

OFFICE ASSESSMENT REPORT

Recognition of Personnel Certification Body for ESPCS Scheme

Name of PrCB	HYM International Certifications Private Limited		
Office Location	<i>Main Office</i>	Location: Fat no 302, P No.264/C, 265/C, Sri Lakshmi Apartments, Addagutta Society, Road no 9, Kukatpally, Medchal - Malkajgiri, Telangana, India- 500072	
	<i>Location Assessed</i>	Same as above	<i>Main / Branch</i>
Address	As above		
Scope of Recognition/Authorisation applied and/or accredited.	<i>Scope</i>	<ol style="list-style-type: none"> 1. Design and Selection: NFE Certified Electrical Consultant. 2. Erection: NFE Certified Electrical Installer. 3. Verification: NFE Certified Electrical Safety Verifier. <p>Professional approval for certification of Electrical Safety Professionals as above</p>	
	<i>Scheme/s</i>	NFE Scheme for certification of Electrical Safety Professionals	
Key Personnel	<i>Chief Executive</i>	Mr A. Sivaiah, Managing Director	
	<i>Quality Manager</i>	Mr Madhu Babu	
	<i>Technical Manager(s)</i>	Mr Madhu Babu	
	<i>Local Contact Person</i>	Mr A. Sivaiah, Managing Director	

Assessment Type (tick as applicable)	Initial / Surveillance / Reassessment / Scope Extension
Assessment Date(s)	13/04 2024
Assessment Team (LA / AS / TE / OB)	S. Krishnamurthy, TL Mr G.S. Baveja, TE
Assessment Criteria (Applicable Standard / Requirements & Documents)	PROVISIONAL APPROVAL SYSTEM FOR PERSONNEL CERTIFICATION BODIES as per NFE Scheme

Last Assessment (if applicable) (Type & Date)	NA
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Status of corrective actions on non-conformities in last assessment (if applicable)	NA
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Off-site Document Review Summary (if conducted)	All the pending issues addressed and verified. The completed DRR is enclosed as Annexure 1
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Introduction <i>(About the organization, its legal status, management structure, financial performance, operations at location etc.)</i>	HYM International Certification is a Pvt Ltd Company set up in 2012 and has accreditation for various ISO standards (but not for ISO 17024) from Accredited services Certifying bodies (United Kingdom) London.. They have so far certified about 7000 Organisation including Defence Establishments. It has 2 external members on the board with distinguished career. The company is financially sound. It has a very lean structure with a small office team			
	Personnel <i>(at location assessed)</i>	<i>Total Staff</i>	7	<i>Evaluators</i>
<i>Persons responsible for key activities</i>	Mr Madhu Babu is technically responsible for the operation of the scheme. Mr Shivaiah is overall responsible for the certification. However, the CB has now replaced Mr Madhu Babu with Mr Bhujanga Rao Yanda as QM. His CV was sent to the AT and he was found competent for the role			

Brief Description of Scheme(s)	The Scheme details are free downloadable from the scheme owner’s website, NFE - Schemes National Federation (nfees.info) . The Scheme envisages certification of professionals for Electrical safety as three different professions of Electrical Consultant, safety Verifier and Electrical Installer
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Assessment Findings	<i>(describe in detail on documentation, implementation, competence etc. as per the scope)</i>
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Legal Matters (Cl. 5.1): HYM is a private Limited Company and has certificate of incorporation from Registrar of societies, number U93000AP2013PTC091864 dated 23 dec 2013. It has an Impartiality committee

Management of Impartiality (Cl. 5.2):
 The CB has a lean structure and structured to protect impartiality. It has identified the risks to impartiality. *Risk analysis dated 23 Dec 2023 exclusively made for the scheme verified and found satisfactory*
Impartiality document signed by Quality manager is not evidenced. The impartiality document signed by QM was later produced. The impartiality committee met on 10 Apr 2024 exclusively for this scheme and did not find any discrepancy. There are six members in the committee. There is a separate service agreement for examiners which includes Impartiality and confidentiality which was verified for the examiners. The agreement for employees is different and that was also verified

Finance and Liability (Cl. 6): in INR Lacs (for certification business)

Year	Income	Expense	Profit/Loss
2020-21	70,38,500	65,29,659	
2021-22	99,91,754	94,18,699	
2022-23	1,18,18,700	1,04,70,976	

The professional indemnity insurance policy number 462202492310000098 valid up to 30 Jan 2025 from National Insurance Company was verified

Management and Organization Structure (Cl.7):

The Organisation Chart along with roles and responsibilities is defined. The Chart does not reflect specific requirements related to this scheme like the position of examiners, Quality Manager and decision maker.

The roles and responsibilities of various positions are not aligned to the Scheme requirements. The clarity with respect to who is responsible for preparing the question bank, question paper for written and practical (structured format) are not evidenced

The organisation Structure and the roles & responsibilities modified to align with the requirements of the scheme and found satisfactory

General Personnel Requirements (Cl.12):

Formal qualifying of examiners is not evidenced though they have a system of empaneling examiners by reviewing the CV and requesting the examiners to prepare a question paper for written examination which is to be reviewed by another examiner. However, there is no evidence of such reviews. The involvement of the Quality Manager in the selection of examiners, his competence requirements and his responsibility overall are not evidenced. However, the 5 examiners were found to be competent and meeting the requirements of the scheme. The AT spoke with the examiner Mr P Narasinga Rao and found him competent. Verified the service agreement which covers impartiality and confidentiality. He is a BE electrical and electronics with about 35 years of experience, attended capsule course conducted by NFE and attended all 3 webinars conducted so far by NFE. The competence of the application reviewer is not documented. The Quality Manager, Mr Madhu Babu, though not formalized in the organisation structure, is found competent. After the assessment the CB informed that they have replaced the QM with a new person, Mr Bhujanga Rao whose CV was circulated to the AT and he was found competent. The competence matrix is incomplete for the invigilator. The records of personnel is maintained. The role of decision maker is not defined. There is a system in place for selection of examiner team.

The above issues have been addressed and rectified and found satisfactory.

Personnel involved in the Certification activities (Cl. 12.1): as above

Outsourcing (Cl. 14): They have not outsourced any activity. However, they are likely to use external location and if required technical infrastructure of external organisation which has not been documented. The CB has now created a procedure for outsourcing which is verified and satisfactory

Other Resources (Cl. 6.4): NA

Records of applicants, candidates, and certified persons (): The application form was reviewed and a few improvements were identified but the application is ready

Public Information (Cl. 8): While they do have the requisite information on their website for other ISO standards, the scheme specific details like application form, the certification process etc are not available. The draft can be made available for the time being and the same can be uploaded on the website after provisional approval. The CB has prepared the necessary documents and will upload on the website on provisional approval

Confidentiality (Cl. 9) and Security (Cl. 10): CB has addressed confidentiality in the QM and the personnel have signed confidentiality agreement. There was no separate procedure for security which has now been developed and found satisfactory.

Certification Process (Cl.15): ESPCS Certification Process (Doc 04)

Application Process (Cl. 3.1 of doc 04): The CB has addressed the requirements in the QM. The application form is reviewed by an application reviewer but the application form had one shortcoming which was later corrected

Assessment Process (Cl. 3.2 of doc 04): **The CB has addressed this requirement exactly as per the NFE scheme**

Examination Process (Cl. 3.3 and 3.4 of doc 04): The clause 3.4.4.1 regarding structured evaluation for practical examination addressed in the certification process procedure is not evidenced. Their readiness to conduct the practical examination is not evidenced since they have only copy pasted the requirement from the scheme. However, it was later verified with the scheme owner that there is no need for any equipment or facility for conducting the demonstration and oral evaluation. The questions for the written examination as well as the demonstration and oral evaluation will be provided by the scheme owner. In view of this the CB is meeting the requirement of this clause

Decision on Certification (Cl.):: This clause is addressed exactly as per the scheme but the CB has not identified a competent person as decision maker. It was agreed during the assessment to make the Quality Manager as the decision maker. The implementation needs to be verified during the first examination that they conduct

Suspending, Withdrawing, or reducing the Scope of Certification (Cl. 8, 9, 10 of doc 04):
Addressed exactly as per the scheme

Surveillance and Recertification Process (Cl. 5 and 6 of doc 04):

Addressed exactly as per the scheme

Use of Certificates, Logos and Marks :

Addressed exactly as per the scheme

Appeals against decisions on Certification (Cl. 9 of Gov structure doc 02): The CB has addressed this requirement as per clause 15.6 of the Scheme document

Complaints (Cl. 8 of Gov structure doc 02): The CB has addressed this requirement as per clause 15.7 of the scheme document

General Management System Requirements (Cl. 10.): NA

Personnel Certification Bodies Files Examined:

Files of evaluators and certified personnel reviewed:

NA since they can start certifying candidates only after the provisional approval

Scope of Recognition/Authorisation (any revisions and/or deletions):

The CB is recommended for provision approval for certification of the following professionals

1. Design and Selection: NFE Certified Electrical Consultant.
2. Erection: NFE Certified Electrical Installer.
3. Verification: NFE Certified Electrical Safety Verifier.

Other Observations: Nil

Assessment Summary

Summarize (in about 500 words) on the Management System, its overall compliance to ISO/IEC 17024:2012 & ESPCS requirements, and any scope for further improvement.

The examiner pool is found competent and have good experience. They have attended the workshops conducted by the scheme owner, NFE. The CB has replaced the QM Mr Madhu Babu with Mr Bhunjanga Rao after the assessment. Mr Bhunjanga Rao was found competent as per the CV circulated. Since the scheme is new, the CB will take some time to become conversant with the scheme requirements. The Question paper for the written as well as demonstration and interview is to be provided by the NFE. The CB needs to be witnessed when they conduct the first examination to ensure that all the requirements of the scheme are followed

Suggested evaluations for Witness Nil

<i>Scope</i>	<i>Description of Scheme to be witnessed</i>	<i>Location</i>	<i>Evaluators</i>

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Advice to Witness Assessment Teams for any follow-up required : Nil

Non-conformities & Concerns	ISO/IEC 17024 and ESPCS Requirements	Critical NC	Major NC	Minor NC	Concern
	<i>General (Cl. \)</i>				
	<i>Structural (Cl.)</i>				
	<i>Resource (Cl.)</i>				
	<i>Records & Information (Cl.)</i>				
	<i>Certification Schemes (Cl. 8)</i>				
	<i>Certification Process (Cl. 15)</i>				
	<i>Management System (Cl. 10)</i>				
	<i>AB Requirements/ Scheme requirements</i>				
	<i>Total</i>				
<i>Remarks</i>	This assessment is for the purpose of provisional approval and hence no activity has yet started other than preparing the Quality documents. The findings were corrected by the CB and revised documents submitted to the AT				

Assessment Team Recommendations:


Recognition/Authorisation	<i>(on grant / continuation / renewal / suspension / withdrawal of Recognition/Authorisation)</i>
Scope of Recognition/Authorisation	<i>(on Scope Sectors to be covered under Recognition/Authorisation and any exclusions with reasons)</i>
<p>The CB is recommended for provision approval for certification of the following professionals</p> <ol style="list-style-type: none"> 1. Design and Selection: NFE Certified Electrical Consultant. 2. Erection: NFE Certified Electrical Installer. 3. Verification: NFE Certified Electrical Safety Verifier. 	
Conditions	<i>(any to be complied by the PrCB before the report is considered for/ Recognition/Authorisation/scope extension.</i>
<p>The first examination including decision making needs to be witnessed</p>	

List of documents annexed:



National Federation of Engineers for Electrical Safety (NFE)
Scheme for Voluntary Certification of Electrical Safety Professionals (ESPCS)

<i>Annex – 1</i>	Assessment plan
<i>Annex – 2</i>	Completed DRR
<i>Annex – 3</i>	
<i>Annex – 4</i>	
<i>Annex – 5</i>	

Date	27 Apr 2024	Signature	
Place	Chennai	Lead Assessor	S Krishnamurthy

Please add rows above where necessary.