

DA-03

Application for Accreditation as an Inspection Body

1. CAB Details

Legal name (also specify any acronyms shown in the company registration report)	
Site name (if different from the legal name)	
Address of the operating site (if there are several sites, identify the head office and the relevant sites in accordance with the definition in § 0.4 of the current revision of ACCREDIA-DC Regulation RG-01)	

2. Purpose of the Application

Accreditation	☐
Extension	☐
Preliminary assessment	☐
Transfer of accreditation	☐

2.1 Type of independence – specify the type as defined in § 5.1 of the 2026 version of the standard ISO/IEC 17020

Type A Inspection Body	☐	<i>Specify any specific scope</i>
Non-Type A Inspection Body	☐	<i>Specify any specific scope</i>
Guidance for completion: If the CAB intends to perform some activities under accreditation as a Type A Inspection Body and others as a Non-Type A Inspection Body, select both boxes and briefly indicate in the third column the scope relevant to each level of independence. <i>Then complete the table in section 2.1.1 of this form in detail; it may also be submitted as a separate attachment.</i>		

2.1.1 Requested scope of accreditation

Type (A or Non-A)	Inspection field (the area of activity in which inspection is used)	Inspection sub-fields (where appropriate, to specify the field)	Range of inspection (Limits of the inspection activity within a field or sub-field, defined by appropriate textual or numerical parameters)	Stage of inspection (The stage in the life cycle of a product, process, service, or installation at which the inspection takes place)

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N.	Inspection requirements (Standards, specifications, including customer or internal specifications and, where necessary, inspection methods—regulations, inspection schemes, or other documents containing requirements against which the inspection is performed) A specific attachment may be submitted; in this case, please identify its reference number.

3. Organisation

3.1 Organisation chart

N.	Information to be included in the organisation chart
1	Name of the CAB and date or revision index of the organisation chart.
2	The CAB's complete organisational structure , starting with its governing bodies, showing the organisational units, functions, and the persons responsible for them.
3	Names of the persons holding the principal organisational and decision-making roles.
4	Hierarchical and functional relationships , represented by clear and unambiguous reporting lines.
5	Body or function responsible for decisions on issuing statements of conformity , including its name and members, where applicable.
6	Functions involved in the conformity assessment process , including the persons responsible and their roles.
7	Body or mechanism responsible for safeguarding impartiality , where required by the accreditation scheme, including its members and the interested parties represented. For any external members , provide the name, role, and the organisation or interested party represented.
Note: <i>If the CAB holds accreditation for multiple schemes (e.g. product certification and inspection), a single organisation chart may be provided, clearly identifying the positions involved in the two activities.</i>	
Attachment No. _____	

3.1.1 Organisation chart of the parent organisation for Non-Type A Inspection Bodies

Attachment No. _____

4. CAB's Personnel

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4.1 Technical Management

N.	First name	Surname	Educational qualification	Function identifier (if any)	Curriculum vitae attached
1					Attachment No. _____
2					Attachment No. _____
3					Attachment No. _____
4					Attachment No. _____

Guidance for completion: Enter the first name, surname, and educational qualifications of the members of Technical Management and attach their curricula vitae. These must be accompanied by certificates or other qualification records demonstrating competence relevant to this accreditation application. Each curriculum vitae must also state its revision date, bear the individual's signature, include consent to the processing of personal data pursuant to Italian Legislative Decree 196/2003, as amended, and include a declaration of truthfulness pursuant to Italian Presidential Decree 445/2000, as amended.

4.2 Internal and external personnel used for the assessment activities covered by this application

Personnel category	Internal personnel ¹	External personnel ²
Inspectors	N. _____	N. _____
Experts	N. _____	N. _____
Other staff personnel	N. _____	N. _____

Required documentation	Attachment
Controlled list of the inspectors and experts identified in the table	Attachment No. _____
Curricula vitae of the inspectors and experts.	Attachment No. _____
Certificates or other qualification records demonstrating competence relevant to this accreditation application.	Attachment No. _____
Qualification records for the inspectors and experts.	Attachment No. _____

Guidance for completion: Curricula vitae must be accompanied by certificates or other qualification records demonstrating competence relevant to this accreditation application. Each curriculum vitae must also state its revision date, bear the individual's signature, include consent to the processing of personal data pursuant to Italian Legislative Decree 196/2003, as amended, and include a declaration of truthfulness pursuant to Italian Presidential Decree 445/2000, as amended.

5. Subcontracting and testing and calibration laboratories

5.1 List of subcontractors, excluding testing and calibration laboratories

¹ Internal personnel: for example, full-time or part-time employees, interns, partners, employed directors, etc.

² External personnel: for example, self-employed professionals, workers engaged under coordinated and continuous collaboration agreements (CO.CO.CO.), etc.

N.	Legal name of the subcontractor	Registered office	Any other sites involved	Identification of outsourced processes	Accredited organisation
1					Yes No
2					Yes No
3					Yes No
4					Yes No
Documentation to be attached: A specific attachment may be submitted; in this case, please identify its reference number. Also attach the document governing subcontracting arrangements.				Attachment No. _____	

5.2 Testing and calibration laboratories used

N.	Accreditation category, scheme, or sector	Legal name of the laboratory or calibration centre	Address	Type	Accreditation status	Accreditation body	Accreditation document No.	Date of issue	Scope of accreditation, accredited tests, or calibrations	Applicability to the specific scheme applied for
1				☐ Internal ☐ External	☐ Accredited ☐ Non Accredited					
2				☐ Internal ☐ External	☐ Accredited ☐ Non Accredited					
3				☐ Internal ☐ External	☐ Accredited ☐ Non Accredited					
4				☐ Internal ☐ External	☐ Accredited ☐ Non Accredited					
Guidance for completion: Complete one row for each laboratory and for every accreditation category, scheme, or sector applied for. The table above may instead be replaced by a specifically identified attachment included in this section.										

5.2.1 Procedure for laboratory qualification and recognition

Required documentation	Attachment
Procedure defining the criteria and methods for laboratory qualification and recognition	Attachment No. _____
Documentation governing contractual relationships, such as an agreement or specific contract	Attachment No. _____

Draft contractual document where subcontracted tests have not yet been performed	Attachment No. _____
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6. Additional documents to be submitted with the application for accreditation

N.	Document to be attached	Attachment No.
1	List of attachments	
2	Articles of association, deed of incorporation, and any contractual relationships with related entities, such as franchise agreements (to be attached only for an initial accreditation application)	
3	Latest available financial statements, including the report to shareholders and notes to the financial statements, where applicable, or equivalent documents (to be attached only for an initial accreditation application)	
4	An up-to-date company registration extract for the CAB, together with up-to-date company registration extracts relating to the members of its ownership structure, whether natural or legal persons, and to its director(s). Such extracts shall provide evidence of any offices held and any direct or indirect shareholdings in other organisations. In the case of holding companies, trust companies, investment funds, or similar entities, please also attach all documentation required by the current revision of RG-01. The extracts submitted must have been issued no more than six months before the date of submission of the application.	
5	Insurance contract/policy, including the policy schedule, full terms and conditions, and latest valid payment receipt (to be attached for both accreditation and extension applications)	
6	List of procedures, operating instructions, forms, flowcharts, schemes, and other documents applicable to the CAB's activities	
7	Copies of the templates used to define the contractual relationship between the CAB and its clients, such as an information questionnaire, quotation template, and contract template	
8	Correlation matrix between the requirements of ISO/IEC 17020:2026 and the management system documentation prepared by the CAB. The matrix must reference all management system documents. Alternatively, an equivalent document, such as a manual, may be attached	
9	General regulations governing the inspection activities for which accreditation is sought. Because these documents govern the contractual relationship between the applicant and the CAB, they must be comprehensive.	
10	List of instruments and procedures, operating instructions, and/or other documents applicable to instrument calibration activities	
11	Inspector/expert qualification procedure or equivalent documents, including the forms, matrices, documents, and evidence used for their qualification	
12	Procedure or equivalent document governing the review of inspection reports/certificates	
13	Supporting documents for conducting inspections, such as procedures, operating instructions, guidelines, checklists, and forms	
14	Sample inspection reports/certificates issued by the CAB and any relevant attachments, such as an inspection record	

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N.	Document to be attached	Attachment No.
15	Sample inspection plans, where applicable, identifying the control plan, frequency and/or timing, responsible parties, methods to be applied, sampling criteria, any instruments to be used, and acceptance criteria	
16	List of entities (organisations or individuals) holding inspection reports issued by the CAB (the CAB's clients), limited to the assessment activities for which accreditation is sought.	
17	If accreditation is transferred between legal entities or from another accreditation body, submit the documents required by the current revision of Accreditation Regulation RG-01.	

Method for submitting the application and related documentation:

- Documents must be provided to ACCREDIA as controlled copies, and all future revisions must be made available to ACCREDIA promptly. Electronic format is preferred where possible. If significant changes are made to the organisation or management system documentation, the CAB must promptly inform ACCREDIA and provide the updated documentation together with a documented assessment of any new threats.
- Please use short file names for attachments to avoid problems when saving and managing documentation during subsequent processing.
- If the accreditation/extension application concerns schemes that require specific documentation to initiate the process, the list of attachments must be supplemented with the documents required by the relevant scheme.
- Unless otherwise indicated, all required documents must be attached both for an initial accreditation application and for a transfer of accreditation.
- For a preliminary assessment request, submit the same documentation required for accreditation applications.

Rev.: ____ Date: __ / __ / ____	CAB stamp Name and signature of the Legal Representative or authorised delegate
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