**Applicant details:**

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| **Name of the organization** *(same name may appear on the accreditation certificate upon grant of accreditation)* | |  | | | |
| **Address (physical & mailing)** | |  | | | |
| **Website:** | | | |
| **Application status** | | ☐ New application ☐ Application for extension of scope (existing location) ☐ New Location for extension of scope | | | |
| **Are you already accredited for the scope being applied?** | |  | | **Would you like United States Accreditation Inc. to consider your existing accreditation?** |  |
| **Commercial registration number or Professional Licence No:** | |  | | | |
| **Name of the contact person from Top Management** | |  | | **Position/Title:** |  |
| **Contact Email:** | | | **Mobile:** | | **Office Telephone:** |
| **Name of the authorised representative:** | |  | | **Position/Title:** |  |
| **Contact Email:** | | | **Mobile:** | | **Office Telephone:** |
| **Legal status (please tick one or more):** ☐ Private limited company ☐ Private partnership ☐ Public body ☐ Public limited company ☐ Sole trader  ☐ Part of a learned/technical institution ☐ Part of an academic/ professional body ☐ Other: Specify | | | | | |
| **Are you part of a bigger entity? please name the bigger entity and describe the relationship** | |  | | | |
| **Accreditation being sought for:**  ☐ Product certification in accordance with ISO/IEC 17065 ☐ Personnel certification body in accordance with ISO/IEC 17024  ☐ Testing laboratory/ facility in accordance with ISO/IEC 17025 ☐ Calibration laboratory/ facility in accordance with ISO/IEC 17025  ☐ Inspection body in accordance with ISO/IEC 17020 ☐ MS certification body in accordance with ISO/IEC 17021-1  ☐ PT Provider in accordance with ISO/IEC 17043 ☐ Medical laboratories in accordance with ISO 15189  ☐ Halal Product Certification in accordance with GSO 2055-2 ☐ Halal Product Certification in accordance with UAE.S 2055-2  Any other: | | | | | |
| **Other conformity assessment activities / services provided:** | |  | | | |
| **Is the accreditation being sought for multiple locations:** ☐ yes ☐ No | | | *If the answer is “Yes” please provide us the below information:* | | |
| **Number of locations requested** |  | |  | | |
| **Name/address of all locations: 1). 2). 3). 4). 5.)** | | | | | |
| **Please specify locations at which the key activities are performed:** | | |  | | |
| **Total number of employees and contractors in the applicant’s organisation:** | | |  | | |
| Does the organisation carry out work outside the USA: ☐ Yes ☐ No If so, please state where: | | | | | |
| **Where did you hear about United States Accreditation Inc. ’s accreditation services?** | | ☐ Reference from a regulator/regulation ☐ Newspaper/Journal advertisements ☐ Conference/Trade show.  ☐ Reference from another CAB ☐ U.S. Accreditation’s website ☐ Other: Specify………….. | | | |
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| **Instructions on filling the scope table:** The scope must be filled in the relevant table, you can insert as many rows as needed, for more than one location you can insert/copy another table accordingly, an example for each scope/scheme is prefilled for your ease to follow, the test methods/standards must be stated along with their applicable edition or year or version number as applicable. *(only activities where the CAB can prove its competence to perform are included in the scope, which excludes externally provided activities on an ongoing basis).*  **When filling the form for scope extension, type only parameters/activity for which extension of scope is being sought – do not type the already accredited scopes.** | | | | | | | | | | | | | |
| **Testing laboratories/facilities (including medical testing)** | | | | | | | | | | | | | |
| **Location#1 (Main): address/name** (if different from the one stated on page 1 of this application): | | | | | | | | | | | | | |
| TEST CATEGORY | ITEMS, MATERIALSOR PRODUCTS TESTED | | | | SPECIFIC TESTS / PARAMETERS OR PROPERTIES, COMPONENTS, CHARACTERISTICS TESTED | | | SPECIFICATION, STANDARD TEST METHOD OR TECHNIQUE USED | | | | Tests are performed at Permanent laboratory (P) or on-site (O) | |
| Chemical testing | Drinking water | | | | pH  *(for microbiology parameters state detection or enumeration)* | | | APHA/AWWA [4500-H+B](about:blank) / 23rd Ed 2017 | | | | P | |
| Medical microbiology | Urine | | | | Microscopy | | | Phase Contrast Examination of Uncentrifuged Urine Using Kova Slide As documented in LWI-M02 - 2018 | | | | P | |
| Chemical pathology | Serum | | | | Albumin | | | Bromocresol Green Method as documented in LWI-CP02  Hitachi 747/911 - 2018 | | | | P | |
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| For medical laboratories please provide details about the collection centres: | | | | | | | | | | | | | |
| **Calibration laboratories/facilities** | | | | | | | | | | | | | |
| For calibration laboratories/facilities seeking accreditation to ISO/IEC 17025 please indicate the field of calibration and all the measurement parameters for which you seek United States Accreditation Inc. (for example force, mass, pressure): | | | | | | | | | | | | | |
| Measurand / Equipment | | Measuring Range | | | | | CMC (k=2) | | | Method (standard/guide + internal procedure) | | | Calibrations performed at Permanent laboratory (P) or on-site (O) |
| Instrument calibrators  (DC Voltage) | | 1 – 10V | | | | | 0.3mV | | | Euramet Guidelines … | | | **P** |
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| **Inspection bodies** | | | | | | | | | | | | | |
| For inspection bodies seeking accreditation to ISO/IEC 17020 please indicate the scope(s) for which you seek United States Accreditation Inc. (see the relevant supplementary accreditation requirements for predefined scopes): Type A ☐ Type B ☐ Type C ☐ | | | | | | | | | | | | | |
| Inspection Category | | | Items of inspection | | | | | | Type of inspection | | Reference standards / Regulations | | |
| Lifting Equipment | | | Mobile Crane | | | | | | Initial and periodic inspections | | BS 7121 | | |
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| **Product certification bodies** | | | | | | | | | | | | | |
| For product certification bodies seeking accreditation to ISO/IEC 17065 please state the name of products and applicable standards and/or schemes against which you are applying for United States Accreditation Inc. Accreditation: | | | | | | | | | | | | | |
| Product Category | Items, Materials or Products | | | | | Scheme Type | | Specification, standard method or Technique used | | | | | |
| HOUS | General Requirements for house hold appliances | | | | | G-mark scheme - GSO LVE BD-142004-01 / Type 1a | | IEC 60335-1 | | | | | |
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| **Proficiency testing providers** | | | | | | | | | | | | | |
| For Proficiency testing providers, please complete the relevant table(s) for all proficiency testing schemes for which you seek United States Accreditation Inc. | | | | | | | | | | | | | |
| Discipline | Sub- Discipline | | | | | Properties measured | | Material, Matrix or Type | | | | | |
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| **Halal certification bodies** | | | | | | | | | | | | | |
| Categories | Products | | | | | Scheme Type | | Specification, standard method or Technique used | | | | | |
| Long shelf-life products (CAT E) | Canned products, biscuits, sugar, sault | | | | | GSO scheme  SMIIC scheme | | GSO 2055-1, GSO 993, OIC/SMIIC 1 | | | | | |
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| **Management system certification bodies** | | | | | | | | | | | | | |
| For management system certification bodies seeking accreditation to ISO/IEC 17021-1 please state applicable standards and IAF codes against which you are applying for United States Accreditation Inc. :  (Please refer to IAF MDs for the codes, clusters and categories; IAF MD 16, IAF MD 17,..). | | | | | | | | | | | | | |
| Name of the standard | | | | IAF Code / NACE code/ Category | | | | Description of Industry / Sector /Subcategory | | | | Product/Process/Service | |
| ISO 9001:2015 | | | | IAF 30 / NACE 55, 56 | | | | Hotels & restaurants | | | | Catering | |
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| **Personnel Certification Bodies** | | | | | | | | | | | | | |
| Sector (Industry, Field), | | | | Category | | | | Person Certified (title) | | | | Scheme/ Standards/ Regulations | |
| Lifting Equipment | | | | Crane, Forklift … | | | | Crane operator / Forklift operator | | | |  | |
| Health Clubs, Facilities Centres  (life guarding) | | | | Pools, beaches, ponds | | | | Swimmer instructor /  Pool Lifeguard / Beach lifeguard | | | |  | |

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| **For Testing & Calibration laboratories, Inspection bodies to provide below information:**  **Do you perform in-house calibrations? (in relation to the scope of accreditation): Yes ☐ No ☐**  **Do you hold any valid accreditation for the in-house calibrations you perform: Yes ☐ No ☐ (if yes, please provide copy accreditation certificate and scope)** | | | | |
| Measurand / Equipment | Measuring Range | CMC (k=2) | Method (standard/guide + internal procedure) | Calibrations performed at Permanent laboratory (P) or on-site (O) |
| Incubator | 300C - 500C | 0.50C | Euramet Guidelines … | P |
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**Policies:**

**A. Confidentiality Policy:** I authorize United States Accreditation Inc. to release information regarding our application status. **Yes ☐ No ☐**

**B. Language Policy:** All documentation & records must be provided in English*.*  If required by United States Accreditation Inc. an appropriate translation of pertinent documentation must be provided as well as a translator, if needed, to facilitate an assessment. Where some documents/records are in language(s) other than the English the conformity assessment body shall provide translated copies in English language.

**C. Application Validity:** The application is valid for a period of 2 years from the date application invoice, all fees are non-refundable. The application will expire if no assessment is undertaken by the applicant within first 12 months. An accepted application may lapse in case of no follow-up or communication by the CAB for a period of 6 months. In case the accreditation was not granted United States Accreditation Inc. imposes a minimum of 3 months cool off period after which only CAB can re-apply for accreditation, new application fee will be charged if the duration of 2 years exceeded with ref. to the earlier application that resulted in decline of accreditation.

**D.** **Legally Enforceable agreement:** The annex -1 constitutes the legally enforceable agreement between United States Accreditation Inc. and the applicant in line with requirements of ISO/IEC 17011.

**Annex – 1 Accreditation Agreement**

1. **Conditions for Accreditation:** To attain and maintain accreditation, an applicant must agree to:
2. Committed to fulfil continually the requirements for accreditation for the scope for which accreditation is sought (new applicant) or granted (already accredited) and to commit to provide evidence of fulfilment, these requirements for accreditation includes but not limited to e.g. compliance with accreditation criteria (scheme), requirements of United States Accreditation Inc. such as applicable technical notes, , and requirements of international bodies such as ILAC, IAF, APAC. This also includes agreement to adapt to changes in the requirements for accreditation.
3. Cooperate as is necessary to enable United States Accreditation Inc. to verify compliance and fulfilment of requirements for accreditation;
4. Provide access to conformity assessment body personnel, locations (includes all as applicable e.g. CAB & customer premises, other sites for witnessing activities), equipment, information, documents and records as necessary to determine the compliance with requirements of accreditation thru assessments, (initial, surveillance, reassessment, follow-up, unannounced assessments..), resolution of complaints & investigations, and fulfillment of Mutual Recognition Arrangements (MRA/MLA) and/or specifier requirements. The CAB shall provide all the documents as necessary and specified by United States Accreditation Inc. (see annex-2) so it can perform document review in relation to any type of assessment to be conducted (including documents that provide insight into the level of independence of the applicant from any other related activities undertaken by their organization, where applicable), in case if a CAB doesn’t wish to provide some documents, United States Accreditation Inc. will then accordingly determine the necessary increase in the duration of assessment to cover the review onsite.
5. Arrange the witnessing of conformity assessment activities (accredited or applied) when applicable and as requested by the United States Accreditation Inc. ;
6. To have, where applicable, legally enforceable arrangements with their clients that commit the clients to provide, on request, access to accreditation body assessment teams to assess the conformity assessment body's performance when carrying out conformity assessment activities at the client’s site.
7. To claim accreditation only with respect to the scope for which accreditation has been granted and which are carried out in accordance with these conditions.
8. Not use its accreditation in such a manner as to bring United States Accreditation Inc. into disrepute and not make any statement relevant to its accreditation which United States Accreditation Inc. may consider misleading or unauthorized;
9. Inform United States Accreditation Inc. within one week and in writing of changes or pending changes in any aspect of the organization’s status or operation that affects the organization’s legal, commercial or organizational or ownership status; organization or top management or key personnel (e.g., managerial staff); significant change to management system, and to where appropriate; premises (including relocation of premises), equipment, facilities, working environment or other resources, where significant; authorized signatories; or such other matters that may affect the organization’s capability, or scope of accredited activities, or compliance with the criteria, requirements and conditions for accreditation;
10. Pay all necessary fees at the time of application and during the duration of accreditation services being invoiced by the United States Accreditation Inc. (Please refer to fee schedule available on website), all the fees applicable are to be paid upfront in advance before execution of the services unless special approval is given by United States Accreditation Inc. financial department.
11. Assist in the investigation and resolution of any accreditation-related complaints about the conformity assessment body referred to it by the United States Accreditation Inc. .
12. Carry out any adjustments to its procedures in response to due notice (by United States Accreditation Inc. publication, email and/or hardcopy) of any intended changes by United States Accreditation Inc. to the criteria, requirements, or conditions for accreditation, in such time as in the opinion of United States Accreditation Inc. is reasonable.
13. Maintain impartiality and integrity
14. Retain all quality and technical records (as defined in relevant management system standard such as ISO/IEC 17025, ISO 15189, ISO 17020, etc.) for at least 4 years.
15. Not provide accreditation or certification services to any standard used by United States Accreditation Inc. as a basis for accrediting organizations (e.g., ISO/IEC 17025, 17020, 17065, 17043, ISO 15189) when those services may affect the impartiality of either party. (NOTE: It is recognized that an organization may have to evaluate subcontractors/external resources to confirm that they meet the organization’s requirements, which may include accreditation standards such as ISO/IEC 17025. Documentation issued to subcontractors/external resources as a result of a successful evaluation shall clearly state that this is not certification or accreditation in accordance with ISO/IEC 17011).
16. All the CABs are responsible for the activities they perform, United States Accreditation Inc. cannot be held responsible for anomalies, mistakes or errors arising from CAB’s activities or operations.
17. Accreditation is not provided for conformity assessment activities that are outsourced permanently.
18. **Use of accreditation symbols and other claims of accreditation**

To attain and maintain accreditation CABs need to comply with United States Accreditation Inc. requirements specified in “USAAC-G-20 Guidelines for Using United States Accreditation Inc. Symbol by the Accredited Bodies”, an applicant must agree to:

1. Comply with the requirements of United States Accreditation Inc. when claiming and making reference to its accreditation status in communication media such as advertising, brochures,
2. Endeavor to ensure that no certificate or report or unauthorized statement regarding its accreditation nor any part thereof, is used in a misleading manner(s).
3. Upon suspension, withdrawal or expiration of its accreditation (however determined) discontinue its use of all advertising matter that contains reference thereto its accreditation, if required by United States Accreditation Inc. return accreditation certificates and scopes of accreditation to United States Accreditation Inc. .
4. does not refer to its accreditation in a way so as to imply that a product, process, service, management system or person is certified or endorsed or approved by United States Accreditation Inc. ; informs its affected clients of the suspension, reduction or withdrawal of its accreditation and the associated consequences without undue delay.

f) only uses the accreditation symbol and claims of accreditation status for the specific activities covered by the scope of accreditation.

To apply, the applicant’s AUTHORIZED REPRESENTATIVE must agree to the above terms and must attest that all statements made on the application are correct to the best of his/her knowledge and belief. An organization’s AUTHORIZED REPRESENTATIVE is an official who represents the organization in all matters related to maintaining *United States Accreditation Inc.*. This official is United States Accreditation Inc. 's primary point of contact with the organization. An Accredited Organization’s Authorized Representative shall be in a position of authority to ensure that the organization complies with the United States Accreditation Inc.criteria. Furthermore, this representative is responsible for ensuring that all of the relevant conditions for accreditation are maintained.

At any point in the application or assessment process, if there is evidence of fraudulent behaviour, if the conformity assessment body intentionally provides false information or if the CAB conceals information, deliberately violates accreditation requirements, *United States Accreditation Inc.* shall reject the application or terminate the assessment process, or in case of an accredited CAB, accreditation will be withdrawn and *United States Accreditation Inc.* also reserves the right to take any legal action. (Ref. to “USACC-G-28 Guidelines for Accreditation of Conformity Assessment Bodies” for Suspension, Reinstation, Reduction and Withdrawal of Accreditation).

All contractual agreements and subsequent disputes between United States Accreditation Inc. & its accredited or applicant CAB or other parties shall only be dealt within the USA laws & regulations.

1. **Liabilities and Remedies**

United States Accreditation Inc. shall not be held liable for any loss or damage incurred by the CAB or its personnel due to any act of omission or error during the performance of accreditation process & services by United States Accreditation Inc. under the terms of this Accreditation Agreement.

In case when United States Accreditation Inc. essentially fails to provide agreed services as per the application or otherwise breaches its obligations under this Accreditation Agreement, the applicant or accredited CAB solitary and exclusive remedy in connection with any such failure is to allow *United States Accreditation Inc.* in its sole and absolute discretion, to:

a.     Within a reasonable period of time, remedy the deficiencies identified by the applicant or accredited CAB,

b.     Refund to the applicant or accredited CAB the fee related to the deficient services in question.

Nonetheless in the accreditation agreement or otherwise, *United States Accreditation Inc.* shall not be liable to applicant or accredited CAB or to any third party for any loss, consequential statutory, or exemplary damages of any nature whatsoever, including without limitation, damages related to loss of profit, loss of income or revenue, loss of goodwill, personal injury or wrongful death, even if it has been put on notice of the possibility of such damages. Without limiting or expanding the provisions of any of the sections of these terms and conditions, in no event shall United States Accreditation Inc. ’s liability for monetary damages exceed the amount actually paid by the organization for the services with respect to which such liability arose.

1. **Indemnity**

Applicant or Accredited CAB agrees and acknowledges that it shall indemnify and hold harmless the followings:

*United States Accreditation Inc.* and its employees and associated personnel (directors, managers officers, and shareholders, assessors/experts) from and against any and all claims, loss or damages, suits, liabilities, arising out of or related to, without limitation: losses incurred as a result of Applicant’s or Accredited CAB’s noncompliance with national, or federal laws, regulations, losses caused by its misconduct or negligence and any breach by it, the applicant or accredited CAB shall guard United States Accreditation Inc. against any such Claims and in any action or proceeding resulting directly or indirectly from its own acts or omissions.

**Force Majeure:**  United States Accreditation Inc. shall not be liable in any aspect that prevented it or caused delays in providing its services and obligations hereunder in an unforeseen event that is beyond its control, this may include but not limited to e.g., fires, flooding’s, accidents or other geographical or national or regional changes, acts of God, strikes, lockdowns, labor disruption, wars, terrorism, flights, riots, government allocations or priorities, severe weather conditions, and changes of law or regulation. (Refer to “USACC-P-11 Procedure for the Management of Extraordinary Circumstances Affecting Accredited Bodies”)

1. **Employment:**

As an applicant or accredited CAB, it agrees to not to employee or make any contract with any of United States Accreditation Inc. ’s assessor/expert who on behalf of United States Accreditation Inc. conducted assessments for the CAB, for a period of one year from the date of assessment conducted and after this period a no-objection letter has to be obtained from United States Accreditation Inc. . In case of violation to this term, United States Accreditation Inc. will take necessary action for compensation to any image damage, loss of clients and losses related to non-availability of the mentioned employee/assessor/expert.

1. **LAW and JURISDICTION:**

In the event that any dispute arises between the two parties due to this agreement or the interpretation of any of its provisions, it shall be resolved amicably as much as possible. In the event that an amicable solution has not been reached after a month has passed from the emergence of the dispute, and the parties are not willing to resolve the issue amicably, the applicable law shall be the USA law before the competent USA courts, and either party has the right to refer the subject of the dispute for arbitration according to the USA arbitration law, it shall be based in the USA, in the city of Sarasota, Florida.

**Declaration**

*As the applicant Organization's Authorized Representative, I agree to the above conditions and obligations for accreditation. I attest that all statements made on this application are correct to the best of my knowledge and belief.*

**AUTHORIZED REPRESENTATIVE. NAME AUTHORIZED REPRESENTATIVE. SIGNATURE DATE**

……………………………………………… …………………………………………………….. …………….

**Please return the filled application form to your United States Accreditation Inc. contact person or otherwise at: info@accreditation.us**

**Annex - 2**

**\*List of required documents: to be submitted alongside with this filled and signed application form:**

| **Sr.#** | **Description / Title of the document** | **15189**  **Medical** | **17025**  **Testing & Calibration** | **17020**  **Inspection** | **17021-1**  **Management system Certification** | **17024**  **Personnel certification** | **17065**  **Product Certification** | **GSO/UAE 2055-2** | **17043**  **Proficiency Testing Provider** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | If you have existing accreditation and you wish it to be considered by United States Accreditation Inc. then please provide:   1. Copy of Accreditation certificate 2. Copy of Accreditation scope 3. Copy of the last assessment report | If applicable | If applicable | If applicable | If applicable | If applicable | If applicable | If applicable | If applicable |
| 2 | For the accreditation for Notification Bodies (NANDO): **(if Required)**   1. Copy of the Application form submitted to EA, 2. Proofs of legal representation in the EA countries | **NA** | If applicable | **NA** | **NA** | **NA** | If applicable | **NA** | **NA** |
| 3 | Proof of organisation being legal entity  (e. g. Trade license or Commercial Registration) | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ |
| 4 | Proof of third-party liability insurance or equivalent provisions  (if a liability insurance is required by law or other regulations) | If applicable | If applicable | ✔ | ✔ | ✔ | ✔ | ✔ | If applicable |
| 5 | Quality management system documentation   1. Documented mechanism of quality policies & procedures e.g. Quality manual or procedural manual as applicable 2. Quality procedures (management system procedures) | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ |
| 6 | Master list(s) of all documentation of the management system | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ |
| 7 | Organisational chart | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ |
| 8 | List of concerned personnel for the scope of accreditation (e.g., Competence Matrix)  List of approved signatories of the reports / certificates | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ |  |
| 9 | Provide methods / procedures/ standards / SOPs in relation to the scope applied.  **For PT providers**: covering – Planning, Stability evaluation, Homogeneity evaluation, Choice of the statistical model,  Preparation, storage and distribution of the PT items, Determination of reference value (assigned value) and evaluation criteria, (standard deviation for proficiency assessment), Performance evaluation of the participants  Example: Test methods (testing laboratory) or Calibration procedures (calibration laboratory), product standard for product certification.  **Note:** if in-house SOP (sometimes called work or test instructions) is used then provide both in-house SOP as well as the reference national/international standard. | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ |
| 10 | A copy of the original report or certificate for each major category for the applied scope of accreditation.  **For example, Testing Lab:** test report for each testing field applied / accredited e.g., chemical tests in water, microbiological tests in food, **Calibration Lab:** calibration certificate for each measurand / calibration item, **PT provider**: One PT report for each PT field. | If applicable | If applicable | If applicable | If applicable | If applicable | ✔ | If applicable | ✔ |
| 11 | Budget of measurement uncertainty for the scope of accreditation | If applicable | If applicable | **NA** | **NA** | **NA** | **NA** | **NA** | If applicable |
| 12 | List of reference materials/standards, & measurement standards  (if applicable in relation to its scope of accreditation) | If applicable | If applicable | If applicable | **NA** | **NA** | **NA** | **NA** | If applicable |
| 13 | List of equipment items with in-house registry (if applicable, agreements for license equipment) | If applicable | If applicable | If applicable | If applicable | If applicable | If applicable | If applicable | If applicable |
| 14 | The last Management review report | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ |
| 15 | The last internal audit Report | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ |
| 16 | Impartiality documents (Risk analysis, top management declarations and mechanism) | If applicable | ✔ | ✔ | If applicable | If applicable | ✔ | If applicable | If applicable |
| 17 | Mark statute | **NA** | **NA** | If applicable | If applicable | If applicable | If applicable | If applicable | If applicable |
| 18 | Fee regulation or price list | **NA** | **NA** | If applicable | If applicable | If applicable | If applicable | If applicable | If applicable |
| 19 | List of countries where certificates are granted indicating the number of certificates per country | **NA** | **NA** | If applicable | If applicable | If applicable | If applicable | If applicable | If applicable |
| 20 | List of countries where certification activities are performed by branch offices indicating the specific activities | **NA** | **NA** | If applicable | If applicable | If applicable | If applicable | If applicable | If applicable |
| 21 | List of countries where certification activities are performed by” remote personnel “(personnel, that is not working from a branch office of the certification body) | **NA** | **NA** | If applicable | If applicable | If applicable | If applicable | If applicable | If applicable |
| 22 | Critical locations according to IAF MD 12 | **NA** | **NA** | If applicable | If applicable | If applicable | If applicable | If applicable | If applicable |
| 23 | Rules of the certification body for the management of branch offices abroad or” remote personnel “ | **NA** | **NA** | If applicable | If applicable | If applicable | If applicable | If applicable | If applicable |
| 24 | List of all auditors/inspectors approved by the certification body indicating the scope and location (country) | **NA** | **NA** | If applicable | If applicable | If applicable | If applicable | If applicable | If applicable |
| 25 | Sample of all types of contracts for certification, for subcontracting and with auditors | **NA** | **NA** | If applicable | If applicable | If applicable | If applicable | If applicable | If applicable |
| 26 | List of the proficiency testing (PT) schemes organized within the last three years | **NA** | **NA** | **NA** | **NA** | **NA** | **NA** | **NA** | ✔ |
| 27 | One certificate / one Certificate of Attendance of a PT scheme for each of the fields applied for,  when they are issued. | **NA** | **NA** | **NA** | **NA** | **NA** | **NA** | **NA** | ✔ |

\*Its mandatory to provide all the documents at the time of (before) initial assessment whereas in the subsequent assessment only updated/revised document are normally required to be provided however United States Accreditation Inc. reserves the right in asking for all the documents again as and if needed.

**For United States Accreditation Inc. Use Only:**

|  |  |
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| **Application and Resource Review** | |
| *United States Accreditation Inc. Reviewed the application for completeness, including documents and information provided and that the application is signed, United States Accreditation Inc. did also review the resources, capabilities, competence, personnel and timeline to arrange assessment within 12months or earlier, other necessities checked – based on the above United States Accreditation Inc.* ***Accepted / Rejected*** *the application.* | |
| **Reviewed by ASM /DM** |  |
| **Name of File manager (if different)** |  |
| **Date** |  |
| **Remarks or notes (if any)** |  |

☐ This application covers a scheme that is mandatory scheme, the scheme corresponds to a conformity assessment activity listed as level 2, and it uses a standard listed as level 3 in the MRA/MLA structure. The scheme does not omit any requirement of the chosen standard.