

**TITLE APPLICATION FOR ACCREDITATION OF
VALIDATION AND VERIFICATION BODIES**

REFERENCE DA-11

REVISION 00

DATE 12-01-2023

NOTE *The present document represents the English version of the 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 the Italian version only.*

PREPARATION

**MANAGEMENT SYSTEM REFERENCE OFFICER DEPARTMENT OF CERTIFICATION
AND INSPECTION**

APPROVAL

THE DIRECTOR DEPARTMENT CERTIFICATION AND INSPECTION

AUTHORIZATION

THE GENERAL DIRECTOR

APPLICATION DATE

12-01-2023

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

1. ACRONYM AND NAME OF THE VVB

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2. THE CLAIM FOR WHICH IS PRESENTED THE APPLICATION IS RELATED TO:

VERIFICATION

VALIDATION

3. CLAIM'S DETAILS FOR WHICH IS REQUESTED THE ACCREDITATION:

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3.1. PROGRAMME OR ACCREDITATION DOCUMENT (ACCREDITATION SCOPE)

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(numerical or descriptive references can be used), (if necessary the references can be given in an Annex)

3.2 REFERENCES FOR CUSTOMERS OF THE BODY (NORMATIVE REFERENCES APPLICABLE TO THE ASSESSMENT ACTIVITIES SUBJECT TO ACCREDITATION)

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3.3 SECTORS OF ACCREDITATION

Specify e.g. activity groups for EU ETS GHG emission verification, EPD categories...

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3.4 SPECIFY IF, FOR THE FIELD SUBJECT OF THIS ACCREDITATION APPLICATION, THE ORGANIZATION HAS ACCREDITATION FOR ANOTHER SCHEME (E.G. PRD, LAB, ETC..) INDICATING THE DETAILS OF THE ACCREDITATION AND THE AB THAT GRANTED IT

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4. PERSONNEL OF THE BODY

4.1. TOTAL NUMBER OF INTERNAL AND EXTERNAL COLLABORATORS USED FOR VALIDATION/ VERIFICATION ACTIVITIES:

	Internal	External
Verifiers/validators		
Experts		
Others		

4.2. ORGANIZATION CHART

It is necessary to attach an organization chart (and/or related documents) which permits the precise identification of the body in terms of hierarchy/authority, responsibilities, functions and tasks, from the directors and down through the entire organizational structure.

The chart must show the relations between the personnel responsible for verification activities, the direction of the body and the person/s responsible for decisions concerning the issue of declarations of verification.

This document shall also contain the names and qualifications of persons involved in assessment processes and, if applicable, the bodies which it represents (when they are external to the applicant body).

Annex number.....(mandatory)

5. ASSESSMENT ACTIVITIES AND DECISION REGARDING VERIFICATION

5.1.1. THE PERSON OR UNIT RESPONSIBLE FOR THE REVIEW PRE-ENGAGEMENT THE ISSUE OF VALIDATION/VERIFICATION DECLARATION AND THEIR CVS.

Annex number.....(*mandatory*)

5.1.2. THE PERSON OR UNIT RESPONSIBLE FOR THE REVIEW BEFORE THE DECISION REGARDING THE ISSUE OF VALIDATION/VERIFICATION DECLARATION AND THEIR CVS.

Annex number.....(*mandatory*)

5.2. THE PERSON OR UNIT RESPONSIBLE FOR THE FINAL DECISION REGARDING THE ISSUE OF VALIDATION/VERIFICATION DECLARATION AND THEIR CVS. It's requested to send also the procedure or equivalent document of the functioning of the Technical Committee above indicated.

Annex number.....(*mandatory*)

5.3. IF THE CAB HAS DECIDED TO HAVE IT, IT'S REQUESTED TO SEND THE COMPOSITION OF THE BODY (IMPARTIALITY COMMITTEE) describing the representative of the interested parties, specifying, for each member, the party represented and the technical competences and/or experiences. It's requested to send also the procedure or equivalent document of the functioning of the Impartiality Committee above indicated

Annex number..... (*mandatory*)

6. SUB-CONTRACTS (INCLUDING TESTING LABORATORIES)

6.1.1. List of subcontracted organizations entrusted with conformity assessment activities within the accreditation scope, specifying the name and addresses and stating whether accredited or not. in the case of accredited bodies, specify the name of the accreditation body, the number and date of issue of the accreditation document and (concisely) the scope of accreditation.

Annex number..... (*mandatory*)

6.1.2. Attach the procedure describing the criteria and modalities for qualification and recognition of the subcontracted organizations, including the contractual relations.

Annex number:(*mandatory*)

7. DOCUMENTS TO ATTACH TO THE APPLICATION (in addition to the mandatory attachments already requested in the previous points)

TYPE OF ATTACHMENT	Please Indicate the n. of the attachment or other information to support the identification of documents that may already be available on the ACCREDIA website - Accredited Bodies Area
List of attachments	
Statute and contractual relations with related entities, such as franchising contracts (<i>required only in case of accreditation</i>)	
Last available balance (<i>or equivalent documents</i>)(<i>required only in case of accreditation</i>)	
Company registration report (<i>required only in case of accreditation</i>)	
Insurance policy (<i>required only in case of accreditation</i>)	
List of Procedures, Operative Instructions and other documents applicable to the activities of the CAB (<i>required only in case of accreditation</i>)	
Quality Manual (<i>required only in case of accreditation</i>)	
Latest revision of the programme developed in relation to the Claim being applied for as already assessed according to documents PG-13-01, EA 1/22, IAF MD 25	
Instruction (also as a checklist) prepared by the CAB for the Validation/Verification team	
Criteria of qualification for verifiers/validators, for persons performing the review and for decision makers	
Curricula and evidences of qualifications of verifiers/validators and of persons performing the pre-engagement	
Procedure for the setting up and management of the validation/verification team	
Statement issued by the CAB	

List of verifications/validations statements already issued and of the upcoming verifications/validations activities (necessary data for planning witness assessments)	
Contractual procedures/regulations applicable to the verification/validation, including regulation for the use of the trademark or equivalent document, as well as the internal procedures for the management of the validation / verification practice (from the pre-engagement to the statement)	

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

Rev.: ____ Date: __ / __ / ____

	CAB's Stamp Name and Signature of the del Legal Representative¹
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¹ Legal Representative or authorized delegate