



# SGS BASEEFA EASA ACCREDITATION



The motor repair industry is responding to the demand for quality motor repair that maintains efficiency and ensures reliability. In June 2014 the Electrical Apparatus Service Association (EASA) officially launched the EASA Accreditation program.

A committee of industry experts from EASA have spent almost two years developing the program that is based on the EASA/ANSI AR 100 – 2015 specification.

Based on our many years of experience working with motor repair workshops worldwide, SGS Baseefa Ltd has been selected as a third party auditor for this programme.

**SGS**

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Initially motor repair workshops must file an application with EASA. Once that is completed we recommend that the workshop conducts an internal audit to the EASA checklist guidelines. SGS Baseefa can also carry out a 'pre-audit' evaluation of the workshop if required.

Once the workshop has reached a reasonable point of confidence then the auditing firm, SGS Baseefa, should be contacted with regard to the on-site audit.

An on-site audit is required in the first year and then internal audits are required in the following two years with oversight provided from the auditor. In the fourth year a second site visit by the auditor is required to maintain accreditation and then the cycle will repeat.

SGS Baseefa has been an Affiliate Member of EASA for many years.

## EASA ACCREDITATION PROCESS

### PRE-AUDIT

A. Initially download and complete the EASA Accreditation Program Audit Checklist. On the EASA website you will also find a checklist with detailed explanations of specific requirements relating to the accreditation process. If additional clarification is needed please contact SGS Baseefa.

B. Complete the Accreditation Program Application form and submit it to EASA. This is processed directly with EASA and is independent of SGS Baseefa. Evidence that you have completed the application process will be required prior to the on-site audit.

C. Email the completed Program Audit Checklist to Phil Oates at [phil.oates@sgs.com](mailto:phil.oates@sgs.com). We will review your checklist and work with you on any concerns both parties may have in order to ensure a successful on-site audit.

### ON-SITE AUDIT

A. We will work with you to arrange an audit date that fits both our schedules. This on-site audit normally takes one day to complete and consists of two main components.

**Document Review:** Quality manuals, work procedures, training and competency records, calibration records and job files are reviewed for compliance with the EASA Accreditation Program. Having swift access to these records during the audit is recommended.

**Visual Inspection:** Inspection of the workshop is conducted, calibration labels are verified, functionality of selected equipment is checked and repair procedures are assessed. Discussions with workshop personnel will normally take place.

B. A closing meeting will be held where the audit outcome will be discussed along with any non-conformances and areas for improvement. Proof of cleared nonconformances can be transmitted to SGS Baseefa electronically. A second on-site audit visit is not normally required.

### POST AUDIT

A. Upon successfully completing the on-site audit the approved checklist is submitted to EASA with a copy provided to you for your records. The approved check list also details your Program anniversary date. EASA will then provide certificates, labels and marketing material.

B. In the next two years you will need to submit to SGS Baseefa an internal self-audit of your workshop using the EASA Accreditation checklist. We will review this and submit it to EASA.

C. After year three this process starts again with another on-site audit.

### WHY SGS

SGS is the world's leading inspection, verification, testing and certification company. We are recognised as the global benchmark for quality and integrity. With more than 95,000 employees, we operate a network of more than 2,400 offices and laboratories around the world.

Please contact Phil Oates to get started on EASA Accreditation today.

#### CONTACT US:

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EASA has more Accreditation Program details and resources on their website at [www.easa.com/accreditation](http://www.easa.com/accreditation)