

Title	<i>Application for Accreditation for Inspection Bodies</i>
Reference	DA-03
Revision	03
Date	31-10-2018

NOTE: The present document represents the English version of document under reference at the specified revision. In case of conflict, the Italian version will prevail. To identify the revised parts reference must be made to version in Italian language only.

Preparation	Approval	Authorization	Application date
The Quality Manager	The Directors of Department	The General Director	07-11-2018

<input type="checkbox"/> ACCREDITATION	<input type="checkbox"/> EXTENSION	<input type="checkbox"/> REQUEST FOR PRELIMINARY ASSESSMENT
<input type="checkbox"/> TRANSFER OF ACCREDITATION		<input type="checkbox"/> FLEXIBLE SCOPE

1. TYPE OF INDEPENDENCE OF THE BODY, AS DEFINED IN THE STANDARD ISO/IEC 17020, PARAGRAPH 4.1.6

- Type A Inspection Body
- Type B Inspection Body
- Type C Inspection Body

2. CATEGORY/SCHEME OF ACCREDITATION

Specify the activities for which the accreditation is sought and the related applicable normative references (complete the table below following the indications contained in the Guideline ILAC G28).

N.	Inspection category (products, services, processes and installations)	Inspection field (the area of activities in which inspection is used)	Inspection sub-fields (where necessary)	Inspection sub-fields (Limited to inspection activities within a field or sub-fields defined by appropriate text-based parameters or numbers)	Stage of inspection (the point in the life-cycle of the product, process, service or installation in which the inspection takes place)

For each inspection requested, enter:

N.	Inspection requirements (Criteria of respect by means of which the conformity of the inspection is assessed.)

2.1. FLEXIBLE SCOPE OF ACCREDITATION

Scope of application (e.g. inspections) for which the flexible scope is requested)

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.....
.....
.....

(it is necessary to provide a clear and adequate description, including the motivations and evidence ensuring the consistency of the elements contained in the flexible scope for each typology of inspection)

Annex n.....(obligatory)

3. PERSONNEL OF THE BODY

3.1. NAME AND EDUCATIONAL QUALIFICATIONS OF THE TECHNICAL MANAGER

.....

and CV

Attachment n.....(obligatory)

3.2. NAME AND EDUCATIONAL QUALIFICATIONS OF THE SUBSTITUTE TECHNICAL MANAGER

.....

and CV

Attachment n.....(obligatory)

3.3. NAME AND EDUCATIONAL QUALIFICATIONS OF THE SERVICE COORDINATOR *(Complete only if such position exists in the organization)*

.....

and CV

Attachment n.....(obligatory)

3.4. TOTAL NUMBER OF EXTERNAL COLLABORATORS USED FOR INSPECTION ACTIVITIES:

- Inspectors:
- Experts:.....
- Others:

3.5. ORGANIZATION CHART

An organization chart shall be attached (and/or related documents), that allows a clear identification of the applicant body’s organizational structure, in terms of hierarchical relations, responsibilities, mandates and tasks, starting from the top management and going down through the whole structure.

The chart shall clearly show the relations among the persons responsible for the inspection activities, the body’s top management and the persons responsible for decisions regarding the granting of declarations of conformity or similar.

These documents shall also contain the names and qualifications of the persons involved in the evaluation processes and, if applicable, of the bodies they represent (when external to the applicant body).

Attachment n.....(obligatory)

3.6. PERSONNEL RESPONSIBLE FOR FLEXIBLE SCOPE MANAGEMENT

It is necessary to attach a document describing the competences and responsibilities (including the names and qualifications of persons involved in the process of management of the flexible scope) of the person who established the typology of inspection within which the body intends to apply the flexible scope as well as the responsibilities regarding management of the controlled list of all the elements covered in the flexible scope.

Attachment N: (obligatory)

4. SUBCONTRACTING, TESTING AND CALIBRATION LABORATORIES

4.1 LIST OF SUBCONTRACTED ORGANIZATIONS (performing conformity assessment activities) included within the scope of accreditation, specifying the name, and addresses, and indicating if they are accredited or not. For accredited bodies, state the name of the Accreditation Body, number and date of issue of the accreditation document and the scope of accreditation (in short form).

Attachment n.....(obligatory)

4.2 FOR EACH CATEGORY, SCHEME AND SECTOR OF ACCREDITATION for which accreditation is requested, specify, as applicable, the names and addresses of the Laboratories used for the conformity assessment activities, stating if they are internal or external to the body and the relevant accreditation status.

Attachment n.....(obligatory)

4.3 ATTACH THE PROCEDURE which defines the criteria and modalities for qualification and recognition of the laboratories, including the contractual relations.

Attachment n.....(obligatory)

5. DOCUMENTS TO BE ATTACHED TO THE APPLICATION

- list of the attachments;
- the attachments as required in the above points;
- statute and any contractual relationships with related bodies (e.g, franchising contracts); *(attach only in cases of accreditation. If the body is already accredited for other schemes, indicate the last issue loaded on the ACCREDIA website – area for accredited bodies);*
- last Balance Sheet available *(or equivalent document)* and the report of independent inspectors *(attach only in cases of accreditation)*
- insurance policy *(attach only in cases of accreditation or extension);*
- procedure for management of the flexible scope *(this procedure shall describe the operative modalities used for verifying the correct application of the flexible scope).*
- controlled list of flexible scope inspectors, containing, at least:
 - *references to the standard and to the rules of accreditation;*
 - *the typology/family of inspection activity;*
 - *the standard (or normative document) of inspection with identifying code, year/revision;*
 - *the reference to the document containing the rules for issuing inspection reports including the identification code of the year/revision;*
 - *the date of inclusion by the body of the element in question within the flexible scope.*
- management system manual (it may be drawn up according to different criteria and must include the reference to the above mentioned procedures. Attach only in cases of accreditation. If the body is already accredited for other schemes, indicate the last issue loaded on the ACCREDIA website – area for accredited bodies);
- general Regulations for the management of the inspection activities for which accreditation is requested - (attach in cases of accreditation and of extension. If the body is already accredited for other schemes, indicate the last issue loaded on the ACCREDIA website – area for accredited bodies);
- controlled list of inspectors and experts and related CVs (attach in cases of accreditation and extension);
- list of procedures, operative instructions and other documents applicable to the body's activities. (attach only in cases of accreditation);
- qualification procedure inspectors, or equivalent documents (attach in cases of accreditation and also extension. If the body is already accredited for other schemes, indicate the last issue loaded on the ACCREDIA website – area for accredited bodies);
- example copy of the body's contract for its clients (where necessary) and of the inspection plans (attach only in cases of accreditation);
- example copy of the inspection reports issued by the body and related attachments (attach only in cases of accreditation);

- list of persons/organizations in possession of inspection reports issued by the body (clients of the body), limited to evaluation activities for which accreditation is requested. (attach in cases of accreditation and extension).

Note 1: In cases of an application for a preliminary assessment it is necessary to send the same documentation as for applications for accreditation.

Note 2: In cases of a request for the transfer of accreditation from another accreditation body signatory of the EA MLA agreements, it is necessary to present the application for accreditation using the modalities described in § 1.2, together with all the necessary documents, the last assessment report of the previous AB and the valid accreditation certificate.

In cases of a transfer of accreditation from an accreditation body which is not signatory of the EA MLA agreements, all the regulations and procedures for accreditation are applicable.

Rev.: ____ Date: __/__/____

	Timbro del CAB Nominativo e firma del Legale Rappresentante¹
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¹ Legale Rappresentate o suo delegato.