Title	***Application for Accreditation of Certification and Inspection Bodies for Notification or Authorization***
Reference	***DA-04***
Revision	***02***
Date	***2018-10-15***

Preparation	Approval	Authorisation	Application date
The Quality Manager	The Director of Department	The General Director	29-10-2018

Note: If the CAB is applying for accreditation or is accredited for conformity assessment (for PRD and PRS certification activities), only part A must be completed.

Part B must be completed if the assessment refers exclusively to inspection activities (INSP). If the CAB applies for accreditation for both activities, parts A and B must both be completed.

If the CAB is already accredited it must complete the module DA-00.

Failure to complete as required or to include the attachments may lead to a request for further documentation before acceptance of the application.

A. PART RESERVED FOR CERTIFICATION BODIES

Name and abbreviation of the CAB ……

1. APPLICATION FOR ACCREDITATION – activity of the CAB:

- ☐ Product certification
- ☐ Certification of persons
- ☐ Other: ……

2. CATEGORY/ACCREDITATION SCHEME

2.1. TYPE OF CONFORMITY ASSESSMENT ACTIVITY AND REFERENCE STANDARDS

Specify the conformity assessment activities which accreditation is applied for (certification of product or persons) the corresponding applicable reference standards, as well as the modules for application.

…… ……

2.2. REFERENCE STANDARDS FOR THE CAB'S CLIENTS (APPLICABLE STANDARDS FOR THE ASSESSMENT ACTIVITIES FOR ACCREDITATION). (for product certification provide the information indicated in the form at the end of this document).

Accreditation file	Normative references
……	……
……	……

2.3. SCOPE OF ACCREDITATION

For product certification

Product or family/category of products in the specific Directive:

……

……

……

(a clear description must be given, with further details, if necessary, in an attachment)

For certification of persons

For professional persons as defined in the Directive:

……

……

……

(a clear description must be given, with further details, if necessary, in an Attachment)

3. CAB PERSONNEL

3.1. TOTAL NUMBER OF EXTERNAL COLLABORATORS USED FOR AUDIT ACTIVITIES

- Auditors: ……
- Experts: ……
- Other: ……

3.2. ORGANIZATION CHART

An organisation chart (and/or related documents) shall be attached, clearly illustrating the CAB's organisation in terms of hierarchy, tasks, roles and duties for the entire organizational structure.

The organisation chart shall clearly clarify the relations between personnel who are responsible for audit activities, the CAB's management staff and the person/s responsible for decisions concerning the granting of conformity declarations and similar, as well as the body responsible for safeguarding impartiality.

This documentation shall also contain the names and qualifications of persons involved in audit processes and verification of the safeguarding of impartiality, and, if applicable, the Bodies which they represent when they are external to the applicant CAB.

Attachment N°: ……. (obligatory)

4. ASSESSMENT ACTIVITIES AND DECISIONS REGARDING CERTIFICATION

4.1.1. The person or unit responsible for final decisions regarding the issue of conformity attestation documents and their CVs.

☐ Single person ☐ Unit

Attachment N°: …… (obligatory)

4.1.2. The composition of the mechanism for safeguarding impartiality (the Committee for Impartiality or other body) which is representative of the interested parties shall be described, specifying clearly for each member, the party represented as well as any technical competence or experience.

Attachment N°: …… (obligatory)

4.2. SUBCONTRACTS AND TESTING AND CALIBRATION LABORATORIES

4.2.1. List of subcontracted organisations which undertake conformity assessment activities which are included in the scope of accreditation, excluding testing and calibration activities (see following point), specifying the organization's name and address and indicating whether they are accredited or not.

Attachment N°: …… (obligatory, if applicable)

4.2.2. For each category, scheme, sector of accreditation applied for, specify the name and address of the laboratories used for conformity assessment activities, specifying if they are internal or external to the applicant Body and the relative accreditation status.

For accredited Laboratories, specify the name of the accreditation body, the number and date of issue of the accreditation certificate and the scope of accreditation (accredited tests and calibrations, also pursuant to the specific reference Directive). For accredited testing laboratories and calibration centres, indicate the name of the AB, the number and date of issue of the accreditation document and a summary of the scope of accreditation. The name and number shall be expressed so as to permit verification in the databases of the ABs which are signatory to the MLA/MRA arrangements of EA/IAF/ILAC.

4.2.3. Attach the procedure which defines the criteria and modalities of qualification and recognition of the Laboratories as well as contractual ties. If subcontracted tests have been undertaken, attach the draft of the contract, if such exists.

Attachment N°: …… (obligatory if applicable)

5. DOCUMENTATION TO ATTACH TO THE APPLICATION

Attachment N°:….. → list of attachments;

Attachment N°:….. → Statute and contractual ties with related organisations (e.g. franchising contracts);

Attachment N°:….. → Last available balance sheet, including reports to members and additional notes where applicable (or equivalent documents);

Attachment N°:….. → Quality Manual (it can be written according to different criteria; it must include references to all the procedures. If absent, attach the list of management and technical procedures of the management system);

Attachment N°:….. → Legally valid Chamber of Commerce profile (6 months);

Attachment N°:….. → Insurance policy or contract with last valid receipt (if applicable);

Attachment N°:….. → General Regulations for the management of assessment activities requiring accreditation (e.g. regulation for PRD certification etc.). These documents regulate the contractual relations between the applicant for certification and the CAB, and shall be exhaustive;

Attachment N°:….. → Controlled list of Auditors and Experts and their CVs, along with certificates and other attestations regarding competences relevant to the present DA application. In the absence of certifications or attestations regarding school, training activities undertaken etc., the CV shall contain the date of the last update, signature and permission for treatment of data (Reg. UE 679/16), declaration of truthfulness in accordance with Law DPR 445/2000 and amendments;

Attachment N°:….. → List of procedures, operative instructions, modules, schemes and other documents applicable to the CAB's activities;

Attachment N°:….. → Qualification procedure of the auditors/experts or equivalent documents including the files/documents /evidences used for their qualification;

Attachment N°:….. → Procedure or equivalent documents of the proceedings of the Technical Committee;

Attachment N°:….. → Procedure or equivalent documents for the functioning of the system for the safeguarding of impartiality (e.g. the Impartiality Committee);

Attachment N°:….. → Copy of the models used for the definition of contracts between the CAB and its clients (such as information questionnaires, standard cost estimate, contract etc.);

Attachment N°:….. → Support documents for the audit teams such as checklists, guidelines and instructions, modules etc;

Attachment N°:….. → Standard copy of conformity attestations issued by the CAB and the relative attachments (such as the PRD, PRS certificates, inspection report etc.);

Attachment N°:….. → List of organizations/persons owning attestations of conformity issued by the CAB (clients of the CAB), limited to the assessment activities requiring accreditation such as lists of PRD, PRS certificates etc..

Note 1: The Statute, the Quality Manual and the General Regulations shall be given to ACCREDIA in controlled copy format, granted that all future revisions shall be made available to ACCREDIA in timely manner. It is better to use an electronic format whenever possible. In the case of significant modifications (which could compromise integrity or constitute a threat to impartiality to the organization or documentation of the system), ACCREDIA shall be promptly informed, also by means of a document review of the associated risks.

Note 2: If the application for accreditation refers to schemes requiring specific documents regarding the start of the process, the list of documents to be attached must be added to the provisions contained in the specific scheme.

Date: __ /__ /____

	Stamp of the CAB **Name and signature of the CAB's Officer**[1]

[1] Director of the CAB

B. PART RESERVED FOR THE INSPECTION BODIES

Name and abbreviation of the CAB ……

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

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

2. ACCREDITATION SCHEME / CATEGORY

Specify the inspection activities requiring accreditation and the corresponding applicable reference standards (fill in the form given below following the instructions or attachment).

N.	CATEGORY OF INSPECTION (e.g. products, services, processes and installations inspected)	FIELD OF INSPECTION AND SUB-CATEGORIES (e.g. food and agriculture, manufactured products, engineering,…)	RANGE OF INSPECTION (e.g. limits of technical capacity)	PHASE OF INSPECTION (e.g. inspection of new products during performance etc.)	METHODS AND PROCEDURES OF INSPECTION (e.g. Directives, Regulations, standards, internal procedures)

For details refer to the "File for the definition of the scope of accreditation for authorizations and notifications".

3. REFERENCE STANDARDS FOR THE CAB'S CLIENTS (APPLICABLE REFERENCE STANDARDS FOR ACCREDITED ACTIVITIES).

Accreditation file	Normative references
……	……
……	……

For the purposes of notifications, provide the information indicated in the form at the end of this document.

4. CAB PERSONNEL

4.1. NAME AND STUDY QUALIFICATION OF THE TECHNICAL OFFICEER……

plus CV, including certificates, attestations demonstrating competence regarding this application. In the absence of certifications or attestations regarding school, training activities undertaken etc., the CV shall contain the date of the last update, signature and consent for treatment of data (Law Decree 196/2003), declaration of truthfulness in accordance with Law DPR 445/2000.

Attachment N°: …… (obligatory)

4.2. NAME AND STUDY QUALIFICATION OF THE TECHNICAL OFFICER'S SUBSTITUTE

……

plus CV, including certificates, attestations demonstrating competence regarding this application. In the absence of certifications or attestations regarding school, training activities undertaken etc., the CV shall contain the date of the last update, signature and consent for treatment of data (Law Decree 196/2003) declaration of truthfulness in accordance with Law DPR 445/2000.

Attachment N°: …… (obligatory)

4.3. NAME AND STUDY QUALIFICATION OF THE SUBSTITUTE SERVICE CO-ORDINATOR (to be completed only if such position exists in the organization)

……

……

plus CV, including certificates and other attestations demonstrating competence regarding this DA application. In the absence of certifications or attestations regarding school, training activities undertaken etc., the CV shall contain the date of the last update, signature and consent for treatment of data (Law Decree 196/2003) declaration of truthfulness in accordance with Law DPR 445/2000.

Attachment N°: …… (obligatory)

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

- Auditors: ……
- Experts: ……
- Others: …….

4.5. ORGANIZATION CHART: this must be attached, updated (and/or related documents), clearly illustrating the applicant CAB's organization in terms of hierarchy, tasks, functions and duties for the entire structure, from top management and continuing down through all the organization. For Type B and Type C Inspection Bodies it is necessary also to send a copy of the organization chart of the organization to which they belong.

The organisation chart shall clearly show the relations between personnel who are responsible for assessment activities, the Body's management staff and the person/s responsible for decisions concerning the granting of conformity attestations and the audit reports.

This documentation shall also contain the names and qualifications of persons involved in evaluation processes and, if applicable, the Bodies which they represent (when they are external to the applicant Body.

Attachment N°: …… (obligatory)

NOTE: If the CAB possesses both accreditations (PRD and INSP), the organisation chart can be just one, with evidence given of the positions in the two activities.

5. SUBCONTRACTS - TESTING AND CALIBRATION LABORATORIES

5.1. LIST OF SUBCONTRACTED ORGANISATIONS entrusted with conformity assessment and audit activities which are included in the scope of accreditation, excluding testing activities (see following point) specifying the name of the organisation, the addresses, and indicating whether they are accredited or not.

Attachment N°: …… (obligatory, if applicable)

5.2. For each category, scheme, sector of accreditation applied for, specifying the name and address of the laboratories used for conformity assessment activities, indicating whether they are external or internal to the applicant CAB and the relative accreditation status.

For accredited Laboratories, specify the name of the Accreditation Body, the number and date of issue of the accreditation certificate and the scope of accreditation (accredited tests and calibrations also pursuant to the specific reference Directive). The name and number shall be expressed so as to permit verification in the databases of the ABs which are signatory to the MLA/MRA arrangements of EA/IAF/ILAC.

5.3. ATTACH THE PROCEDURE which defines the modalities of qualification and recognition of the Laboratories, including contractual ties (agreement, specific contract). If no subcontracted tests have been done, attach the draft of the contractual document.

Attachment N°: …… (obligatory, if applicable)

NOTE: If the CAB possesses both accreditations, where the same Laboratories are used, the contents of § 4.2 in PART A are to be considered valid.

6. DOCUMENTATION TO ATTACH TO THE APPLICATION

Documents required by ACCREDIA

If the CAB possesses both accreditations, a single copy of the identical documents is sufficient.

Attachment N°:….. → List of the attachments;

Attachment N°:….. → Statute and contractual ties with related organisations (e.g. franchising contracts);

Attachment N°:….. → Last available balance sheet including reports to members and additional notes where applicable (or equivalent documents).

Attachment N°:….. → Quality Manual (it can be written according to different criteria; it must include references to all the procedures. If absent, attach the list of management and technical procedures of the management system);

Attachment N°:….. → Legally valid Chamber of Commerce profile (6 months);

Attachment N°:….. → Insurance policy or contract with last valid receipt;

Attachment N°:….. → General regulations for the management of assessment activities requiring accreditation (e.g. Regulation for Inspections etc.). These documents regulate the contractual relations between the applicant for certification and the CAB, and shall be exhaustive;

Attachment N°:….. → Controlled list of auditors and experts and their CVs, along with certificates and other attestations regarding competencies relevant to the present application. In the absence of certifications or attestations regarding school, training activities undertaken etc., the CV shall contain the date of the last update, signature and permission for treatment of data (Law Decree 196/2003), declaration of truthfulness in accordance with Law DPR 445/2000 and amendments;

Attachment N°:….. → List of instruments and procedures, operative instructions and other documents applicable to the CAB's activities;

Attachment N°:….. → List of instruments and procedures, operative instructions and/or other documents applicable for the calibration of instruments;

Attachment N°:….. → Qualification procedure of the auditors/experts or equivalent documents including the files/documents /evidences used for their qualification;

Attachment N°:….. → Procedure or equivalent documents of the activities of review of inspection reports;

Attachment N°:….. → Copy of the models used for the definition of contracts between the CAB and its clients, such as information questionnaires, standard cost estimate, contract etc.);

Attachment N°:….. → Support documents for the performance of inspections (procedures, operative instructions, guidelines, checklists and modules);

Attachment N°:….. → Standard copy of conformity attestations issued by the CAB and the relative attachments such as the inspection report/certificate etc.;

Attachment N°:….. → Standard copy of the inspection plans;

Attachment N°:….. → Number of organizations/persons possessing inspection reports/certificates issued by the CAB (clients of the CAB), limited to the assessment activities requiring accreditation.

Note 1: The Statute, the Quality Manual and the General Regulations shall be given to ACCREDIA in controlled copy format, granted that all future revisions shall be made available to ACCREDIA immediately. It is better to use an electronic format whenever possible. In the case of significant modifications which could compromise integrity or constitute a threat to impartiality to the organization or documentation of the system, ACCREDIA shall be promptly informed, also by means of a document review of the associated risks.

Note 2: If the application for accreditation refers to schemes requiring specific documents regarding the start of the process, the list of documents to be attached must be added to the provisions contained in the specific scheme.

TABLE FOR THE DEFINITION OF THE SCOPE OF ACCREDITATION FOR THE PURPOSES OF AUTHORIZATION AND NOTIFICATION

DIRECTIVE/Law FOR TRANSPOSITON	CONFORMITY ASSESSMENT PROCEDURE/ MODULE/ ARTICLE/ANNEX	FAMILY/ CATEGORY OF PRODUCT OR SINGLE PRODUCT	ESSENTIAL REQUIREMENTS: INTERNAL SPECIFICS OF PRODUCTS/ OWNERSHIOP/ STANDARDS/ REGULATIONS	NOTES

In the field **"notes"** enter a number and, after, the relative indications:

NOTES:

1. ……
2. ……
3. ……

The table below is only an example for completion and not in any way restrictive:

DIRECTIVE/LAW	CONFORMITY ASSESSMENT PROCEDURE/MODULE/ ARTICLE	FAMILY OF PRODUCTS OR SINGLE PRODUCT	ESSENTIAL REQUIREMENTS: INTERNAL SPECIFICS OF PRODUCTS/ OWNERSHP/ STANDARDS/ REGULATIONS
Law DPR 8/2015 and subsequent amendments and modifications	Periodical and extraordinary audits	Lifts	EN 81-X series Previous laws
DM 93/2017	Periodical audit	Non-automatic weighing instruments	File A of Annex III of Law 93/2017
		Petrol stations	File C of Annex III of Law 93/2017

NOTE: for the directives which refer, for essential requirements, to a number of standards, where the list cannot be quoted in full, refer to the series of standards, such as the Toys Directive: standards of the series EN 71 and EN 62115, if applicable, or indicate the references of the latest edition of the Official European Gazette (e.g. OJ C 110 of 11.04.2014 for PPE).

Date: __ /__ /____

	Stamp of the CAB **Name and signature of the CAB's Officer**[2]

[2] Director of the CAB