

Handbook for Third-Party Inspection and NDT Services



IEMA Standards Ltd.
ISO17020 Accredited Inspection Body
Lagos, Nigeria

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1. INTRODUCTION

Overview of IEMA Standards Ltd.

IEMA Standards Ltd. is an ISO17020 accredited inspection body based in Lagos, Nigeria. We offer a full range of Third-Party Inspection (TPI) and Non-Destructive Testing (NDT) services across multiple industries, ensuring compliance, safety, and the quality of materials, equipment, and processes.



Vision and Mission

Our vision is to be a global leader in providing independent inspection and testing solutions, helping industries improve quality, safety, and compliance through innovative and reliable services.



Core Values

- **Integrity:** Upholding the highest ethical standards in all our operations.
- **Quality:** Committed to providing the best inspection and testing services.
- **Innovation:** Continually evolving our methodologies and technology to meet industry demands.
- **Customer Focus:** Ensuring client satisfaction by delivering tailored solutions.
- **Safety:** Prioritizing safety in every aspect of our work.

2. OUR SERVICES

2.1 Third-Party Inspection (TPI)

Service Overview

Third-Party Inspection (TPI) is a critical service designed to provide an unbiased, objective evaluation of systems, materials, processes, and products. As an independent inspection body, IEMA Standards Ltd. offers TPI services to verify that all components, processes, and documentation conform to the requirements outlined in the project specifications, industry standards, and regulatory guidelines.

Our Third-Party Inspection services ensure that your materials, equipment, and processes meet the specified safety, quality, and performance standards without any influence or bias from the manufacturer or contractor. TPI provides a safeguard against potential defects, non-compliance, and costly project delays by confirming that all critical elements of your project are thoroughly inspected and meet or exceed the expected standards.

We utilize industry-leading technologies, methods, and inspection techniques to offer comprehensive and accurate evaluations. Whether for raw materials, manufacturing processes, or finished products, TPI by IEMA ensures that your project stays on track and meets the required specifications at every stage.

Key Elements of TPI Include:

- **Independent and Impartial Assessments:** IEMA conducts all inspections without any conflict of interest, providing unbiased and transparent evaluations.
- **Compliance Verification:** Our TPI service ensures that all materials, components, and processes comply with both project-specific requirements and applicable international standards.
- **Document Verification:** We ensure that all certificates, test reports, and quality assurance documentation are authentic and meet regulatory requirements, adding an additional layer of assurance to your project.
- **Expert Witnessing of Tests:** We can witness and certify Factory Acceptance Tests (FAT) and Site Acceptance Tests (SAT), verifying that products and systems meet performance standards before delivery and during installation.

Applications of Third-Party Inspection (TPI)

TPI can be applied at various stages of a project, from the initial design and procurement to construction, manufacturing, and delivery. It is a versatile service that

spans across industries to ensure quality, compliance, and safety. Below are the key applications of Third-Party Inspection:

1. Quality Assurance in Manufacturing or Construction

In manufacturing and construction, TPI is essential to verify that raw materials, components, equipment, and structures conform to the agreed-upon contract specifications. This includes evaluating the materials' composition, strength, and overall quality to ensure that they meet industry standards before being used in production or construction.

Applications Include:

- Inspecting raw materials for quality before production begins.
- Verifying the specifications and quality of manufactured components.
- Ensuring that construction materials and processes adhere to safety and design standards.

2. Verification of Documentation, Certificates, and Test Results

One of the key aspects of TPI is ensuring the authenticity and compliance of documentation, certificates, and test results. We conduct a thorough review of all relevant documents to confirm they meet project specifications and regulatory standards. This includes certificates of conformity, inspection reports, and other compliance documents, ensuring that all requirements are met.

Applications Include:

- Verifying certificates of compliance, including quality control documents, material certifications, and manufacturer's test reports.
- Ensuring conformity with safety standards and applicable regulations by reviewing inspection and test records.
- Confirming that test results align with project specifications.

3. Witnessing Factory Acceptance Tests (FAT) and Site Acceptance Tests (SAT)

Our Third-Party Inspection services also include witnessing Factory Acceptance Tests (FAT) and Site Acceptance Tests (SAT). These tests are conducted to ensure that equipment and systems function as expected before they are shipped from the factory or after installation on-site. IEMA's role is to observe the testing process, verify that the tests are being conducted according to agreed-upon procedures, and confirm that the results meet the required standards.

Applications Include:

- Factory Acceptance Tests (FAT): IEMA ensures that products meet the design specifications and are functioning properly before they leave the manufacturing facility.
- Site Acceptance Tests (SAT): On-site inspections and tests to validate that the equipment functions correctly once installed and integrated into the existing system.

4. Pre-shipment Inspections

TPI can be applied at the pre-shipment stage to confirm that the products or equipment being shipped meet all the necessary quality standards and regulatory requirements. This ensures that products conform to their specifications, minimizing the risk of defects upon arrival.

Applications Include:

- Inspecting products and equipment to ensure they meet the specifications outlined in the purchase order.
- Verifying proper labeling and packaging of materials, ensuring compliance with shipment standards.
- Ensuring that products are ready for transportation and comply with safety and shipping standards.

5. Construction and Commissioning

TPI plays a crucial role in construction projects, especially during the commissioning phase. We ensure that all construction activities, materials, and equipment meet the required specifications, and we verify that installations are completed according to the approved design documents. Additionally, our TPI service ensures compliance with building codes, environmental regulations, and safety standards.

Applications Include:

- Inspecting construction processes and materials during the building phase to ensure compliance with engineering plans.
- Verifying installation and commissioning activities, ensuring that systems operate as intended upon completion.
- Ensuring compliance with safety standards and regulations during installation and commissioning.

6. Inspection of Equipment and Systems for Compliance and Functionality

TPI is essential in verifying that critical systems and equipment function properly and are safe to use. Our inspectors evaluate equipment to ensure it meets technical and regulatory standards, and they perform necessary tests to ensure the equipment operates efficiently and safely.

Applications Include:

- Inspecting machinery and equipment to ensure operational efficiency and safety.

- Verifying compliance with regulatory safety standards (e.g., pressure vessels, lifting equipment, electrical systems).
- Conducting functional tests and safety checks to confirm proper equipment performance.

7. Risk Mitigation and Early Problem Detection

One of the major benefits of TPI is the early detection of potential issues that could cause delays, defects, or failures. By identifying these risks early, TPI allows for corrective actions to be taken promptly, preventing cost overruns and maintaining project timelines.

Applications Include:

- Inspecting critical areas of a project to identify defects, risks, or potential failures early on.
- Mitigating the risk of non-compliance, unsafe practices, and poor-quality materials.
- Minimizing delays and ensuring that all stakeholders remain confident in the project's integrity.

8. Verification of Regulatory Compliance

Regulatory compliance is a key aspect of TPI, ensuring that all aspects of the project meet local, national, and international regulatory standards. IEMA's inspectors verify that processes, materials, and products adhere to the required compliance standards, helping to prevent legal and financial penalties.

Applications Include:

- Ensuring that construction practices, material use, and equipment installation conform to local and international building codes and regulations.
- Verifying environmental, health, and safety compliance to avoid penalties or project delays.

2.2 Non-Destructive Testing (NDT) Inspection

Service Overview

Non-Destructive Testing (NDT) evaluates the integrity of materials and structures without causing any damage. We use advanced NDT methods to detect defects, measure material properties, and ensure the safety and durability of critical infrastructure.

NDT Methods Offered

- Ultrasonic Testing (UT): Detects internal flaws and measures thickness in materials, commonly used for welds, pipes, and pressure vessels.
- Radiographic Testing (RT): Uses X-rays or gamma rays to inspect the internal structure of components for defects like cracks or voids.
- Magnetic Particle Testing (MT): Reveals surface and near-surface defects in ferromagnetic materials like steel.
- Eddy Current Testing (ET): Uses electromagnetic fields to detect cracks, corrosion, or thickness variations in conductive materials.
- Dye Penetrant Testing (DPT): Identifies surface imperfections in non-porous materials by applying a liquid penetrant.

Key Benefits

- Accurate Defect Detection: Each NDT method is tailored to detect specific types of defects for reliable results.
- Minimizes Downtime: Non-invasive methods avoid extensive shutdowns, reducing operational disruption.
- Preventative Maintenance: Early detection of defects helps extend asset life and prevent unexpected failures.

2.3 Product Inspection

Service Overview

IEMA's product inspection services ensure that materials, components, and finished products meet quality standards throughout the production process. These inspections are conducted before shipment to verify compliance with client specifications.

Applications

- Raw Material Inspection: Verifying that raw materials meet specifications before production.
- In-Process Quality Control: Monitoring production to ensure that any issues are caught early.
- Pre-shipment and Post-production Inspections: Ensuring final products comply with agreed specifications before shipment.

Key Benefits

- Defect Prevention: Prevents costly defects from reaching the final stages of production.
- Improved Customer Satisfaction: Ensures only high-quality products are shipped, reducing returns and boosting customer confidence.

2.4 Vessel Inspection

Service Overview

Our vessel inspection services evaluate pressure vessels, storage tanks, and pipelines to ensure compliance with safety regulations and operational standards.

Inspection Scope

- Thickness Measurement: Detects areas of thinning in vessels and pipelines due to corrosion or wear.
- Corrosion Analysis and Detection: Identifies corrosion inside vessels that could compromise structural integrity.
- Weld Integrity Evaluation: Ensures welds meet safety standards and are free from defects.

Key Benefits

- Prevents Hazardous Failures: Detects issues before they lead to catastrophic failures.
- Extends Asset Lifespan: Regular inspections ensure assets remain functional for longer, reducing maintenance costs.

2.5 Cargo Inspection

Service Overview

Cargo inspection ensures that goods are in proper condition, quality, and quantity during transport or storage. We provide objective evaluations that help avoid disputes and ensure the safe delivery of goods.

Applications

- Pre-loading and Discharge Supervision: Ensures proper handling during

loading and unloading to avoid damage.

- Sampling and Testing: Confirms product quality before shipment.
- Damage Assessment: Identifies any damages during transport and assists in claims.

Key Benefits

- Minimizes Disputes: Ensures accuracy regarding cargo conditions and quantity.
- Smooth Supply Chain Operations: Prevents delays or damage during transport, ensuring efficient operations.

2.6 Equipment Lifting Inspection

Service Overview

This service ensures that lifting equipment such as cranes, hoists, and slings are safe to use and comply with international standards.

Inspection Scope

- Load Testing: Verifies that lifting equipment can safely handle designated loads.
- Structural Integrity Checks: Identifies any damage or fatigue in lifting equipment.
- Compliance with Safety Standards: Ensures adherence to local and international safety regulations.

Key Benefits

- Ensures Operational Safety: Regular inspections guarantee safe lifting operations.
- Reduces Unplanned Downtime: Identifies issues early to prevent unexpected equipment failures.



3. INDUSTRIES WE SERVE

IEMA Standards Ltd. serves a variety of industries, ensuring the safety, compliance, and efficiency of operations:

- **Oil and Gas**
- **Construction**
- **Manufacturing**
- **Power**
- **Aerospace**
- **Infrastructure**
- **Telecommunications**



4. OUR METHODOLOGIES

At IEMA Standards Ltd., we employ a wide range of methodologies for Third-Party Inspection (TPI) and Non-Destructive Testing (NDT) services, ensuring the highest standards of quality, safety, and compliance. Each methodology is carefully chosen based on the specific requirements of the inspection, material, or component being evaluated, and is continuously updated to align with the latest industry standards and technological advancements.

Overview of Methodologies

Our methodologies are designed to address various types of inspections, testing requirements, and challenges posed by complex projects. Whether inspecting equipment, systems, materials, or infrastructure, our methodologies are focused on providing accurate, reliable, and non-invasive results while maintaining safety and compliance at every stage of the process.

Here's an expanded version of the Our Processes section, providing detailed steps for the inspection, testing, and reporting stages for both Third-Party Inspection (TPI) and Non-Destructive Testing (NDT) services:



5. OUR PROCESSES

At IEMA Standards Ltd., our processes are structured to ensure comprehensive and accurate inspections and testing while maintaining the highest standards of quality and safety. From initial planning to post-service support, we follow a clear, methodical process to guarantee that all services meet client specifications, industry standards, and regulatory requirements.

Our processes for Third-Party Inspection (TPI) and Non-Destructive Testing (NDT) services are outlined below to give you an understanding of how we ensure reliability, transparency, and the highest level of service throughout the entire inspection lifecycle.

5.1 Inspection Process

The inspection process involves a series of well-defined steps to evaluate materials, equipment, or systems. Whether we are conducting Third-Party Inspections or

Non-Destructive Testing, the objective is to identify potential issues early, ensure compliance with the project requirements, and document all findings for client review.

Step 1: Pre-Inspection Planning

Before the inspection begins, our team conducts a thorough review of the project specifications, relevant standards, and regulatory requirements. This ensures we understand the client's needs, project objectives, and specific criteria for success.

- **Review of Documentation:** Our experts review technical documents, engineering drawings, material specifications, and project contracts to understand what is being inspected.
- **Setting Inspection Criteria:** We establish the key parameters and criteria for inspection to ensure that the inspection process addresses all critical aspects of the project.
- **Client Consultation:** We meet with the client to clarify specific requirements, timelines, and any special considerations or concerns.

Step 2: On-Site Evaluation or Test Execution

Once planning is complete, we proceed with on-site inspections or perform the necessary Non-Destructive Testing (NDT). Depending on the service, this step may involve physical inspections, visual checks, or testing using advanced NDT methodologies.

- **On-Site Inspection (TPI):**
Our team conducts visual inspections, evaluates equipment installation, and checks for compliance with project specifications. We also perform any required measurements or tests to verify the integrity of materials and equipment.
- **NDT Testing (NDT Services):**
For Non-Destructive Testing, we deploy the appropriate NDT methods (e.g., ultrasonic testing, radiographic testing, magnetic particle inspection) to evaluate the internal or external condition of materials, components, or structures. These tests are designed to detect defects, corrosion, material degradation, or any irregularities without causing damage to the assets.

Step 3: Data Collection and Analysis

During the inspection and testing phase, data is carefully collected from the site or the tested material. This data forms the basis for evaluating the condition and compliance of the inspected items.

- **Real-Time Data Capture:** In the case of NDT, real-time data is captured and analyzed during the testing process. For visual inspections, notes, photos, and videos may be recorded.
- **Defect Identification:** Our inspectors and NDT technicians identify any defects, issues, or non-compliance based on the data collected during the tests and inspections.

Step 4: Reporting and Documentation

Once the inspection and testing are complete, we generate a detailed report that summarizes our findings, conclusions, and recommendations. This report serves as a comprehensive record of the inspection process and provides valuable insights into the status of the materials, equipment, or systems inspected.

- **Inspection Reports (TPI):**
The report includes detailed descriptions of the materials or components inspected, any deviations from the expected standards, and evidence of compliance with project specifications. It also includes any recommendations for further actions or improvements.
- **NDT Reports:**
The NDT report details the testing methodologies used, the areas tested, any defects or flaws detected, and the interpretation of results. Our NDT reports are clear, concise, and include visual representations, such as test images or videos, to support the findings.
- **Documentation of Findings:**
All findings are documented in accordance with industry standards and regulations. Any non-compliance issues, defects, or safety concerns are highlighted in the report with clear references to the relevant sections of the specifications or codes.

Step 5: Review and Action

After the inspection and testing reports are completed, the findings are reviewed by both the client and IEMA Standards Ltd. The next steps are determined based on the results.

- **Client Consultation:**
We review the inspection results with the client and discuss the implications of any findings. If necessary, we advise on corrective actions or further testing that may be required.
- **Corrective Actions (if applicable):**

If the inspection or testing identifies defects or non-compliance, we work with the client to develop a plan for corrective action. This could include repairs, adjustments, or re-inspections.

Step 6: Post-Service Support

Our involvement doesn't end with the delivery of the report. We offer post-service support to address any questions, clarifications, or additional actions required by the client.

- **Follow-Up Inspections or Testing:**
In some cases, a follow-up inspection or additional testing may be required to verify that corrective actions have been implemented.
- **Ongoing Consultation:**
Our team remains available to consult with clients as needed to ensure the integrity of their project continues throughout its lifecycle.

5.2 Testing Procedures (NDT Services)

For Non-Destructive Testing (NDT) services, we follow a set of specific testing procedures designed to ensure the safety, reliability, and accuracy of results. These procedures are based on the latest industry standards and the technical specifications of the materials or systems being tested.

Step 1: Test Selection and Preparation

The first step in the NDT process is selecting the most appropriate testing method based on the material, configuration, and objectives of the inspection. We also prepare the site or materials for testing by ensuring that they are clean and ready for accurate analysis.

- **Choosing the Right NDT Method:**
We determine the most suitable NDT method (e.g., ultrasonic testing, radiography, magnetic particle inspection) based on the characteristics of the material or component and the nature of the potential defects.
- **Preparation of Materials or Components:**
We ensure that the materials being tested are prepared in accordance with the standards for the chosen testing method. This may include cleaning the surfaces or ensuring the equipment is functioning properly.

Step 2: Execution of the Test

Once preparation is complete, the NDT test is executed according to the industry standards for the selected method.

- **Ultrasonic Testing:**

Ultrasonic waves are transmitted through the material, and the time taken for waves to reflect back is measured to identify any internal defects.

- **Radiographic Testing:**

X-rays or gamma rays are directed at the material to generate images of internal structures, which are analyzed for defects like cracks or voids.

Step 3: Data Interpretation and Analysis

After the test is conducted, the data collected from the inspection is analyzed by trained technicians to interpret the results and identify any potential issues or defects.

- **Data Analysis:**

The results are carefully analyzed using specialized software or manual interpretation techniques to identify areas of concern and confirm whether they meet the specifications.

- **Defect Classification:**

If any defects or irregularities are identified, they are classified based on their severity, impact on the structure, and the required corrective action.

Step 4: Reporting and Documentation

The final step in the NDT process is to compile a detailed report that summarizes the test procedures, results, and any defects found during the inspection.

- **Clear and Detailed Reports:**

Our NDT reports include all relevant data, including test parameters, results, and any identified defects. We provide clear recommendations for any necessary actions, such as repairs or further testing.

- **Documentation of Findings:**

Reports are supported with images, charts, or videos, ensuring that our findings are well-documented and easy to understand.



6. OUR TEAM AND EXPERTISE

Team Composition

Our team consists of certified and highly trained engineers, technicians, and specialists with extensive experience in the field of inspection and NDT.

Qualifications and Certifications

We ensure that our inspectors hold internationally recognized certifications such as ASNT, PCN, and others, guaranteeing that they have the necessary skills to deliver exceptional service.

Experience and Competence

With years of industry experience, our team is equipped to handle both simple and complex inspection projects with precision.

Continuous Training and Development

We invest in ongoing training to keep our team up-to-date with the latest technologies, techniques, and regulatory changes in the inspection and NDT sectors.

Here's an expanded version of the **Our Approach** section for IEMA Standards Ltd., which outlines the key strategies, principles, and methodologies used to deliver high-quality Third-Party Inspection (TPI) and Non-Destructive Testing (NDT) services:

7. OUR APPROACH

At IEMA Standards Ltd., our approach to providing Third-Party Inspection (TPI) and Non-Destructive Testing (NDT) services is driven by a commitment to excellence, integrity, and customer satisfaction. We work collaboratively with our clients to ensure that all services meet the highest industry standards, while maintaining safety, transparency, and efficiency throughout the project lifecycle. Our approach is structured to deliver reliable results, minimize risks, and build lasting relationships with our clients.

7.1 Customer-Centric Approach

Our customer-centric approach is at the core of everything we do. We prioritize understanding the specific needs, goals, and challenges of each client, tailoring our services to meet those unique requirements.

Key Elements of Our Customer-Centric Approach:

- **Personalized Service:**

We take the time to understand your project's scope, objectives, and timelines to ensure our services align with your expectations. Our team works closely with you to customize solutions that address your specific requirements.

- **Client Collaboration:**

We consider ourselves an extension of your team, collaborating on every stage of the process to ensure that communication is seamless and expectations are met. Regular updates, progress meetings, and consultations are a key part of our process.

- **Flexibility and Adaptability:**

We recognize that every project is different, and we are flexible in adapting our approach to meet changing conditions. Whether it's a shift in scope, deadlines, or project requirements, we are agile and responsive to ensure your needs are consistently addressed.

- **Focus on Client Satisfaction:**

We prioritize client satisfaction by ensuring that the work we deliver not only meets but exceeds expectations. We continuously seek feedback to refine our services and improve our outcomes.

7.2 Project Management

Our approach to project management ensures that every phase of the inspection or testing process is carefully planned, executed, and monitored to deliver high-quality results on time and within budget.

Key Elements of Our Project Management Approach:

- **Clear Project Planning:**

We develop a comprehensive project plan for every inspection or testing service, outlining key milestones, timelines, and responsibilities. This structured approach ensures that every aspect of the project is accounted for, and there is clarity from start to finish.

- **Resource Allocation:**

Our project management team assigns the appropriate experts, technicians, and resources to each task, ensuring the right skillset is applied to every phase of the project. This also includes the selection of appropriate equipment and technology to meet project specifications.

- **Timely Execution:**

We commit to meeting deadlines by developing realistic schedules and closely managing progress. We track milestones and deliverables to ensure that the inspection and testing process moves forward smoothly without unnecessary delays.

- **Risk Management:**

Our project management approach includes proactive risk identification and mitigation strategies. We anticipate potential obstacles and take preventative actions to minimize the impact of risks, such as project delays, unforeseen costs, or safety concerns.

- **Quality Assurance:**

We maintain rigorous quality control throughout the entire project, continuously monitoring processes to ensure that they meet established standards. Our quality assurance procedures are integrated into every stage of the project, from planning to reporting.

7.3 Risk Management

Effective risk management is an integral part of our approach to inspections and

testing. We focus on identifying and addressing risks early in the project to mitigate their impact on cost, schedule, and overall project success.

Key Elements of Our Risk Management Approach:

- **Risk Identification:**

We begin by identifying potential risks at the outset of the project. These risks may relate to safety, compliance, technical challenges, or logistical issues. By understanding potential hazards, we can plan accordingly.

- **Risk Assessment:**

We assess the severity and likelihood of each identified risk, enabling us to prioritize which risks need immediate attention and which can be mitigated through preventive measures.

- **Mitigation Strategies:**

Once risks are identified and assessed, we implement mitigation strategies to reduce their impact. This may involve adjusting project schedules, revising inspection processes, or ensuring additional safety precautions are in place.

- **Ongoing Risk Monitoring:**

Throughout the inspection and testing process, we continuously monitor for new risks and adjust our strategies as needed. This proactive monitoring ensures that risks are managed effectively and that the project remains on track.

7.4 Commitment to Safety and Quality

At IEMA Standards Ltd., safety and quality are our top priorities. We recognize the importance of ensuring that both our team and your assets are protected throughout the inspection and testing process. Our comprehensive approach to safety and quality is designed to protect both personnel and the integrity of the project.

Key Elements of Our Commitment to Safety and Quality:

- **Adherence to Industry Standards and Regulations:**

We operate in compliance with local and international standards, including ISO 17020, and follow the latest regulatory guidelines for Third-Party Inspection and NDT services. This ensures that all inspections, testing, and documentation are fully compliant with the required standards.

- **Comprehensive Safety Protocols:**

Safety is embedded in every aspect of our approach, from the selection of testing

equipment to the training of our inspectors. We ensure that all personnel follow strict safety procedures to prevent accidents and protect the environment. This includes using personal protective equipment (PPE), ensuring site safety measures are in place, and conducting regular safety audits.

- **Quality Control Processes:**

We implement stringent quality control measures at every stage of the inspection and testing process. This includes double-checking results, using calibrated equipment, and ensuring that all findings are accurately recorded and reported.

- **Training and Certification:**

Our team is regularly trained and certified in the latest safety protocols and quality assurance processes. We ensure that all inspectors and technicians are up to date with industry best practices and continuously enhance their skills to meet the evolving demands of the industry.

7.5 Continuous Improvement

We are committed to continually improving our services, processes, and methodologies to stay at the forefront of the inspection and testing industry.

Key Elements of Our Continuous Improvement Approach:

- **Feedback Loop:**

We actively seek feedback from clients, team members, and industry experts to understand areas where we can improve. This feedback helps us refine our processes, enhance service quality, and identify potential innovations.

- **Process Refinement:**

We regularly review and refine our internal processes to ensure efficiency, accuracy, and consistency in all our services. Continuous process improvement helps us deliver better results in a more cost-effective and timely manner.

- **Technological Advancements:**

We invest in the latest inspection technologies and tools to enhance the precision and capabilities of our services. We embrace technological advancements to improve our testing methods and enhance the value we provide to clients.

Here's an expanded version of the Application Process section, detailing the step-by-step approach we follow to ensure that Third-Party Inspection (TPI) and Non-Destructive Testing (NDT) services are provided smoothly, efficiently, and with full client satisfaction:

8. APPLICATION PROCESS

The application process at IEMA Standards Ltd. is designed to ensure clear communication, accurate project planning, and a seamless execution of Third-Party Inspection (TPI) and Non-Destructive Testing (NDT) services. From the initial consultation to post-service support, our approach ensures that your needs are met every step of the way. Below is a detailed breakdown of our application process:

8.1 Initial Consultation and Requirement Gathering

The first step in our application process is understanding your project's needs and objectives. This initial consultation allows us to gather critical information about the project scope, specifications, and any unique requirements that will influence the inspection or testing process.

Key Activities:

- **Client Meeting:**

We schedule a meeting or call with you to discuss the project in detail, including your specific needs, timelines, and goals. During this consultation, we also address any questions you may have about our services.

- **Project Scope Definition:**

We gather information about the scope of work, including the types of materials, equipment, or systems that need to be inspected or tested. This helps us identify the most suitable testing or inspection methods for your project.

- **Clarification of Expectations:**

We ensure that both parties have a clear understanding of the project requirements, deliverables, and timelines. This step helps prevent misunderstandings and ensures that expectations are aligned from the beginning.

- **Regulatory and Compliance Requirements:**

We discuss any regulatory standards, industry codes, or specific compliance requirements that must be followed throughout the inspection and testing process. This may include international or local industry standards, safety protocols, or client-specific certifications.

8.2 Service Agreement and Contract Signing

Once the project scope and requirements have been clearly defined, we move forward with formalizing the agreement between IEMA Standards Ltd. and your company. This step ensures that both parties have a mutual understanding of the terms and conditions under which the inspection or testing services will be provided.

Key Activities:

- **Preparation of Service Agreement:**
We prepare a detailed service agreement that outlines the scope of work, timelines, fees, payment terms, confidentiality agreements, and other relevant terms. This contract ensures that both parties are committed to the project and its requirements.
- **Contract Review and Negotiation:**
The client reviews the contract, and we address any questions or concerns. If necessary, we make adjustments to the agreement to meet the specific needs of the project.
- **Agreement Signing:**
Once both parties are satisfied with the terms, we proceed with signing the contract. This formal agreement establishes a clear framework for the inspection or testing process.
- **Project Planning:**
We create a detailed project plan based on the contract, outlining the timeline, resources, team assignments, and milestones. This plan guides the execution of the project.

8.3 Inspection/Testing Execution

With the service agreement in place and the project plan finalized, the next step is the execution of the inspection or testing services. During this phase, IEMA Standards Ltd. will carry out all inspections or Non-Destructive Testing (NDT) procedures as specified in the agreement.

Key Activities:

- **Inspection and Testing Setup:**
Our team prepares for the inspection or testing process, ensuring that all necessary equipment, tools, and materials are ready. This includes calibrating testing

devices, setting up testing sites, and ensuring all health and safety protocols are in place.

- Execution of TPI or NDT Services:
 - For TPI, our team performs detailed inspections of materials, equipment, and systems, ensuring compliance with industry standards, safety regulations, and client specifications.
 - For NDT, we use methods such as ultrasonic testing, radiographic testing, magnetic particle inspection, and others to evaluate the integrity of materials and components, detecting internal or surface defects without causing damage.
- Real-Time Monitoring and Adjustments:

During testing or inspection, our team closely monitors the process to ensure accurate and reliable results. If needed, adjustments are made in real time to optimize the quality of data collection or address any challenges that arise.
- Client Communication:

We maintain open communication with the client during the execution phase, providing progress updates or addressing any concerns that may arise on-site.

8.4 Reporting and Deliverables

Once the inspection or testing is complete, we move into the reporting phase, where we generate comprehensive, detailed reports that document the findings, observations, and results of the inspection or NDT procedures. These reports provide clarity on the quality, safety, and compliance of the inspected materials, components, or systems.

Key Activities:

- Report Compilation:

Our team compiles the data from the inspection or testing, including detailed descriptions, test results, photographs, diagrams, and other relevant information. The report highlights any deviations, defects, or areas of concern.
- Data Interpretation and Analysis:

We interpret the results of the testing or inspection, providing clear explanations of any findings. For example, if defects were detected, we classify them according to their severity and impact on the material or system.

- **Recommendations and Conclusions:**

Based on the findings, we provide recommendations for corrective actions or further investigations. If the results show compliance with specifications, we confirm that the project meets the required standards.

- **Report Delivery:**

The final report is delivered to the client in the agreed-upon format (e.g., electronic or hard copy). We also offer a debriefing session to go over the report and answer any questions the client may have.

8.5 Post-Service Support

Our commitment to client satisfaction does not end with the delivery of the inspection or testing report. We offer post-service support to ensure that the client has all the necessary resources and information to proceed with any corrective actions or follow-up work.

Key Activities:

- **Follow-Up Inspections or Re-Tests (if applicable):**

If corrective actions are required based on the inspection or NDT findings, we offer follow-up services to ensure that the issues are addressed properly. This may include re-testing, additional inspections, or further evaluations of materials or systems.

- **Ongoing Consultation and Advice:**

Our team remains available to answer any questions or provide expert advice on the next steps. Whether it's clarification on the report, recommendations for further testing, or guidance on improving the integrity of your systems, we are here to help.

- **Documentation Storage:**

We store the inspection and testing reports securely, providing clients with easy access to past records whenever needed for audits, future inspections, or compliance verification.

- **Client Feedback:**

We actively seek feedback from clients to understand their experience and gather insights that help us improve our services for future projects

Here's the expanded version of Section 9: Our Partners for your handbook:

9. OUR PARTNERS

At IEMA Standards Ltd., we believe in building strong, collaborative relationships with key industry partners, which enables us to offer the best inspection and testing services to our clients. Our partners include global leaders in inspection technologies, renowned regulatory bodies, and industry associations that help us maintain high standards, expand our capabilities, and stay at the forefront of technological advancements. These partnerships enhance the quality of our services and contribute to the overall success of our clients' projects.

9.1 Key Strategic Partners

IEMA Standards Ltd. works with various strategic partners across different sectors to provide cutting-edge solutions and services. These partners include:

- **Inspection Equipment Suppliers:**

We collaborate with leading manufacturers of NDT and inspection equipment to ensure that we use the latest technology for precise and accurate testing. These partnerships enable us to offer a wide range of inspection services, from ultrasonic testing to advanced radiographic and thermographic testing.

- **Technology Providers:**

Our partnerships with technology companies allow us to leverage the latest software and digital solutions for data analysis, reporting, and defect detection. These tools enhance the efficiency and accuracy of our inspections, providing clients with valuable insights into the integrity of their systems and materials.

- **Testing Laboratories:**

We partner with accredited testing laboratories to provide supplementary testing services when required. These laboratories offer specialized testing and certifications, complementing our in-house inspection services.

9.2 Collaborations and Associations

Our company is part of various industry groups, associations, and networks that help us stay informed about the latest standards, regulations, and trends in the inspection and testing industry.

- **Industry Associations:**

IEMA Standards Ltd. is a member of various international and local industry associations, including:

- International Organization for Standardization (ISO)
- American Society for Nondestructive Testing (ASNT)
- The British Institute of Non-Destructive Testing (BINDT)
- National Institute for Certification in Engineering Technologies (NICET)

These affiliations allow us to adhere to best practices, stay updated on industry developments, and engage with experts across the globe.

- **Government and Regulatory Bodies:**

We collaborate with various government and regulatory bodies to ensure compliance with national and international regulations. Our partnerships with regulatory organizations ensure that our inspection services meet or exceed industry standards. These collaborations are essential for maintaining certifications, accreditations, and licensing.

9.3 Global Affiliations

IEMA Standards Ltd. maintains affiliations with global inspection and testing agencies, which enhances our ability to deliver internationally recognized services.

- **ISO 17020 Accreditation:**

As an ISO 17020-accredited inspection body, we are part of an international network of certified inspection bodies. This accreditation ensures that our inspection services are reliable, impartial, and in line with the highest global standards.

- **International NDT Partnerships:**

We work with internationally recognized organizations for Non-Destructive Testing, such as the American Society for Nondestructive Testing (ASNT), which offers support for the certification and training of NDT professionals. These affiliations guarantee that we are constantly upgrading our skills and knowledge in the latest NDT techniques.

- **Global Inspection Networks:**

We have partnerships with other global inspection companies, providing our

clients with seamless inspection services regardless of geographic location. These networks help us deliver consistent, high-quality inspection services in different regions and across diverse industries.

9.4 Value of Our Partnerships

Our extensive network of partners adds significant value to the services we provide to our clients. These partnerships enable us to:

- **Ensure Access to the Latest Technology:**
By working closely with technology providers and equipment manufacturers, we stay ahead of the curve in offering innovative inspection solutions, enabling us to tackle complex projects with advanced tools.
- **Enhance Service Delivery:**
Collaborating with accredited laboratories and testing bodies ensures the highest level of precision and reliability in our testing results, giving clients the confidence that they are receiving the best possible service.
- **Provide Global Reach and Expertise:**
Our affiliations with international organizations and inspection networks help us serve clients across borders, ensuring that the services we provide are universally recognized and aligned with global standards.
- **Maintain Compliance and Certification:**
Our partnerships with regulatory bodies ensure that we meet and exceed compliance requirements, maintaining the credibility and integrity of our inspections.



10. HEALTH, SAFETY, AND ENVIRONMENTAL STANDARDS

At IEMA Standards Ltd., we take our responsibility for health, safety, and environmental management very seriously. We are committed to ensuring the well-being of our employees, clients, and the environment in every aspect of our Third-Party Inspection (TPI) and Non-Destructive Testing (NDT) services. Our comprehensive Health, Safety, and Environmental (HSE) policies are integral to our operations, ensuring that all services are performed in compliance with the highest industry standards and regulatory requirements.

Our HSE framework is designed to mitigate risks, ensure safe working conditions, and minimize the environmental impact of our operations. We continuously review and enhance our policies to keep pace with evolving standards and regulations, ensuring that safety and sustainability remain at the core of everything we do.

10.1 Safety Protocols

Safety is our top priority on every project site. We implement strict safety protocols to protect our personnel, clients, and other stakeholders. Our safety protocols ensure that all work is performed in compliance with local, national, and international safety standards.

Key Elements of Our Safety Protocols:

- **Risk Assessments:**

Before commencing any inspection or testing activities, we conduct thorough risk assessments to identify potential hazards and develop strategies to mitigate those risks. These assessments are tailored to the specific conditions of each project site, considering factors such as equipment, materials, and working environment.

- **Personal Protective Equipment (PPE):**

All personnel involved in inspections or testing activities are required to wear appropriate PPE, including helmets, gloves, safety glasses, high-visibility clothing, and hearing protection, depending on the nature of the task and the site conditions.

- **Training and Competency:**

We ensure that all employees and contractors receive comprehensive health and safety training, including specific training related to the tasks they will perform. Our training programs cover a wide range of topics, including emergency response procedures, hazard recognition, safe work practices, and equipment handling.

- **Site-Specific Safety Plans:**

For each project, we develop site-specific safety plans that outline the safety measures, procedures, and emergency protocols for that particular environment. These plans are communicated to all team members and reviewed regularly throughout the project lifecycle.

- **Emergency Response Procedures:**

We have established emergency response procedures to address potential incidents, such as fires, chemical spills, or accidents on-site. Our employees are trained to respond swiftly and appropriately in the event of an emergency, ensuring the safety of all personnel and minimizing damage.

- **Incident Reporting and Investigation:**

Any safety incidents or near misses are reported immediately and investigated to identify root causes and prevent recurrence. We maintain an open line of communication with our clients to ensure that all safety issues are addressed in a timely and transparent manner.

10.2 Environmental Compliance

IEMA Standards Ltd. is committed to minimizing the environmental impact of our activities. We adopt sustainable practices and comply with all relevant environmental regulations to ensure that our operations do not harm the environment. Our environmental management system focuses on reducing waste, conserving resources, and minimizing emissions during the inspection and testing process.

Key Elements of Our Environmental Compliance:

- **Waste Management:**

We implement a rigorous waste management program to ensure that all waste materials, including hazardous substances, are disposed of properly and in accordance with local environmental regulations. This includes segregating waste materials, recycling when possible, and

using licensed waste disposal contractors.

- **Pollution Prevention:**

We take proactive steps to prevent pollution at all our project sites. This includes measures to control dust, reduce emissions, and prevent spills of hazardous materials. We use environmentally friendly products and equipment whenever possible to minimize our carbon footprint.

- **Energy Efficiency:**

We focus on improving energy efficiency in our operations, reducing the amount of energy consumed during inspections and testing. Our equipment is regularly maintained and upgraded to ensure optimal performance, minimizing unnecessary energy use.

- **Sustainable Practices:**

We encourage the use of sustainable practices, such as minimizing travel, optimizing resource use, and reducing the environmental impact of transportation. We also support clients in achieving their sustainability goals by offering environmentally friendly solutions during inspections and testing.

- **Environmental Training:**

All staff members undergo environmental awareness training to ensure they are aware of their responsibilities in reducing environmental impact and adhering to regulatory standards. This training covers topics such as waste management, pollution prevention, and sustainability practices.

- **Compliance with Regulations:**

We stay informed about local, national, and international environmental regulations and ensure that all aspects of our services comply with these requirements. We are committed to maintaining all necessary environmental permits and certifications to operate responsibly.

10.3 Health and Safety Policies

Our health and safety policies are developed to ensure the well-being of our employees, clients, and the communities in which we operate. These policies cover all aspects of health and safety management, including physical and mental health, workplace safety, and emergency preparedness.

Key Elements of Our Health and Safety Policies:

- **Occupational Health and Safety (OHS) Compliance:**

We adhere to all relevant OHS regulations, ensuring that our employees work in safe, healthy environments. This includes the provision of safe working conditions, regular health checks, and ongoing training in health and safety practices.

- **Workplace Ergonomics:**

We address ergonomic risks in the workplace by ensuring that our team members have access to proper seating, tools, and equipment that reduce the risk of injury. This includes providing ergonomic tools for inspections and NDT tasks to minimize strain and discomfort.

- **Mental Health Support:**

We recognize the importance of mental health in maintaining a productive and healthy workforce. IEMA Standards Ltd. provides access to mental health resources, including counseling and stress management programs, to support the well-being of our employees.

- **Health Surveillance:**

For employees working in hazardous environments, we conduct regular health surveillance to monitor exposure to risks such as chemicals, noise, and other potential hazards. This helps us identify any health issues early and take corrective action when needed.

- **Accident Prevention:**

We focus on proactive measures to prevent accidents in the workplace, conducting regular safety audits, and reviewing safety performance. We maintain a culture of continuous improvement to minimize workplace injuries and accidents.

- **Employee Wellness Programs:**

We promote the overall wellness of our employees by providing programs and initiatives that encourage physical activity, healthy eating, and a balanced lifestyle. This includes fitness challenges, wellness seminars, and resources for maintaining work-life balance.

10.4 Continuous Improvement and Audits

IEMA Standards Ltd. is committed to the continuous improvement of our health, safety, and environmental performance. We regularly review and update our HSE policies and practices to ensure they remain effective and in line with the latest industry standards.

Key Elements of Our Continuous Improvement and Audits:

- **Regular Audits:**

We conduct internal audits of our health, safety, and environmental practices to ensure that all processes are being followed and that any issues are addressed. These audits help identify areas for improvement and ensure that we maintain compliance with all regulations.

- **Feedback Mechanisms:**

We actively seek feedback from employees, clients, and stakeholders to assess the effectiveness of our HSE policies. This feedback helps us understand the challenges and successes of our programs and drives continuous improvement.

- **HSE Performance Monitoring:**

We track key performance indicators (KPIs) related to health, safety, and environmental impact. These KPIs include accident rates, environmental compliance, and employee satisfaction. Monitoring these metrics helps us identify trends and areas for improvement.

- **Ongoing HSE Training:**

We provide regular training and refresher courses to ensure that all employees are up-to-date with the latest HSE regulations, best practices, and technologies. This training reinforces the importance of maintaining a safe and healthy work environment.



11. WHY CHOOSE US?

At IEMA Standards Ltd., we understand that choosing an inspection and testing provider is a crucial decision for ensuring the safety, compliance, and quality of your projects. With a proven track record of excellence, industry-leading methodologies, and a customer-centric approach, IEMA Standards Ltd. offers a wide range of compelling reasons to partner with us for your Third-Party Inspection (TPI) and Non-Destructive Testing (NDT) services.

Below, we outline the key reasons why we are the preferred choice for many businesses and industries worldwide:

11.1 Expertise and Experience

IEMA Standards Ltd. brings years of specialized experience and expertise in Third-Party Inspection and Non-Destructive Testing services. Our team comprises highly qualified engineers, inspectors, and technicians with extensive knowledge in multiple industries. This depth of expertise ensures that we deliver reliable, accurate, and comprehensive inspection and testing services, regardless of the complexity of the project.

Key Points:

- **Highly Qualified Team:**

Our team members hold relevant certifications, including ISO 17020, ASNT, PCN, and others, ensuring that they meet the highest professional standards.

- **Industry Knowledge:**

We have extensive experience across a range of industries, including oil and gas, construction, manufacturing, power, aerospace, and infrastructure. This industry-specific expertise allows us to address unique challenges and deliver tailored solutions to meet the specific needs of our clients.

11.2 Commitment to Quality

Quality is at the heart of everything we do. We adhere to strict quality control procedures in all of our Third-Party Inspections (TPI) and Non-Destructive Testing (NDT) services to ensure that our findings are reliable, actionable, and in full compliance with the relevant industry standards and regulations. Our ISO 17020 accreditation and adherence to internationally recognized standards demonstrate our commitment to delivering superior quality at every stage of the process.

Key Points:

- **ISO 17020 Accreditation:**

Our ISO 17020 accreditation confirms that our inspection services are impartial, reliable, and meet global industry standards.

- **Comprehensive Reporting:**

We provide detailed, clear, and actionable reports, backed by data and visual evidence, to ensure that our clients fully understand the findings and any necessary actions.

- **Continuous Improvement:**

We are committed to continuous improvement in our quality management systems and regularly review our processes to ensure they align with the latest industry standards and best practices.

11.3 Advanced Technology and Equipment

We believe that the right tools and technologies are key to providing high-quality inspection and testing services. That's why we invest in the latest equipment and technologies to ensure accurate, reliable, and efficient results. Whether it's advanced Non-Destructive Testing techniques or cutting-edge inspection tools, our use of technology allows us to detect issues that may otherwise go unnoticed, preventing costly failures and ensuring asset longevity.

Key Points:

- **State-of-the-Art NDT Tools:**

Our NDT services utilize advanced techniques such as ultrasonic testing, radiographic testing, infrared thermography, and more, ensuring that we can inspect even the most complex materials and components with precision.

- **Digital Radiography and Imaging:**

We use digital radiography and imaging technologies that provide high-resolution results and fast, accurate inspections, enabling quicker decision-making for clients.

- **Innovative Data Analysis Tools:**

We utilize advanced software to analyze data from inspections and tests, which improves the accuracy of defect detection and helps us generate precise, actionable reports.

11.4 Risk Mitigation and Safety Focus

Our robust approach to risk mitigation and safety ensures that your project operates smoothly, without unnecessary delays or unforeseen costs. We implement stringent safety protocols to protect our team and your assets throughout the inspection process. By identifying risks early, we prevent potential failures and ensure the safety and operational integrity of critical equipment.

Key Points:

- **Comprehensive Risk Management:**

We proactively identify and address potential risks during inspections and testing, ensuring that no issue is overlooked, and that corrective measures are implemented when necessary.

- **Safety Standards:**

Our team follows industry-standard safety protocols and undergoes regular training to ensure the highest level of safety in the workplace. We also comply with all relevant health and safety regulations, ensuring that both our employees and clients are protected.

- **Incident Prevention:**

Our inspection and testing services are designed to help prevent accidents, breakdowns, and equipment failures by identifying weaknesses early in the process.

11.5 Tailored and Flexible Solutions

We understand that every project is unique, which is why we take a personalized, flexible approach to each inspection or testing service. Whether you need a comprehensive, full-scale inspection or a more focused, specialized test, we can customize our services to meet your specific requirements.

Key Points:

- **Custom Inspection and Testing Plans:**

We work with you to develop customized inspection and testing plans that address your specific needs, timelines, and regulatory requirements.

- **Flexible Scheduling:**

We offer flexible scheduling to minimize disruption to your operations. Our team works around your project timelines, including offering urgent and on-demand services to meet tight deadlines.

- **Scalable Services:**

Whether you're managing a large-scale project or a smaller, more focused inspection, we scale our services to match the size and complexity of your needs.

11.6 Client-Focused Communication and Support

We prioritize clear, transparent, and timely communication with our clients throughout the entire inspection and testing process. From the initial consultation to post-service support, we ensure you are always informed about the progress of your project and any critical findings. Our commitment to exceptional customer service makes working with us a seamless and collaborative experience.

Key Points:

- **Clear Communication:**

We maintain regular communication throughout the project, providing status updates, addressing concerns, and ensuring that all expectations are met.

- **Dedicated Account Managers:**

Each client is assigned a dedicated account manager who acts as the main point of contact, ensuring that all questions and requirements are handled promptly.

- **Post-Service Support:**

After the completion of inspections and testing, we provide ongoing support to address any questions, review reports, or perform additional inspections if required.

At IEMA Standards Ltd., we believe that high-quality inspection and testing services should be accessible without compromising on excellence. We offer competitive pricing for all of our services, ensuring that clients receive exceptional value for their investment. We work with you to develop cost-effective solutions that meet your budget while maintaining the integrity and quality of the inspection process.

Key Points:

- **Transparent Pricing:**

We provide clear and detailed cost breakdowns upfront, with no hidden fees, ensuring you know exactly what to expect.

- **Flexible Payment Options:**

We offer flexible payment terms to accommodate the needs of different clients, ensuring that our services remain within budget while delivering superior quality.



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