

Paperwork and You!

Date of issue: 26/09/2024

Why is it important to keep paperwork up to date? **(a plea from the Administration Manager)**

Often IDEST Administration will give you plenty of notice on items such as "Annual Membership Renewal" and "Triennial Inspections". The lead-in time with these notifications and invoices is typically one month for annual membership or three months for a triennial requirement and reflects the amount of preparatory work you need to put in place to get it right.

Membership

The month you joined IDEST is the anniversary month of your membership, and this will not change. Your commitment to ISO/IEC 17024 requires that membership payment and annual paperwork to be on time and not require additional chasing by Admin.

Admin sends a zip folder along with your invoice holding relevant information such as pricelist, label order forms, and a list of what needs to be signed and returned each year. Primarily it will be current gauge/wrench certificates, copy of current insurance, **D054**, **D060**, and **D063**. The forms are self-explanatory and need you to return them to Admin as **.pdf's** by email, or post the physical documents back to Admin.

Triennial

It should be no surprise that the same annual forms are required in the triennial year but there is one additional form to fill out and return, your **D005** requesting an inspection. This form lets us know two important things, who is being inspected and contact details so we can verify/update files.

Your membership request may be on the same invoice as the inspection so please look to see if you have kept the paper-trail active.

These documents form part of the basis upon how IDEST is assessed under ISO/IEC 17024, as being effective, by UKAS each year.

What has stepped up

You may have noticed in Torque News that IDEST lists centres under a temporary suspension (*active dialogue is happening*). This is initially down to a payment received followed by poor or non-return of required paperwork. After three months of Admin requesting paperwork from you it will turn into a full suspension and from that point you will be struck off the active register, removed from the website and a request for immediate



Est. 1985

INSPECTORATE for DIVING EQUIPMENT SERVICING and TESTING

Accredited ISO/IEC 17024:2012



return of **our** IDEST cylinder punch is made. Your right to use the IDEST stamp and blue/green quadrant labels becomes invalid. Your customers, when they go to fill cylinders elsewhere, **will** be refused air/gas fills and probably give you grief when they return.

Do not ignore these steps as you will be charged as a new centre should you wish to rejoin and continue testing. The fee jumps up to £740.00 to reinstate you. We are always sorry to see a centre leave under a cloud, but your inaction reflects on the majority who do it correctly every year and can no longer be an excuse or tolerated.

Other paperwork within the zip files

As well as the forms mentioned above there is a copy of **D037** breathing gas cylinder failure return sheet which requires you to return to Admin each quarter. This allows us to spot trends on popular sizes, failure traits with certain cylinder or valve manufacturers, and give a snapshot of cylinder issues at failure. Much of what we receive back shows ingress of water and oil from "club" compressors and poor valve matching or fitting, often leading to thread failure.

D067 application to reduce frequency of certification for thread gauges. This allows you to put forward a request to monitor your thread gauge use to 250 uses or 3 years between certification to ISO 17025. If Admin does not receive these applications, you have no right to claim reduced certification requirements during an inspection. Receipt will trigger a covering letter from the Chief Engineer permitting the exemption along with a 250-use record sheet. No signed letter....no permission granted! Again, Admin will act on these upon receipt.

D044 within the files will always be the current pricelist, reviewed annually.

D049 is a list of ISO 17025 centres and their certification capabilities. Remember ALWAYS ask for a 17025 certificate as nothing else is valid. ISO 9001: 2015 is a file management standard and not a certification standard, it will always be refused by IDEST and UKAS so consequently cost you more than doing it right in the first place.

Finally....

Paperwork management starts with **you** and ends with IDEST Admin. You can make administration work more effective and less time-consuming by being on time and sending it to Admin each time. Often paperwork sent to an inspector does not get recorded as received and Admin will continue to badger you for the missing documents.

**IDEST Administration Office, c/o The Bower, Parsonage Road, NEWTON
FERRERS. S. Devon PL8 1AT Tel: 07534 148108
website: www.idest.co.uk e-mail: admin@idest.co.uk**

Date of issue: 26/09/2024