|  |
| --- |
| DETAILS |
| Type of Services:  | 🞎 Initial Accreditation | 🞎 Extension in scope |
| Inspection Body’s Name: |  |
| Physical Address: |  |
| Tel. No. |  |
|  E-mail Address: |  |
|  Website: |  |
| Managing Director/Director |  |
| Inspection Manager /Operations Manager/Responsible Contact Person  |  |
| Date of Establishment of Inspection Body |  |
| Legal Status (License/ Registration Number) of Inspection Body |  |

|  |  |  |
| --- | --- | --- |
| Details of Personnel | Employed  |  Contracted  |
| Managerial/Administrative |  |  |
| Technical |  |  |
| Inspectors  |  |  |

Details of any Location other than the main/ head office or branches where Inspection activities take place then kindly specify the names of cities & countries where locations or branches are situated.

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| --- | --- | --- | --- |
| **S.No.** | **Critical location/Location Details** | **City & Country** | **\*Key Activities /other activities carried out at this location** |
| 1  |  | Istanbul/Turkey  | Key Activities  |

B – Please list down the name (s) of countries where Inspection body intends to provide UAF accredited Inspections:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#**  | **Name of Country**  | **#**  | **Name of Country**  | **#**  | **Name of Country**  |
| 1  |  | 10  |  | 20  |  |
| 2  |  | 11  |  | 21  |  |
| 3  |  | 12  |  | 22  |  |
| 4  |  | 13  |  | 23  |  |
| 5  |  | 14  |  | 24  |  |
| 6  |  | 15  |  | 25  |  |
| 7  |  | 16  |  | 26  |  |
| 8  |  | 17  |  | 27  |  |
| 9  |  | 18  |  | 28  |  |
| 29  |  | 19  |  |   |  |

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| C –Inspection Body Type (as defined in ISO/IEC 17020 clause 4.1.6) |

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| --- | --- | --- |
| Type A |  Provides third party inspection service | Yes/No |
| Type B | An inspection body providing first party inspections, second party inspections, or both, which forms a separate and identifiable part of an organization involved in the design, manufacture, supply, installation, use, or maintenance of the items it inspects and which supplies inspection services only to its parent organization (in-house inspection body) | Yes/No |
| Type C  | An inspection body providing first party inspections, second party inspections, or both, which forms an identifiable but not necessarily a separate part of an organization involved in the design, manufacture, supply, installation, use, or maintenance of the items it inspects and which supplies inspection services only to its parent organization or to other parties or to both | Yes/No |

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| D –Has the body ever been accredited to ISO/IEC 17020 by another AB? [ ]  Yes [ ]  No, if yes, please complete the below Scope table  |

Note: If previously or currently accredited to ISO/IEC 17020, please attach copies of certificate, scope and previous reports issued by body’s accreditation body. The process cannot begin until these reports are received. If yes, has the body’s accreditation been suspended in the past 12 months? [ ]  Yes [ ]  No

SCOPE OF ACCREDITATION:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No** | **Technical Cluster/ Group** | **Scope** | **Description of economic sector/activity** | **Details of Accreditation by other AB for the Scope, if any** | **Scope Applied****Yes/no** |
| 1. | A | 01 | Agriculture, forestry and fishing |  |  |
| 03 | Food products, beverages and tobacco |  |  |
| 30 | Hotels and restaurants |  |  |
| 2. | B | 02 | Mining and quarrying |  |  |
| 15 | Non-metallic mineral products |  |  |
| 3. | C | 04 | Textiles and textile products |  |  |
| 05 | Leather and leather products |  |  |
| 06 | Wood and wood products |  |  |
| 4. | D | 07 | Pulp and paper products |  |  |
| 10 | Manufacture of coke and refined petroleum products |  |  |
| 11 | Nuclear fuel |  |  |
| 12 | Chemicals, chemical products and fibers |  |  |
| 13 | Pharmaceuticals |  |  |
| 14 | Rubber and plastic products |  |  |
| 5. | E | 08 | Publishing companies |  |  |
| 09 | Printing companies |  |  |
| 6. | F | 17 | Basic metals and fabricated metal products |  |  |
| 18 | Machinery and equipment |  |  |
| 19 | Electrical and optical equipment |  |  |
| 20 | Shipbuilding |  |  |
| 21 | Aerospace |  |  |
| 22 | Other transport equipment |  |  |
| 23 | Manufacturing not elsewhere classified |  |  |
| 7. | G | 16 | Concrete, cement, lime, plaster, etc. |  |  |
| 24 | Recycling |  |  |
| 8. | H | 25 | Electricity supply |  |  |
| 26 | Gas supply |  |  |
| 27 | Water supply |  |  |
| 28 | Construction |  |  |
| 9. | I | 29 | Wholesale and retail trade; Repair of motor vehicles, motorcycles and personal and household goods |  |  |
| 31 | Transport, storage and communication |  |  |
| 32 | Financial intermediation; real estate; renting |  |  |
| 33 | Information technology |  |  |
| 34 | Engineering services |  |  |
| 35 | Other services |  |  |
| 10. | J | 36 | Public administration |  |  |
| 37 | Education |  |  |
| 38 | Health and social work |  |  |
| 39 | Other social services |  |  |

INSPECTION METHODS AND TECHNIQUES:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Technical Cluster/ Group** | **Scope****(IAF)** | Inspection type | Inspection field / sub-field(s) | Range of inspections | Methods and activities during Inspection | Details of Testing Equipment Required, if any(inhouse or outsourced) | Stage of inspection*(e.g. Fabrication, In-service…)* | Inspection requirements / criteriaStandards  |
| A | 01 |  |  |  |  |  |  |  |
| 03 |  |  |  |  |  |  |  |
| 30 |  |  |  |  |  |  |  |
| B | 02 |  |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |  |
| C | 04 |  |  |  |  |  |  |  |
| 05 |  |  |  |  |  |  |  |
| 06 |  |  |  |  |  |  |  |
| D | 07 |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |  |
| E | 08 |  |  |  |  |  |  |  |
| 09 |  |  |  |  |  |  |  |
| F | 17 |  |  |  |  |  |  |  |
| 18 |  |  |  |  |  |  |  |
| 19 |  |  |  |  |  |  |  |
| 20 |  |  |  |  |  |  |  |
| 21 |  |  |  |  |  |  |  |
| 22 |  |  |  |  |  |  |  |
| 23 |  |  |  |  |  |  |  |
| G | 16 |  |  |  |  |  |  |  |
| 24 |  |  |  |  |  |  |  |
| H | 25 |  |  |  |  |  |  |  |
| 26 |  |  |  |  |  |  |  |
| 27 |  |  |  |  |  |  |  |
| 28 |  |  |  |  |  |  |  |
| I | 29 |  |  |  |  |  |  |  |
| 31 |  |  |  |  |  |  |  |
| 32 |  |  |  |  |  |  |  |
| 33 |  |  |  |  |  |  |  |
| 34 |  |  |  |  |  |  |  |
| 35 |  |  |  |  |  |  |  |
| J | 36 |  |  |  |  |  |  |  |
| 37 |  |  |  |  |  |  |  |
| 38 |  |  |  |  |  |  |  |
| 39 |  |  |  |  |  |  |  |

**Note: Please refer ILAC - G28:07/2018 available on website https://ilac.org/publications-and-resources/ilac-guidance-series/**

TO BE COMPLETED BY CABs BELONGING TO COUNTRIES OTHER THAN UNITED STATES OF AMERICA.

|  |  |  |
| --- | --- | --- |
| Do you know, if there is a local accreditation body | If yes, Name of Accreditation Body |  |
| Are you aware if the Local Accreditation Body is running Inspection Accreditation program? | If yes, Reason for applying to UAF. |  |
| Are you willing to allow UAF To advise your Local Accreditation Body &/or public about your application during course of Accreditation? | Please answer Yes/No |  |
| If above is Yes, Is Assessment by Local Accreditation Body acceptable? | Please answer Yes/No  |  |
| Is joint Assessment with Local Accreditation Body acceptable? | Please answer Yes/No |  |

TERMS AND CONDITIONS

* All applications shall be submitted electronically in word format to UAF along with a payment of application fees paid as stated in Fees table.
* The signed, stamped and scanned copy of each page of this application form shall also be submitted.
* By signing the Application Fees, the applicant agrees to accept the below mentioned clauses.
1. The applicant hereby confirms that the information provided in this application form is true and correct. The applicant acknowledges that he/ she agrees to abide by the documents/ requirements, relevant to their scope of work: If any information given along with this application is later found to be false, UAF may decide to cancel our application.
2. Comply with the Terms and conditions and Accreditation Requirements as per UAF-GEN-CAB-01.
3. Relevant UAF Requirements &Guidance Documents issued for relevant schemes covering general, administrative &technical areas. These Requirements & Guidance Documents are defined for each type of Inspection body and are available on UAF website.
4. Relevant, and if Applicable Mandatory and Guidance Documents issued by International Laboratory Accreditation Corporation (ILAC) and Asia Pacific Laboratory Accreditation Cooperation (APAC). These documents are available on ILAC and APLAC websites.
5. To cooperates with UAF, which is necessary to enable UAF to verify compliance with the requirements for accreditation including provision for review of documentation (including documents that provide insight into the level of independence of the applicant from any other related activities undertaken by their organization, where applicable) and access to all areas, equipment, records and personnel for the purposes of assessment, surveillance, reassessment and resolution of complaints; Shall always provide, or give access to, all documents, records, information and facilities during the entire assessment process to enable a thorough evaluation of our inspection body and also later during the period of accreditation.
6. To comply at all times with the accreditation criteria, requirements, and conditions for accreditation; If our inspection body at any time is found not complying with the above declaration or the requirements of ISO/IEC 17020 and UAF or is found misrepresenting scope of accreditation or misusing accreditation or carrying out malpractices or bringing UAF into disrepute, any action against our inspection body may be taken including suspension, withdrawal or debar as deemed appropriate by UAF.
7. To claim that it is accredited only in respect of services for which it has been granted accreditation and which are carried out in accordance with these conditions.
8. To declare that neither the CAB nor any of our certification personnel have any relationship with any person or company included in the specially designated Nationals and Blocked Persons List (SDN) Human Readable Lists.
9. To pay fees and charges as are due to UAF in accordance with UAF Accreditation Fee Structure knowing that All fees are non-refundable.
10. Not to make any statement relevant to its accreditation which UAF may consider misleading or unauthorized and endeavor to ensure that no certificate or report, nor any part thereof, is used in a misleading manner as per accreditation requirements of conditions for the use of UAF accreditation symbol (UAF-GEN-CAB-02).
11. Upon suspension, withdrawal or expiration of its accreditation (however determined) discontinue the use of all advertising that contains reference thereto and return any certificates of accreditation to UAF.
12. UAF accreditation criteria, requirements, procedures and documents have been read, understood and implemented.
13. UAF Shall undertake routine assessments, surveillances & reassessments as scheduled by UAF and also the fee and charges payable by our inspection body and which remains unpaid shall be recovered from our inspection body with late payment charges as appropriate and decided by UAF. Verification or surprise visits. We have adequate resources to undertake inspection work for the scope of accreditation requested, undergo assessment as well as maintain accreditation, and shall pay all necessary fee and charges (including any applicable taxes) to UAF.
14. We shall take adequate and prompt corrective and/or preventive action(s) as may be necessary on the issues raised by UAF.
15. We shall immediately notify UAF of any significant changes in its organizational status / structure, operations, facilities, main policies, procedures, staff or competence, which are likely to affect our accreditation or the terms in which the scope of accreditation is expressed.as decided by UAF. We shall also Inform UAF in writing of changes or pending changes in any aspect of the applicant's status or operation that affects the our legal, commercial or organizational status; organization or management (e.g., managerial staff); policies or procedures, where appropriate; premises; personnel, equipment, facilities, working environment or other resources, where significant; authorized signatories; or such other matters that may affect the Inspection body’s capability, or scope of accredited activities, or compliance with the criteria, requirements and conditions for accreditation;
16. We shall ensure that the operations, staff, facilities, and procedures of our inspection body will always continue to comply with the UAF criteria, requirements, procedures & documents for accreditation.
17. We shall always maintain impartiality and integrity in operations as well as in inspection work.
18. We confirm to assist UAF in the investigation and resolution of complaints made by any party about the Inspection body’s accreditation related activities.
19. We shall accept the responsibility for the safety of UAF assessors and assessors in conducting activities related to accreditation. The Inspection body shall provide all relevant safety or protective clothing or equipment and disclosing to assessment team any hazards.
20. We have submitted a current list of names and addresses of inspections carried as per ISO 17020 and inspection reports/certificates that have been issued. This application will only be accepted if your CAB has done at least one (1) inspection and issued one inspection report/certificate a per ISO 17020 for each applied scope.
21. To confirm that at least one internal Audit and one MRM has been conducted prior to submission of application.
22. All statements, information and documents provided along with this application are correct to the best of our knowledge and belief.

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| --- | --- | --- |
| SSSSigned for and on behalf of applicant | Full Name: | Designation: |
| Signature of Authorized Representative: | Date:  |

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FOR OFFICE USE ONLY:

* Has the applicant CAB provided all the necessary information pertaining to accreditation requirements? –Yes /No
* Is there any evidence of fraudulent behaviour of the applicant CAB which may result in the rejection of the application? –Yes /No
* Is the applicant CAB requesting for a preliminary visit prior to the commencement of assessment process? –Yes /No
* Are the any pending complaints/issues, in case of the CAB being accredited by another AB? –Yes /No/NA

Reviewed By: Dated: