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| **DETAILS** | | | | | | | | | | | | | |
| **Type of Services:** | | | 🞎 Initial Accreditation  🞎 Reaccreditation | | | | | 🞎 Extension in scope  🞎 Relocation  🞎 Multi-site application | | | | | |
| **CAB Name:** | | |  | | | | | | | | | | |
| **Physical Address/Location** | | |  | | | | | | | | | | |
| **Physical Address/Location (additional sites) Kindly fill separate application for each Site** | | |  | | | | | | | | | | |
| **Tel. No.** | | |  | | | | | | | | | | |
| **E-mail Address:** | | |  | | | | | | | | | | |
| **Website:** | | |  | | | | | | | | | | |
| **Chief Executive of the Laboratory** | | |  | | | | | | | | | | |
| **Laboratory Manager /Operations Manager/Responsible Contact Person** | | |  | | | | | | | | | | |
| **Authorized Representative**  **Name and title of the person who will be UAF’s primary point of contact for all matters related to this**  **Application.** | | |  | | | | | | | | | | |
| **Date of Establishment of Laboratory** | | |  | | | | | | | | | | |
| **Legal Status (License/ Registration Number) of Laboratory** | | |  | | | | | | | | | | |
| **Technical field (s) for which accreditation is sought**  please check in the corresponding box | | |  | | | | | | | | | | |
| Chemical testing | | |  | Electric / Electronic | | | | | |  |
| Physical testing | | |  | Microbiology testing | | | | | |  |
| Mechanical testing | | |  | Sampling as stand-alone activity | | | | | |  |
| Environmental and human safety | | |  | Fuels | | | | | |  |
| Safety and performance testing | | |  | Sensory testing | | | | | |  |
| Construction materials | | |  | Biological testing | | | | | |  |
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| **Desired Scope of Accreditation**  **(Attach the completed Annex 1)** | | | **Technical**  **Equipment**  **(Instruments)**  **Measurement Technique** | **Materials / products**  **of test**  **(Description)** | **Test Description / Measurand/ Property** | | | | **Test Method / Standard against which tests are performed** | | | **Measurement**  **Range**    **Measurement**  **Uncertainty (as applicable)** | |
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| **Authorized signatories for issue of test certificates and reports** | | | **Name & Designation of Signatory** | **Qualification with Specialization** | **Experience in years related to present work** | | | | **Relevant Training** | | | **Authorized for which specific area of testing** | |
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| **Details of staff (Technical and administrative)** | | | **Name of person** | **Designation and Responsibility** | | **Academic and Professional Qualifications** | | | | | **Experience related to present work (in years** | | |
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| **Equipment and Reference Materials :** | | | | | | | | | | | | | |
| **List of Equipment** | | | | | | | | | | | | | |
| **Name of equipment** | **Model/ type/year of make** | | **Range and accuracy** | **Date of last calibration** | | **Calibrated by**  **(In case the equipment is calibrated**  **in-house, same needs to be**  **clearly indicated under this column)** | | | | | **Next Calibration due on**  **(The laboratory to decide the calibration interval based on ISO 10012)** | | |
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| **List of reference materials available**  Please list down all reference materials used for verification or validation of test method or technique applied for Accreditation | | | | | | | | | | | | | |
| **Name of reference material/ strain/culture** | | **Source** | | **Date of expiry/ Calibration validity** | | | | | | **Traceability** | | | |
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| **Date /schedule of last Internal Audit** | | |  | | | | | | | | | | |
| **Whether all requirements of ISO/IEC 17025:2017 covering all activities of laboratory have been audited at least once in last one year during Internal Audits** | | |  | | | | | | | | | | |
| **Date of last Management review** | | |  | | | | | | | | | | |
| **Proficiency Testing** | | | **Participation in PT / any other Inter Laboratory Comparison** | | | | | | | | | | |
| **Product/ Material** | **Details of Test(s)** | | **Date of Testing** | **Nodal Laboratory/PT Provider**  **(Accreditation Body/ Country)** | | **Performance and criteria** | | | | | **Corrective Action Taken (if any)** | | |
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**TERMS AND CONDITIONS:**

1. **All applications shall be submitted electronically in word format to UAF and by submitting the Application form electronically in word format, the applicant confirms to accept all the terms and conditions.**
2. **The signed, stamped and scanned copy of the last page of this application form shall also be submitted.**
3. **The applicant confirms that they are familiar with the terms and conditions of maintaining accreditation and will abide by them.**
4. **The applicant confirms to comply fully with ISO/IEC 17025 for the accreditation of testing laboratory.**
5. **The applicant confirms to comply with accreditation procedures, pay all costs for pre-assessment, assessment, verification visit (if any), surveillance and reassessment irrespective of the result.**
6. **The applicant agrees to co-operate with the assessment team appointed by UAF for examination/assessment of all relevant documents by them and their visits to those parts of the laboratory that are part of the scope of accreditation.**
7. **As a condition of the accreditation, the applicant also acknowledges that the UAF Assessors, Inspectors, staff or authorized representative(s) may conduct unannounced assessments of the facilities of the applicant, or other facilities where the applying laboratory conducts tests under this application, to verify compliance with the listing and applicable rules of procedure.**
8. **The applicant understands and confirms that a UAF laboratory accreditation does not imply any guarantee or warranty, express or implied and including but not limited to any warranty of merchantability or fitness for any particular purpose, of any product tested or certified by the applicant, or any guarantee or warranty of any nature by UAF concerning any tests conducted by the applicant.**
9. **The applicant agrees that it shall have no cause of action or claim against UAF or any of their affiliates, parent, or brother or sister corporations or their Successors in-Interest or assigns, or the officers, directors, members office bearers and employees thereof (collectively, the “Indemnitees”), arising in any manner from any denial of this application or from any accreditation given pursuant to this application, whether or not such accreditation is or is not subject to any conditions. Applicant agrees to hold the Indemnitees harmless, and to protect, defend and indemnify them, with respect to any claim, liability, demand, action, judgment, proceeding, costs, damages and expenses (including attorneys' fees) whether for personal injury, wrongful death, property damage, or any type of injury or damage whatsoever, arising from:**
10. **the application and accreditation.**
11. **any certification or approval services of any nature provided by the applicant.**
12. **the use of any service of any nature offered by the applicant, or the use or operation by any person of any product tested or certified by the applicant, whether related to the matters set forth in the first sentence of this paragraph or otherwise; or**
13. **the reference to or reliance upon, actual or asserted, any product certification or approval given by the applicant, or any testing services rendered by the applicant including but not limited to the results of any testing conducted by the applicant. If any part or portion of this paragraph, or any application thereof to particular facts, should be determined invalid, the provisions hereof shall be severable so as to achieve for the Indemnitees the maximum legal application.**
14. **The applicant agrees to comply with the terms and conditions and Accreditation Requirements as per UAF-GEN-CAB-01 and Relevant UAF Requirements & Guidance Documents issued for relevant schemes covering general, administrative & technical areas.**
15. **The applicant agrees to comply at all times with the criteria, relevant requirements documents, Relevant, and applicable Mandatory and Guidance Documents issued by International Laboratory Accreditation Cooperation (ILAC). These documents are available on ILAC web site.**
16. **The applicant agrees 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;**
17. **The applicant agrees to comply at all times with the accreditation criteria, requirements, and conditions for accreditation.**
18. **The applicant agrees 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.**
19. **The applicant agrees to pay fees and charges as are due to UAF in accordance with UAF Accreditation Fee Structure knowing that All fees are non-refundable.**
20. **The applicant agrees 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).**
21. **The applicant agrees that 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.**
22. **The applicant agrees to inform UAF in writing of changes or pending changes in any aspect of the applicant's status or operation that affects the applicant's 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 CAB capability, or scope of accredited activities, or compliance with the criteria, requirements and conditions for accreditation.**
23. **The applicant declares 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.**
24. **The applicant agrees to assist UAF in the investigation and resolution of complaints made by any party about the CAB’s accreditation related activities.**
25. **The CAB shall accept the responsibility for the safety of UAF assessors and assessors in conducting activities related to accreditation. The CAB shall provide all relevant safety or protective clothing or equipment and disclosing to assessment team any hazards.**
26. **The applicant agrees to maintain impartiality and integrity.**
27. **The applicant agrees to retain all quality records and technical records supporting reported results (as defined in the relevant management system standard(s) such as ISO/IEC 17025, throughout the period between UAF full assessments bearing in mind that adequate records (e.g. measurement uncertainty estimates, complaint records, etc.) must be available to demonstrate full compliance with the requirements for accreditation.**
28. **The applicant agrees that the application is valid for a period of 2 years from the date of the letter of acceptance of application by UAF and the application will expire if no assessment is undertaken by the applicant within 12 months from the date of acceptance of application and all fees are non-refundable. Also, the accepted application may lapse in case of no activity or communication for a period of 6 months.**
29. **The applicant agrees to carry out any amendments to its procedures in response to due notice (by UAF publication, email etc.) of any intended changes by UAF to the criteria, requirements, or conditions for accreditation, in such time as in the opinion of UAF is reasonable.**
30. **The applicant hereby confirms that the information provided in this application form is true and correct.**

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| **Signed for and on behalf of applicant (Authorized Signatory)** | **Full Name:** | **Designation:** |
| **Signature of Authorized Representative:** | **Date:** |

**A. Desired scope of application**

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| Laboratory: | | | | | |
| Technical field (1)  (Kindly complete separate sheet for each technical field)  Each line of the table will be used for listing the details concerning one individual method | | | | | |
| **No.** | **Technical**  **Equipment**  **(Instruments) / Measurement technique** | **Materials / products**  **of test**  **(Description)** | **Test Description / Measurand**  **/ Property**  (2) | **Test Method / Standard against which tests are performed** (3) | **Measurement**  **Range**    **Measurement**  **Uncertainty\*** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

**\* As applicable**

1. See UAF-F-31-TLAB
2. Please indicate in this column, except from the test description / Measurand / Property, any tests that are carried out at costumers’ sites, in temporary or mobile facilities. Also indicate the corresponding locations
3. The wording “Standard” may include test specifications issued by organizations (legislative or not), national and international standards, companies, or group of companies. Exact reference numbers and dates of publication must also be quoted. In case of in-house methods, the code number of the documented in-house measurement procedure will be used.

**B. Documentation to be submitted with application**

*For a laboratory application to be progressed by UAF the following documentation must, as a minimum, be supplied where it is applicable. Applications submitted with no supporting documentation will not be accepted.*

**B.1 QMS documentation according to ISO 17025:2017**

1. Quality Manual (or equivalent management system documentation)
2. Procedures

**B.2. Supporting documentation**

1. Documented Technical procedures concerning each method submitted in par. A of this document
2. Method Validation / Verification Data and Validation / Verification Summary
3. Uncertainty of Measurement Budgets
4. Detail of the Measurement Traceability Chain