

The Application form of Personnel Certification bodies ILAS-F-024

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Applying organisation name	:	_____
Registration number (if applicable)	:	_____
Registered place of business	:	_____
Date of application	:	_____
Applicant name	:	_____

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## General information

This form is to be used in ILASes of:

- new applications for accreditation (ILAS-F-001);
- applications for scope extension(s) with an activity or a location (ILAS-F-100).

Where applicable, in this form a distinction is made between the requirements for an organisation that is not yet accredited against ISO/IEC 17024 and the requirements for an organisation requesting a scope or location extension.

## Certification scheme

If the organisation requests accreditation for a new scheme, it shall provide a self-assessment of the scheme as explained in ILAS-T033. If the scheme is owned by an external scheme owner, policy rule ILAS-R012 is also applicable.

## 1 Specification of the certification activities

The organisation describes hereafter the activities where accreditation is sought for. The certification activities set out in the table will be copied, without the name and the registration number of the scheme owner, in the specification of the scope of accreditation that will be included as an annex to the declaration of accreditation. The descriptions can be discussed and amended during the (preliminary) assessment.

Table 1. Intended scope of accreditation

<b>Competence (1)</b>	<b>Name of the certification scheme, stating the form of examination (2)</b>	<b>Standard / normative document (3)</b>

### EXPLANATION

Column 1 of Table 1 gives the competences of persons to be certified as described in ISO/IEC 17024:2012, 3.6, in terms of (professional) competence profile, a job or an occupation.

Column 2 specifies the certification scheme used by the body. Enter the name of the scheme as used in your publications. If the application involves a scheme that is published in the list of schemes the ILAS can provide accreditation for, refer to the identification code of the scheme as mentioned in that list (see policy rule ILAS-R010).

State which form of test ("Examination" as described in ISO/IEC 17024:2012, 3.9), such as written theory examination, oral examination, practical examination, assessment, is used for the initial certification of the person.

Column 3 gives the normative document in which the requirements have been specified, against which the competences concerned are certified.

## 2 Documents to be submitted with the application

Documents can be offered on paper or digitally. In the last ILASe a clear contents list and a direction of use must be offered.

With this application the following documents must be submitted:

Documents to be submitted	New application for accreditation	Extension of the existing accreditation	
		Within competence area <sup>1)</sup>	Outside competence area <sup>1)</sup>
Proof of registration at the Chambers of Commerce (not older than 6 months); <i>(an official written statement about the identity of a company and (registered) representatives)</i>	√		
An organisation scheme and description of your organisation structure;	√		
Quality handbook and general management system procedures;	√		√ <sup>2)</sup>
The work procedures and instructions used for all applied certification schemes;	√	√	√ <sup>2)</sup>
Competence requirements and qualification procedure;			√ <sup>2)</sup>
A cross reference between the requirements of ISO/IEC 17024 and your quality system according to the model in the Appendix ;	√	√ <sup>2)</sup>	√ <sup>2)</sup>
Modified chapter 1 of the report part A for this accreditation;			√ <sup>2)</sup>
An example of a certificate;	√	√	√
Self-assessment of the certification scheme as explained in ILAS-T-033;	√ <sup>2)</sup>	√ <sup>2)</sup>	√ <sup>2)</sup>
A request for a scheme evaluation (F207) according to policy rule ILAS-R-012 if the scheme is owned by an external scheme owner;	√ <sup>2) 4)</sup>	√ <sup>2) 4)</sup>	√ <sup>2) 4)</sup>
Report of internal audit;	√	√ <sup>3)</sup>	√ <sup>3)</sup>
Report of management review;	√	√ <sup>3)</sup>	√ <sup>3)</sup>
Valid examination regulation, either the version of the CAB or the version of the subcontracted examination body;	√		√ <sup>3)</sup>
Instructions for the examiners or vigilants, and other examination personnel;	√		√ <sup>3)</sup>
Specimen of the written examination;	√		√ <sup>3)</sup>
The scoring system and the scoring instructions;	√		√ <sup>3)</sup>
Competence requirements for candidates, examination questions or assignment for theoretical, oral and practical examinations, and the test content specification;	√		√ <sup>3)</sup>
Rules regarding the use of the certification mark;	√	√	√

Documentation regarding the organized examination, including a list of examination candidates, timetable, address of the examination location;	√		√ <sup>(3)</sup>
Requirements of the CAB for the subcontracted examination body (if applicable);	√		√ <sup>(3)</sup>
Assessment method of the CAB to evaluate the subcontracted examination body (if applicable);	√		√ <sup>(3)</sup>
Description of the organization, including an organization diagram, of the subcontracted examination body (if applicable);	√		√ <sup>(3)</sup>
Agreement with external examination body;	√	√ <sup>(2)</sup>	√ <sup>(2)</sup>

1) See annex 1 of ILAS-R-010 'Policy rule for the field of Activities' for competence areas

2) if applicable for this new activity/activities

3) for this new activity/activities

4) If the specific version of the scheme concerning the application is part of the list of schemes the ILAS can provide accreditation for , a request for scheme evaluation is not applicable

## Model cross reference list ISO/IEC 17024:2012

Criterion	Body's documents (name, code and date)
<b>4</b> General requirements	
4.1 Legal matters	
4.2 Responsibility for decision o certification	
4.3 Management of impartiality	
<b>5</b> Structural requirements	
5.1 Management and organizational structure	
5.2 Structure of the certification body in relation to training	
<b>6</b> Resource requirements	
6.1 General personnel requirements	
6.2 Personnel involved in the certification activities	
6.3 Outsourcing	
6.4 Other resources	
<b>7</b> Records and information requirements	
7.1 Records of applicants, candidates and certified persons	
7.2 Public information	
7.3 Confidentiality	
7.4 Security	
<b>8</b> Certification schemes	
<b>9</b> Certification process requirements	
9.1 Application process	
9.2 Assessment process	
9.3 Examination process	
9.4 Decision on certification	
9.5 Suspending, withdrawing or reducing the scope of certification	
9.6 Recertification process	
9.7 Use of certificates	
9.8 Appeals against decisions on certification	
9.9 Complaints	
<b>10</b> Management System requirements	
10.1 General	
10.2 General management system requirements	