

DA-11

Application for Accreditation of a Validation/Verification Body

1. CAB Details

Registered name <i>(also specify any acronyms as shown in the company register report)</i>	
Name of the site <i>(if different from the registered name)</i>	
Address of the operational site <i>(if there is more than one site, identify the main site and the relevant sites in accordance with the definition in § 0.4 of the current revision of ACCREDIA Regulation RG-01)</i>	

2. Purpose of the Application

Accreditation	☐
Extension	☐
Preliminary assessment	☐
Transfer of accreditation	☐

2.1.1 Requested scope of accreditation

Scope of applicability of the claim		
Validation	☐	Enter any applicable details
Verification	☐	Enter any applicable details

2.1.2 Details of the claim and scope for which accreditation is requested

Required information	Information to be completed
Claim covered by the application for accreditation (e.g. a statement included in the programme covered by accreditation)	
Scope of application, principles, assumptions and boundary conditions of the claim (e.g. time-related, geographical or physical conditions as specified in the programme covered by accreditation)	
Regulatory and normative references applicable to the CAB's clients (including, where applicable, details of the programme)	

Required information	Information to be completed
applicable to the assessment activities covered by accreditation)	
Any accreditation already held by the CAB for other schemes (e.g. PRD, LAB, etc.)	Scheme: Accreditation details: Accreditation body that issued it:
Programme relating to the requested scope of accreditation	
Documents to be attached: numerical or descriptive references may be used to identify the programme or accreditation document and its scope. If necessary, the information may be provided in an attachment	Attachment no. _____

2.1.2.1 Sectors/categories/Activity Groups, if provided for by the programme

Programme	Specify the sectors, categories and/or Activity Groups for which accreditation is requested, where provided for by the applicable programme.
EPD ☐	
EU ETS ☐	
CBAM ☐	
<i>Etc.</i> ☐	

3. Organisation

3.1 Organisation chart

N.	Information to be included in the organisation chart
1	Name of the CAB and date or revision identifier of the organisation chart.
2	The CAB's entire organisational structure , starting with its governing bodies, indicating organisational units, functions and the persons responsible for them.
3	Names of the persons holding the principal organisational and decision-making functions.
4	Hierarchical and functional relationships , shown by clear and unambiguous reporting lines.
5	Body or function responsible for decisions concerning the issue of conformity statements , indicating its name and members, where applicable.
6	Functions involved in the conformity assessment process , indicating the persons responsible and their roles.
7	Body or mechanism responsible for safeguarding impartiality , where required by the accreditation scheme, indicating its members and the interested parties represented. For any external members , state their name, role and the name of the organisation or interested party represented.
Note: where the CAB holds accreditation for more than one scheme (e.g. product and inspection), a single organisation chart may be used, provided that the positions relating to the two activities are identified.	
Attachment no. _____	

4. CAB's personnel

4.1 Technical Management

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

Completion guidance: enter the names and educational qualifications of the members of Technical Management and attach their curricula vitae. These shall be accompanied by certificates or other qualification records demonstrating competence relevant to this application for accreditation. Each curriculum vitae shall also state the revision date, bear the signature of the person concerned, include consent to personal-data processing pursuant to Legislative Decree 196/2003, as amended, and include a declaration of truthfulness made pursuant to Presidential Decree 445/2000, as amended.

4.2 Composition of the impartiality safeguard mechanism

N.	Member's full name	Interested party represented	Relevant technical competence and experience
1			
2			
3			
4			
5			

Documents to be attached: document describing the operation of the impartiality safeguard mechanism.	Attachment no. _____
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4.3 Internal and external personnel used for the assessment activities covered by this application

Type of personnel	Internal personnel ¹	External personnel ²
Verification personnel ³	N. _____	N. _____
Validation personnel ³	N. _____	N. _____
Experts	N. _____	N. _____
Review personnel	N. _____	N. _____
Decision-making personnel	N. _____	N. _____
Other staff personnel	N. _____	N. _____

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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.

³ Personnel involved from pre-engagement through assessment

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Required documentation	Attachment
Controlled list of the personnel indicated in the preceding table	Attachment no. _____
Curricula vitae of the personnel indicated in the table.	Attachment no. _____
Certificates or other qualification records demonstrating competence relevant to this application for accreditation.	Attachment no. _____
Qualification records.	Attachment no. _____
Completion guidance: curricula vitae shall be accompanied by certificates or other qualification records demonstrating competence relevant to this application for accreditation. Each curriculum vitae shall also state the revision date, bear the signature of the person concerned, include consent to personal-data processing pursuant to Legislative Decree 196/2003, as amended, and include a declaration of truthfulness made pursuant to Presidential Decree 445/2000, as amended.	

4.4 Function responsible for the review preceding the decision

Type of function	Select
Single person	☐
Collegiate body – (where the following case applies, complete the table in subsequent section 4.4.1 and submit the required supporting documentation)	☐
Documents to be attached: operating document for the function responsible for final decisions on the issue of conformity statements.	Attachment no. _____

4.4.1 Composition of the function and related curricula vitae

N.	Full name	Function/role held	Curriculum vitae attached
1			Attachment no. _____
2			Attachment no. _____
3			Attachment no. _____
4			Attachment no. _____

4.5 Function responsible for the decision

Type of function	Select
Single person	☐
Collegiate body – (where the following case applies, complete the table in subsequent section 4.5.1 and submit the required supporting documentation)	☐
Documents to be attached: operating document for the function responsible for final decisions on the issue of conformity statements, including the related curricula vitae	Attachment no. _____

4.5.1 Composition of the function and related curricula vitae

N.	Full name	Function/role held	Curriculum vitae attached
1			Attachment no. _____

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N.	Full name	Function/role held	Curriculum vitae attached
2			Attachment no. _____
3			Attachment no. _____
4			Attachment no. _____

5. Subcontracting and testing and calibration laboratories

5.1 List of subcontracted organizations, excluding testing and calibration laboratories

N.	Registered name of the subcontracted organisation	Registered office	Any other sites involved	Identification of outsourced processes	Accredited organisation
1					Yes No
2					Yes No
3					Yes No
4					Yes No
Documents to be attached: list of subcontracted organizations				Attachment no. _____	
Documents to be attached: procedure defining the criteria and methods for qualification and recognition of the organizations indicated above				Attachment no. _____	

5.2 Testing laboratories and calibration centres used

N.	Accreditation category, scheme or sector	Registered name of the laboratory or calibration centre	Address	Type	Accreditation status ⁴	Accreditation body	Accreditation document no.	Date of issue	Scope of accreditation, accredited tests or calibrations	Applicability to the specific scheme covered by the application
1				☐ Internal ☐ External	☐ Accredited ☐ Not accredited					
2				☐ Internal ☐ External	☐ Accredited ☐ Not accredited					
3				☐ Internal ☐ External	☐ Accredited ☐ Not accredited					

⁴ For accredited testing and calibration laboratories, the number or name provided must enable verification in the databases of Accreditation Bodies that are signatories to the EA and Global ACI MLA/MRA agreements.

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N.	Accreditation category, scheme or sector	Registered name of the laboratory or calibration centre	Address	Type	Accreditation status ⁴	Accreditation body	Accreditation document no.	Date of issue	Scope of accreditation, accredited tests or calibrations	Applicability to the specific scheme covered by the application
				External	Not accredited					
4				☐ Internal ☐ External	☐ Accredited ☐ Not accredited					

Completion guidance: complete one row for each laboratory and for each requested accreditation category, scheme or sector. The table above may in any event be replaced by a specific attachment appropriately identified in this section.

5.2.1 Procedure for qualification and recognition of laboratories

Required documentation	Attachment
Procedure defining the criteria and methods for qualification and recognition of laboratories	Attachment no. _____
Documentation relating to contractual arrangements, such as an agreement or specific contract	Attachment no. _____
Draft contractual document, where subcontracted tests have not yet been performed	Attachment no. _____

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, e.g. franchise agreements <i>(to be attached only for initial accreditation)</i>	
3	Latest available financial statements, including the report to shareholders and notes to the financial statements, where applicable, or equivalent documents <i>(to be attached only for initial accreditation)</i>	
4	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.	

N.	Document to be attached	Attachment no.
	The extracts submitted must have been issued no more than six months before the date of submission of the application.	
5	Insurance contract/policy, complete with schedule, policy terms and the latest valid receipt. (to be attached both for accreditation and for an extension)	
6	Management System Manual (it may be prepared according to different criteria; it shall include references to the procedures mentioned above) (to be attached only for initial accreditation)	
7	Programme developed in relation to the claim covered by verification (if not already assessed under PG 13-01, EA 1/22 and Global ACI-TC1-003 – previously identified as IAF MD 25).	
8	List of procedures, operating instructions, forms, flowcharts, schemes and other documents applicable to the CAB's activities	
9	Procedure for qualification of personnel assigned to verification/validation activities, or equivalent documents	
10	General Regulations for the management of assessment activities	
11	Regulations for use of the mark, or equivalent document (to be attached only for initial accreditation)	
12	Copy of the templates used to define the contractual relationship between the CAB and its clients, e.g. information questionnaire, quotation template and contract template	
13	Specimen copies of verification/validation statements.	
14	List of entities (organizations or persons) holding conformity statements already issued by the CAB (the CAB's clients), limited to the assessment activities for which accreditation is requested	
15	List of verification/validation activities performed for entities (organizations), limited to the assessment activities for which accreditation is requested (identify: name, address, assessment scope, programme, date and/or period of performance of the activity, and the Verification/Validation Team appointed by the CAB).	
16	In the event of transfer of accreditation (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 shall be provided to ACCREDIA as controlled copies, on the understanding that all future revisions shall promptly be made available to ACCREDIA. Electronic format is preferred where possible. In the event of significant changes to the organisation or management-system documentation, the CAB shall promptly inform ACCREDIA, providing the updated documentation and a documented assessment of any new threats.
- Please use short file names for attachments in order to avoid problems when saving and managing the documentation during subsequent processing.
- Where the application for accreditation/extension concerns programmes that require specific documentation to start the process, the list of documents to be attached shall be supplemented by the documentation required under the specific scheme.
- Unless otherwise stated, all required documents shall be attached both for initial accreditation and for a transfer of accreditation.
- For a preliminary assessment request, the same documentation applicable to applications for accreditation shall be submitted.

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