units.

7. Awarding of the certificate

The certificates are issued for the period of 3 years. There is no possibility to deal with the expiry of the certificates. In case proven and severe difficulties of the certified company with having operational yards during the period of planned re-certification audit, the certification body **ASTRAIA®** has to perform the re-certification audit in planned time schedule (before the expiry date of the certificate) with the assessment of the yard activities in the scope of assessment of relevant records. If this assessment is positive, top management of the certification body **ASTRAIA®** can decide about the awarding of the certificate under the condition of performance of follow-up audit on site. This audit on site shall be performed as soon as the certified company informs the certification body **ASTRAIA®** about the starting of the yard activities, anyhow within 3 months since date of re-certification audit.