

# INTERNATIONAL LATEST ACCREDITATION SERVICES (ILAS)

The form of new applications for accreditation ILAS-F-001

THE UNDERSIGNED	:	Mr/Mrs
ORGANISATION NAME	:	_____
ADDRESS	:	_____
PLACE and COUNTRY	:	_____

hereinafter “the Body”, details of which are given in part 1 of this form,

whereas the ILAS acts as the national accreditation body in the USA:

1. applies to the ILAS on behalf of the Body to start the accreditation process for the activities given in part 2 of this form;
2. confirms that he/she is familiar with the rules laid down in Accreditation Policy Rule-ILAS-R001 and with the other applicable ILAS policy rules and regulations referred to in this policy rule, and will comply with these rules and regulations during the accreditation process and after obtaining accreditation;
3. confirms that during the accreditation process he/she will in no way suggest that the accreditation for which he/she is applying with this form has already been granted;
4. confirms all data provided in the context of the application for accreditation and accreditation assessments to the ILAS are confidential;
5. confirms, by completing and signing this application form, that he/she agrees to the objectives and working methods of the ILAS, and that he/she is authorised to represent the Body and to enter into the obligations stemming from this application.

Date:

Signature:

**PART 1: INFORMATION ABOUT THE BODY**

**1.1 Administrative information**

Name of the organisation <sup>1)</sup>	:	_____
Division / Department	:	_____
Trade name	:	_____
Name of the holding company (if appropriate)	:	_____
Legal form	:	_____
Registration number at the chamber of commerce	:	_____
Postal address head office	:	_____
Postal code	:	_____
City	:	_____
Country	:	_____
Visiting address head office <sup>2)</sup>	:	_____
Postal code	:	_____
City, Country	:	_____
Telephone (general)	:	_____
Fax	:	_____
URL website	:	_____
E-mail (general)	:	_____
Name contact person	:	_____
Telephone contact person	:	_____
E-mail contact person	:	_____
The registration numbers of other ILAS accreditations (if appropriate)	:	_____

1) Depict the structure of the organisation in an organisation chart (annex to this form).

2) In ILASe the body has more offices, include those in tables 1.4.1 and 1.4.2.

## 1.2 Key personnel

Name (including initials and title)	Position

Key personnel are persons in a managerial position or persons having a specific or unique expertise which is critical for the activities to be accredited.

## 1.3 Number of staff involved in the activities to be accredited

	Own personnel	Other personnel
Management + supporting staff	: ____ persons, ____ fte	____ persons, ____ fte
Technical personnel	: ____ persons, ____ fte	____ persons, ____ fte
Administrative personnel	: ____ persons, ____ fte	____ persons, ____ fte
Others	: ____ persons, ____ fte	____ persons, ____ fte

## 1.4 Locations

### 1.4.1 Locations with key activities (See IAF Documents for the definition of key activities)

Name and complete address (incl. country) of the location (site) In ILASe of locations outside the its country the <i>Cross Frontier Policy</i> (see IAF documents) applies.	a. Specify the activities that are carried out at this location. b. For which part(s) of the main fields of the requested scope, see supplementary application form c. Number of personnel involved in the activities d. Is remote personnel conducting key activities managed from this site? If yes specify number of persons and activities e. Is remote ILAS assessment of this site from the head office possible?
1. Head office	a. _____ b. _____ c. _____ d. _____
2.	a. _____ b. _____ c. _____ d. _____ e. _____

3.	a.
	b.
	c.
	d.
	e.

Add new rows if necessary

### 1.4.2 Locations with other (non-key) activities

<b>Name and complete address (street name, place and country) of the location (site)</b> <small>In ILASe of locations outside the its country the <i>Cross Frontier Policy</i> (IAF country) applies.</small>	a. Specify activities that are carried out at this location
	b. For which part(s) of the main fields of the requested scope (see supplementary application form)?
	c. Number of personnel involved
	d. Is remote ILAS assessment of this site from the head office possible?

1.	a.
	b.
	c.
	d.

2.	a.
	b.
	c.
	d.

3.	a.
	b.
	c.
	d.

Add new rows if necessary

### 1.5 Related organisations

Name and location	Nature of relation and activities of this organisation

Related organisation are those organisations which are related to your organisation, by means of common ownership, shared name, contracts for co-operation or shared management. Also a parent organisation and parts of a holding of which your organisation forms a part are related organisations.

### 1.6 Subcontracting

Activities, related to the accredited scope of work, that are subcontracted on a permanent basis

Name and location of the contracted organization (mention accreditation number if appropriate)

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### 1.7 Scope of work: Volume of activities

Activities (main field)

Indication of expected volume (for example number of reports, inspections, etc. in one year, market share, number of certificate holders)

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### 1.8 Activities in countries without locations (sites)

**Country**

In ILASe of activities outside its country the *Cross Frontier Policy* (IAF documents) applies.

a. Which activities are carried out in the country under ILAS accreditation? b.

Related to which part(s) of the main fields of the requested scope (see supplementary application form)?

c. Specify number of persons conducting the activities in this country

d. Which site mentioned in table 1.4.1 or 1.4.2 manages the activities in this country?

1.

a.

b.

c.

d.

2.

a.

b.

c.

d.

3.

a.

b.

c.

d.

Add new rows if necessary

## 1.9 Other information

Notified by government for conducting conformity assessments in the framework of European legislation? (specify activities and notifying authorities)

Appointed by the government for conducting conformity assessments in the framework of national legislation? (specify activity and appointing authority)

Other appointments by the government in the framework of national or European legislation?

Carrying out conformity assessments which by law must be performed under accreditation? (specify activity and ministry)

Other recognitions? (specify activity and recognising authority)

Accredited by another accreditation body (specify AB and scope)

Has accreditation of the Body ever been withdrawn or refused (if yes, specify)?

Which activities does the Body carry out besides the activities to be accredited?

## **PART 2: ACTIVITIES TO BE ACCREDITED.**

Details must be given on the supplementary application form specified by accreditation type in the table below. These supplementary application forms are available from our web site.

Conformity assessment activity	Accreditation standard <sup>1)</sup>	Supplementary application form
<input type="checkbox"/> Calibration	ISO/IEC 17025	ILAS-F-025-1
<input type="checkbox"/> Testing	ISO/IEC 17025	ILAS-F-025-2
<input type="checkbox"/> Medical testing	ISO 15189	ILAS-F-189
<input type="checkbox"/> Inspection	ISO/IEC 17020	ILAS-F-020
<input type="checkbox"/> Organisers of Proficiency testing	ISO/IEC 17043	ILAS-F-043
<input type="checkbox"/> Certification of products (including services and processes)	ISO/IEC 17065	ILAS-F-065
<input type="checkbox"/> Certification of management systems	ISO/IEC 17021-1	ILAS-F-021
<input type="checkbox"/> Certification of persons	ISO/IEC 17024	ILAS-F-024
<input type="checkbox"/> Production of reference materials	ISO 17034	ILAS-F-034
<input type="checkbox"/> Validation and verification of greenhouse gas certifications	ISO 14065	ILAS-F-065
<input type="checkbox"/> Other (specify)		

1) Guidelines or explanations have been published for most accreditation standards. Further information can be obtained from our web site ([www.ilasaccreditation.com](http://www.ilasaccreditation.com)), the web sites of the European cooperation for Accreditation ([www.european-accreditation.org](http://www.european-accreditation.org)), the International Laboratory Accreditation Cooperation ([www.ilac.org](http://www.ilac.org)), the International Accreditation Forum ([www.iaf.nu](http://www.iaf.nu)) and the International Organization for Standardisation ([www.iso.org](http://www.iso.org)).

### **PART 3: DOCUMENTS TO BE SUBMITTED**

In addition to the details provided on this form and the supplementary application form, please submit documents containing the following information, where appropriate:

Documents to be submitted	Specification of documents submitted
Certificate of registration at the Chamber of Commerce or similar (not older than six months)	
Local tax administration declaration confirming the status of the body from a fiscal point of view	
An organisational chart and description of your organisational structure	
The documentation for the quality management system, consisting of the quality manual and the procedures by which the accreditation requirements are implemented, as stated in the <b>cross reference table</b> between your system and the criteria of the accreditation standard(see the model in the supplementary registration form)	
Reports of the most recent internal audit(s) and management review (both not older than six months by which it has been established that your organisation meets the accreditation requirements for the activities concerned	

Please include a clear table of contents and instructions for use of the documents.



#### **PART 4: EXPLANATION OF THE HANDLING OF AN APPLICATION**

- I. Send the fully completed and signed form, together with the supplementary application form and the documents to [info@ilasaccreditation.com](mailto:info@ilasaccreditation.com) If you need assistance with completing this form or the supplementary application form, please do not hesitate to contact the ILAS. We will be happy to help you.
- II. Receipt of your application will be acknowledged in writing.
- III. The ILAS will check the admissibility of your application. If it is regarded as admissible, we will send you a confirmation of acceptance of the application within 20 working days. The confirmation letter will show your registration number and the name of the Process Manager Accreditations assigned to your Body.
- IV. If we do not consider your application complete or correct, we will also notify you within 20 working days in writing, giving a list of the missing documents or the needed corrections and the period within which the application can be completed and/or corrected. If the application is not timely corrected, we may regard it not admissible.
- V. On acceptance of the application we will send you an advance invoice for the pre-assessment. At the same time we will inform you of the composition of the assessment team for this pre-assessment. We will set the date for the pre-assessment in agreement with you; in this regard we must take account of team member availability. The pre-assessment will be carried out subject to payment of the advance invoice.