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

**SECTION-B**

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| **OTHER DETAILS** | |
| **Other activities of CAB** |  |
| **Relationship in a larger entity if any, addresses of all its physical location(s) and, information on activities conducted at all locations including virtual site(s)** |  |
| **Related Bodies of CAB’s top management**  **(Please include complete details of all BODs & shareholders)** |  |
| **Requirement for preliminary visit prior to the commencement of assessment process** | **Yes  No** |

**SECTION-C**

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| **Number of personnel per category** | **Employed** | **Contracted** |
| Examiners |  |  |
| **Invigilators** |  |  |
| **Staff** |  |  |
| **Technical Experts** |  |  |

**SECTION D**

A - Details of any other critical location(s) other than the main/ head office or branches where \*key activities take place. Please specify the names of cities & countries where critical locations or branches are situated.

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| # | Location Details | City & Country | \*Key Activities carried out at this location |
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**Note*:*** \* Key activities include: policy formulation, process and/or procedure development, proceedings of safeguarding impartiality committee/scheme committee, approval of examiners/inspectors, application & contract review, selection of examiners/inspectors, handling of contractual agreements with examiners/inspectors, monitoring of examiners/inspectors, planning of examinations/inspections, review, approval and decision on the results of examinations/inspections and preparation, release & control of certificates. Final decision on appeals and complaints.

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

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| --- | --- | --- | --- | --- | --- |
| # | Name of Country | # | Name of Country | # | Name of Country |
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**SECTION E**

1. SCOPE OF ACCREDITATION:

| **S.No** | **Scheme – Please provide brief description of the Scheme** | **Owner of the scheme**  **(own scheme/ others scheme)** | **Certification criteria**  **(Standards / Regulations)** | **Number of certificates issued per scheme** |
| --- | --- | --- | --- | --- |
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**Note: Please complete and submit the form UAF\_F\_67 “Conformity Assessment Scheme (CAS) Suitability Verification Checklist as per IAF MD 25” for each scheme**

1. **Please list down the documents specifying the job task analysis for each scheme:**

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| --- | --- | --- |
| **S.No** | **Scheme** | **Job task analysis document** |
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**SECTION F**

Please list down the name (s) of Test/Examination Centers owned by PCB or contracted by PCB:

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| --- | --- | --- | --- | --- |
| S.No. | Name of Test /Examination Center | Contact Details | **Test applicable for Scope**  (Certification Schemes) | Method of Test/Examination |
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**SECTION-G**

Please list down the number of issued certificates per country (scheme wise)

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| --- | --- | --- |
| Country | Scheme | Number of certificates |
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**SECTION-H**

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

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| 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 Accreditation program for certification of persons? | If yes, Reason for applying to UAF. |  |
| Are you willing to allow UAF to advise your Local Accreditation Body about your application during course of Accreditation? | Please answer Yes/No |  |
| If above is Yes, Is Assessment by Local Accreditation acceptable? | Please answer Yes/No |  |
| Is joint Assessment with Local Accreditation acceptable? | Please answer Yes/No |  |

**SECTION-I**

**TERMS & CONDITIONS:**

1. All applications shall be submitted electronically in word format to UAF along with a payment of application fees paid as stated in Fees table.
2. The signed, stamped and scanned copy of the last page of this application form shall also be submitted.
3. By signing the Application Form, the applicant agrees to accept the below mentioned clauses
4. 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 following documents/ requirements, relevant to their scope of work:
   1. Comply with the terms and conditions and Accreditation Requirements as per UAF-GEN-CAB-01.
   2. Comply with televant UAF Requirements & Guidance Documents issued for relevant schemes covering general, administrative & technical areas. These Requirements & Guidance Documents are defined for each type of certification body and are available on UAF web site; UAF checklist UAF-F-031A-PCB as per ISO 17024 shall be submitted with the documentation identifying where your documented management system addresses the requirements of the PCB Scheme.
   3. To confirm that Quality Management Systems for accreditation are implemented for minimum of 3 months (with effect from date) and completed at least one conformity assessment and certification process including decision making.
   4. To declare that neither the CAB nor any of our certification personnel has any relationship with any person or company included in the specially designated Nationals and Blocked Persons List (SDN) Human Readable Lists.
   5. To confirm that at least one internal Audit and one MRM has been conducted prior to submission of application.
   6. To submit List of the Certified persons (Scheme wise).
   7. To submit the number of issued certificates per country (scheme wise).
   8. Relevant, and if applicable, Mandatory and Guidance Documents issued by International Accreditation Forum (IAF) and Asia Pacific Accreditation Cooperation (APAC). These documents are available on IAF and APAC web sites.
   9. To confirm that PCB has adequate resources to conduct certification in accordance with the accreditation procedures and if any information given by the PCB is wrong or the PCB is found to be not complying to the accreditation procedure, the accreditation may be suspended or withdrawn at the discretion of the UAF board without any notice to PCB.
   10. To cooperate 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.
   11. To comply at all times with the accreditation criteria, requirements and conditions for accreditation.
   12. 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.
   13. To pay fees and charges as are due to UAF in accordance with UAF Accreditation Fee Structure knowing that all fees are non-refundable.
   14. 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).
   15. 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.
   16. 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 certification body’s capability, or scope of accredited activities, or compliance with the criteria, requirements and conditions for accreditation.
   17. To assist UAF in the investigation and resolution of complaints made by any party about the certification body’s accreditation related activities.
   18. The CAB shall accept the responsibility for the safety of UAF assessors and assessors in conducting activities related to accreditation. The certification body shall provide all relevant safety or protective clothing or equipment and disclose to assessment team any hazards.
   19. Appeals can be made in writing against any decision related to accreditation made by UAF, within thirty calendar days of receiving the decision. Appeals will be processed in accordance with the UAF Appeals Procedure.

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

**SECTION I**

**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 behavior 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.

Reviewed By: Dated: