



**UKJAS accreditation (UKJAS)**

**Application Form for Integrated Assessment of  
Testing Laboratories**

**ISSUE NO.: 01  
ISSUE DATE: 01-01-2018**

**AMENDMENT NO.: 00  
AMENDMENT DATE: 01-01-2018**

## AMENDMENT SHEET

S. No.	Page No.	Clause No.	Date of Amendment	Amendment	Reasons	Signature QA Team	Signature CEO

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## Information & Instructions for completing an Application Form for applying towards Integrated Assessment

1. Laboratories seeking Recognition/ Approval from Concerned Regulatory Body(ies)- Export Inspection Council (EIC) and World organic (www.worldorganic.us) and other commodity boards in conjunction with the accreditation in accordance with ISO/IEC 17025 by UKJAS .
2. Application shall be made in the prescribed form UKJAS 002 only. Separate application form shall be submitted for each discipline of testing. The application shall consist of the following:
  - Two sets of completed application forms/ discipline
  - One copy of laboratory Quality Manual/ Management system document
  - Prescribed application fees
  - Copy of UKJAS -131 duly signed.

Incomplete application **fraudulent behavior, false information and concealing the information may lead to rejection of application or termination of the assessment process.**

*Laboratories shall fill the application form UKJAS 151 for the scope not covered under Integrated Assessment.*

3. The applicant laboratory shall undertake to carry out its testing activities in such a way as to meet the requirement of ISO/IEC 17025, UKJAS specific criteria, other relevant requirements of UKJAS and the regulatory authorities, as applicable at all times.
4. Applicant laboratories are advised to ensure that the latest versions of UKJAS documents are available with them.
5. The application fee and other necessary charges related to accreditation process is given in UKJAS document UKJAS 100 'General Information Brochure' UKJAS Finance and UKJAS Fee Structure' (Fee for Integrated Assessment separately). UKJAS 100 is available on UKJAS website www.ukjas.com.
6. Laboratories are advised to familiarize themselves with UKJAS 100 'General Information Brochure', UKJAS 127: Procedure for Integrated Assessment & Additional Requirements of Regulatory Body (ies) for Testing Laboratories, UKJAS 216 'Procedures for Dealing with Adverse Decisions' and UKJAS 131 'Terms and Conditions for Obtaining and Maintaining Accreditation' before filling up this form.
7. The applicant laboratory shall provide photocopy of following appropriate document(s) in support of the legal status claimed:
  - a) Proprietorship firm (copy of Bank Passbook, PAN card)
  - b) Partnership (Copy of Registration under 1932 Act)
  - c) Company Act (Copy of Registration under 1956 Act)
  - d) Societies Registration Act (Copy of Registration under 1860 Act)
  - e) Indian Trust Registration Act
  - f) Government & international body (Copy of Government Notification/ Declaration etc.)

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8. The applicant laboratory shall intimate UKJAS / Concerned Regulatory Body(s) about any change in the information provided in this application such as scope applied for accreditation, personnel, location etc. within 15 days from the date of changes.
9. UKJAS expects applicant laboratories that are to be accredited to follow the test methods as mentioned in the current National or International standards and as stipulated by regulatory body (s). Where such methods do not exist, other validated methods are acceptable. In case laboratory uses in-house validated methods the validation data should be submitted along with the application.
10. The applicant laboratories must participate satisfactorily in the Proficiency Testing (PT) program conducted by APLAC or any other national or international accredited / recognized PT provider. For participation in PT, laboratories shall refer document UKJAS 163. In addition, applicant/ accredited laboratories shall also comply with the requirements of PT participation of concerned Regulatory Body as defined in UKJAS 127: Procedure for Integrated Assessment & Additional Requirements of Regulatory Body (ies) for Testing Laboratories. In cases, where formal accredited / recognized PT programmes are not available, the laboratory will follow the requirements as defined by respective Regulatory Body's additional requirement document, also listed in UKJAS 127: Procedure for Integrated Assessment & Additional Requirements of Regulatory Body (ies) for Testing Laboratories.
11. The laboratory shall also inform UKJAS in advance about any reservation with valid reason regarding appointment of Lead Assessor/ Assessor for the assessment.
12. The applicant laboratory shall be given due notice of any intended changes relating to UKJAS accreditation criteria and will also be given such time, as in the opinion of UKJAS is reason to carry out the necessary changes to its policies/practices & procedure(s). The laboratory shall inform UKJAS when such changes have been completed.
13. The application must be filled up carefully to provide required information in such a manner that further correspondence for seeking clarifications are not required. Particularly the scope of accreditation (para 2.2) shall be complete to indicate unambiguously:
  - a. group of products, materials or items tested
  - b. specific tests or types of tests performed
  - c. specification, standard (method) or technique used with year of publication
  - d. range of testing/ limit of detection for each test (as applicable)
  - e. uncertainty of measurement (MU) for each test (wherever applicable) at a confidence probability of 95%
14. The details of laboratory locations and the tests which the laboratory intends to cover vide UKJAS accreditation under Integrated Assessment must be listed clearly. The tests those are performed at site should be clearly identified in the scope of accreditation.
 

*Note: Laboratory operates from different locations in the same city may apply for UKJAS accreditation as a single laboratory. The details of each location shall be explicitly mentioned in 1.1 of application form. In events where the laboratory operates from different city/ state, each laboratory shall apply separately for accreditation except those cases where safety or regulatory requirements are there for operation of the laboratory. In such cases, the laboratory shall provide the proper justification.*
15. The laboratory shall submit UKJAS 131 duly signed by the Chief Executive or his/her Authorized Representative to UKJAS Secretariat along with this application form. By signing UKJAS 131 the laboratory agrees to comply at all times with Terms and Conditions of UKJAS. In addition, laboratory

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- shall also abide by the specific requirements set out in the document UKJAS 127; Procedure for Integrated Assessment & Additional Requirements of Regulatory Body (ies) for Testing Laboratories.
16. The laboratory shall offer cooperation to UKJAS or its representative & representative from any concerned Regulatory Body(ies) in:
    - f. undertaking any check to verify testing capability of the laboratory.
    - g. the laboratory shall unambiguously provide names of all authorized signatories who are responsible for authenticity and issue of test certificates and reports.
    - h. offering access to relevant areas of the laboratory for witnessing the test being performed.
    - i. examination of all relevant documentation and records.
    - j. interaction with all relevant personnel.
  17. The laboratory shall take all necessary actions and discharge all non- conformities raised during the assessment within the stipulated time. The same shall be verified to the satisfaction of UKJAS . The final decision on accreditation shall rest with UKJAS .
  18. The application shall be kept confidential (until required by law) by UKJAS and information obtained during the processing of application, assessment visit and grant of accreditation shall be safeguarded and dealt with impartiality. The procedure for processing of application for accreditation is given in UKJAS 100.
  19. The Laboratories falling under the ambit of Integrated Assessment of Regulatory Body(s), shall also abide by other UKJAS policies, requirements and Terms & conditions.

\* \* \*

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# Application Form for Accreditation/ Recognition/ Approval of Laboratory

We apply for UKJAS accreditation/ Approval/ Recognition of our **testing laboratory** as per details given below:

First Accreditation

Renewal of Accreditation

Extension of Scope

If accredited by UKJAS , please provide accreditation certificate no. & accreditation validity (if applicable) and CAB ID

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Last Recognition/ Approval Certificate No., Issuing Authority & Validity (if applicable)

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EIC

APEDA / World Organic

FSSAI /ISO 22001

Commodity Board

If Commodity Board, please specify \_\_\_\_\_

## 1. Laboratory Details

### 1.1 Name of the Testing Laboratory:-

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**Locations and Address(s) :-**

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Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_ E-mail \_\_\_\_\_

Note: refer cl. 13 for details on laboratory locations

### 1.2 Category of Facility(s) applied under the scope of Accreditation

(Please clearly indicate in the scope of accreditation, para 2.2, the test conducted)

a. Permanent Facility  Yes  No

b. Site Facility  Yes  No

c. Mobile facility  Yes  No

Note: for details please refer UKJAS -130

### 1.3 Name of Parent Organization \_\_\_\_\_

(if part of an organization)

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_ E-mail \_\_\_\_\_

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**1.4 Legal identity of the laboratory and date of establishment:-**

(Please give Registration No. and name of authority who granted the registration. Copy of the certificate shall be enclosed)

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**1.5 Goods and Service Tax (GST) Number along with PAN/ TAN Number:-**

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**1.6 Type of laboratory by service**

Open to others  partly open to others  an in-house activity

**1.7 Other accreditations**

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**1.8 Indicate exactly how the name and address of the laboratory are to appear on the certificate (In English)**

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**2. Accreditation/ Recognition/ Approval Details**

**2.1 Discipline of Testing for which accreditation is sought**

- Biological
- Chemical

**2.2 Scope of Accreditation (Format-1)**

(Laboratory seeking accreditation from UKJAS alongwith recognition / approval from concerned regulatory Body(s) shall fill both Format-1 &2)

Sl	Group of products, materials or items tested	Specific tests performed	*Test Method / Standard against which tests are performed	Range of Testing/ Limits of detection	Uncertainty of Measurement ( $\pm$ ) at Value

Note:

1. Laboratories performing site testing shall clearly identify the specific tests on product(s)/ material performed at site separately.
2. Measurement uncertainty shall be expressed as expanded uncertainty with 95% confidence level
3. Test methods and standards shall be mentioned along with the year of publication of the standard

4. In case of enhancement of scope; it shall be specifically mentioned and clearly identified in the scope of accreditation
5. In exceptional case, where the test facility is unique in nature and is the only facility available in the country, the laboratory may use the test facility without owning it but with proper justification and agreement.
6. Latest test method / standard to be mentioned in the applied scope.
7. Laboratories having multiple locations in the same city shall clearly identify the scope for each location separately.

## 2.2.1 Scope for Recognition/ Approval from Concerned Regulatory Body (Format 2)

(\*Lab shall fill individual format for the each concerned Regulatory Body)

Sl	Category or Group of Substances	Specific Test (Parameter / Analyte) i.e actual substance or test parameter like metabolites	Name of Group / Therapeutic Classification	Target product/ material / item / tissue (Matrix)	Product category / Animal species / plants products	MRPL / MRL / ML	Validation protocol	Analytical Method	Limits of detection (LOD) /cca	Limit of Quantification (LOQ) /ccβ	Range of testing	Recovery / Accuracy  Detection capability, (as applicable)	Uncertainty of Measurement

## 2.2.2 Details of scope for FSSAI recognition (Format 3)

Sr. No.	Category of food	Specific articles	food	Testing parameters of products as relevant FSSR,2011	Test Method / Range of Standard Testing against which tests are performed

**Note:**In any case, subcontracting of parameters/ scope by laboratory is not permitted

## 2.2.3 Scope of Sampling:

Sr. No.	Name of Commodity/ Product group/ Matrix	Sampling procedure/ technique



### 3. Organization

#### 3.1 Senior Management (Name, Designation, telephone, Fax, e-mail)

3.1.1 Chief Executive of the laboratory \_\_\_\_\_

3.1.2 Person responsible for the management system \_\_\_\_\_

3.1.3 Person responsible for technical operations \_\_\_\_\_

3.1.4 Contact \_\_\_\_\_ person \_\_\_\_\_ for \_\_\_\_\_ UKJAS

3.1.5 Contact person for Accounts \_\_\_\_\_

#### 3.2 Proposed personnel for authorization of test results/ sampler

##### 3.2.1 Proposed personnel for approval of test reports

(For qualification & experience requirements for Proposed personnel for approval of test reports please refer UKJAS 165 "UKJAS 's Policies for Accreditation as per ISO/IEC 17025:2017")

SI	Laboratory/ Department/ Section	Name & Designation of Signatory	Qualification with Specialization	Experience in years related to present work	Relevant Training	Authorized for which specific area of testing	Specimen Signature

##### 3.2.2 Authorized Sampler

(Lab shall fill individual format for the each concerned Regulatory Board(s))

##### 3.2.1 Authorized sampler for the sampling

(Please refer relevant specific criteria for qualification and experience details from the concerned Regulatory Board (s))

SI.	Laboratory/ Department/ Section	Name & Designation of Signatory	Highest Qualification	Experience	Relevant Training	Authorized for which specific area of sampling	Location	Specimen Signature

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### 3.2.3 Food Analyst (For FSSAI/ISO 22001 Recognition)

Sr. No.	Name of qualification of Food analyst*	Whether qualified under Rule 2.1.4 of the Food Safety and standards Rules,2011	Certificate no. and year of passing	Details of Training / Specialized trainings attended by Food analyst

\*If qualified food analyst is not available with laboratory, then laboratory shall appoint qualified food analyst within 1 year from the grant of accreditation/ recognition.

### 3.3 Organization Chart

3.3.1. Indicate in an organization chart the operating departments of the testing laboratory for which accreditation is being sought (please append)

3.3.2 Indicate how the testing laboratory is related to external organizations or to its own parent organization (where applicable)

### 3.4 Employees

3.4.1 Details of staff

Sl	Name	Designation*	Academic and Professional Qualifications*	Experience related to present work (in years)	Relevant Training

*Note: Laboratory shall clearly indicate staff responsible for Site testing*

*Laboratory operating in shifts shall clearly identify the staff working in shifts*

*\* Please clearly indicate the area of specialization*

## 4. Equipment and Reference Materials/ Reference standards

### 4.1 List of equipment / reference standards available

Sl	Name of equipment	Model / type/ year of make	Receipt Date	Range and accuracy	Date Placed in service	Purpose/ Scope	Recovery and Accuracy	Last date of Calibration	* Due date of Calibration	**Calibrated by	Whether personnel trained/ authorized for the purpose

## 4.2 Detail of Equipment Repair and Maintenance

Sl	Name of equipment, Make, Mode	Date of Out of order/ out of service	Detail of repair/maintenance	Date of back in service	Remark

## 4.3 List of reference materials available

Sl	Name of reference material/ strain/ culture	Source	Date of expiry/ Calibration validity	Traceability

\* The laboratory to decide the calibration interval based on ISO 10012 or IAF-AB-A2401

\*\* Please mention name of calibration agency. In case the equipment is calibrated in-house, same needs to be clearly indicated under this column.

Note:- For traceability in measurement, refer UKJAS policy document UKJAS 142

## 5. Internal Audit and Management Review

### 5.1 Date /schedule of last Internal Audit: -

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5.1.1 Whether all requirements of ISO/IEC 17025 covering all activities of laboratory have been audited at least once in last one year YES/NO

### 5.2 Date of last Management review: -

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## 6. Complaints/Disputes (Details of last 03 Years)

Sl	Name of the client	Nature of complaint/dispute	Whether resolved in favor of Laboratory/Client	Brief of the action taken for resolving the complaint	Latest status (if not resolved yet)

## 7. Proficiency Testing

Participation in PT / any other Inter Laboratory Comparison  
(for details and requirements please refer to ISO/IEC 17043, UKJAS 163)

SI	Product/ Material	Details of Test(s)	Date of Testing	Nodal Laboratory/ PT Provider (Accreditation Body/ Country)	Performance in terms of Z score / other criteria	Corrective Action Taken (if any)

## 8. Application Fees

Application fees\* (Rs.) \_\_\_\_\_

\*(please refer UKJAS 100 for Fee Structure Under Integrated assessment)

DD / At par Cheque\*\* number \_\_\_\_\_

*\*information regarding the groups applied for accreditation in each discipline. Refer relevant specific criteria for more details on groups.*

*\*\*All payments made through Cheques or Demand Draft shall be made in favor of 'UKJAS Accreditation Pvt Ltd' payable at Mumbai.*

*Note: Kindly make all kind of payments preferably through the 'Payment Gateway' available on UKJAS website (www.UKJAS.com)*

## 9. Declaration by the laboratory

### We declare that: -

- 9.1 We are familiar with the terms and conditions of maintaining accreditation (UKJAS 131), which is enclosed and will abide by them.
- 9.2 We agree to comply fully with ISO/IEC 17025 for the accreditation of testing laboratory.
- 9.3 We agree to comply with accreditation procedures, pay all costs for pre-assessment, assessment, verification visit (if any), surveillance and reassessment irrespective of the result.
- 9.4 We agree to co-operate with the assessment team appointed by UKJAS for examination of all relevant documents by them and their visits to those parts of the laboratory that are part of the scope of accreditation.
- 9.5 We agree to comply with the requirements of concerned Regulatory Body(s) as per the applied scope.
- 9.6 \_\_\_\_\_ has provided consultancy for preparing towards UKJAS accreditation. (Information regarding any individual or organization who provided consultancy (if any) for UKJAS accreditation shall be declared)
- 9.7 No adverse action has been initiated / taken against the laboratory in the past.  
(If yes, please provide the details with present status)
- 9.8 All information provided in this application is true.

Signature of laboratory head/ Laboratory director \_\_\_\_\_

Name & Designation \_\_\_\_\_

Date & Place \_\_\_\_\_

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## 9. Application Form - Check List

Sl.	Information / details provided as part of application	Availability
1.	Two copies of application in each discipline (eg. Chemical/ Biological)	
2.	One copy of Quality Manual/Management system document (latest issue) according to ISO/IEC 17025	
3.	Application fees a) Information on total groups applied for accreditation b) Estimated applicable fees as per UKJAS 100 c) Demand Draft / At Par Cheque in favor of ' <b>UKJAS Accreditation Pvt Ltd</b> ' & details of payment made through Payment Gateway of UKJAS .	
4.	Copy of Legal Identity (Registration Details of the Laboratory)	
5.	<i>Goods and Service Tax (GST) Number along with PAN/TAN Number</i>	
6.	Scope of Accreditation / Recognition as per Format-1 & Format-2	
7.	Details of Senior Management with Designation and Contact Details	
8.	List of staff, proposed Authorized Signatory (ies) & Authorized Sampler (s)	
9.	Organization Chart enclosed	
10.	List of Equipments, its repair & maintenance details / Reference Material used with details of Traceability	
11.	Details of PT/ILC participation	
12.	Dates of Internal Audit and Management Review	
13.	Details of Complaints/ disputes of last 03 years	
14.	Declaration about the Consultant (if any)	
15.	Signed copy of UKJAS 131 (latest issue)	

Verified the above details and confirmed the availability of all required documents/ details as part of application form.

Signature of laboratory head/ Laboratory director \_\_\_\_\_

Name & Designation \_\_\_\_\_

Date & Place \_\_\_\_\_



**UKJAS Accreditation Pvt. Ltd (UKJAS )**

**UKJAS House**

Asaoti, Dist Palwal

Faridabad Delhi NCR , Haryana

Tel.: +91-7979801035

Fax: +91-250 2341170

Website: [www.UKJAS.com](http://www.UKJAS.com)