

Issue : <b>01</b>	Date of Issue : <b>1-01-2018</b>	Document Code
Revision : <b>00</b>	Date of Revision : 1-01-2018	<b>UKJAS 05-17020</b>



## APPLICATION FOR THE ACCREDITATION OF AN INSPECTION BODY

Please write in CAPITAL LETTERS

### Part 1 Body

<b>Full Name:</b>		
<b>Short Name:</b>		
<b>TYPE OF THE INSPECTION BODY :</b>		
<b>Address :</b>		
<b>Phone number :</b>	<b>Fax number:</b>	<b>Email:</b>
<b>VAT :</b>	<b>Revenue Office:</b>	
<b>Name of person in charge for contacts with UKJAS :</b>		

1.1 Full name and position (Managerial level) of person authorized for this application

<b>First name :</b>	<b>Surname :</b>
<b>Position :</b>	

1.2 Name and address of the parent or related company (in case it differs from above)

<b>Name :</b>	
<b>Address :</b>	
<b>Phone number:</b>	<b>Fax number:</b>

1.3 Invoice mailing address (in case it differs from above)

<b>Address :</b>	
<b>Phone number :</b>	<b>Fax number:</b>

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## **Part 2 Personnel**

2.1 Please state the name, the technical qualifications and other relevant experience of the following personnel :

### **Technical Manager**

<b>Full name</b>	
<b>Technical qualifications</b>	
<b>Experience</b>	

### **Person responsible for the management of the Quality System of the Body**

<b>Full name</b>	
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### **Approved inspectors-signatories**

<b>Full name</b>	<b>Signature</b>	<b>Technical qualifications</b>

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**Part 3.1 Scope of the applied accreditation for Inspection Bodies (as per ISO/IEC 17020)**

Please complete the following table :

<p><b>Field of inspection such as : Products, Process, Services, Product design, Plants</b></p>	<p><b>Type and Nature of inspection such as Inspection of Installation and Products in use, Type approval, design approval, unit inspection e.t.c.</b></p>	<p><b>EC Directives, Regulations, Standards, In-house Methods &amp; procedures.</b></p>

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**Part 3.2 LIST OF INSPECTED COMPANIES**

Please complete the following table :

Regulation/Standard/Legislation	Company Name	Company's activity

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#### **Part 4 Implemented Quality System**

You are kindly requested to answer each question, by adding remarks, where appropriate

##### **A. General requirements**

	Yes	No	Reference to the Quality Manual / other remarks
1. Independence, IB type (A,B,C )			
2. Identification and management of risks concerning impartiality			
3. Is there any related body, staff, subcontractor, which is involved in consulting			
4. Confidentiality provisions are in place			

##### **B. Structural requirements**

	Yes	No	Reference to the Quality Manual / other remarks
1. IB's legal status			
2. Documentation which describes IB's activities			
3. Provision covering liabilities			
4. The IB is organized and managed adequately for the inspection activities			
5. IB has technical manager			
6. There are relevant job descriptions			

##### **C. Resource requirements**

	Yes	No	Reference to the Quality Manual / other remarks
1. IB has defined competence requirements for personnel			
2. IB has procedures for selecting, training, authorizing, monitoring inspection personnel			
3. Personnel has duties, responsibilities and authorities			
4. IB has adequate facilities and equipment			
5. Are there any qualified subcontractors?			

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**D. Process requirements**

	Yes	No	Reference to the Quality Manual / other remarks
1. IB has methods, procedures, contract or work order control system in place for inspection			
2. IB has methods for inspection planning and sampling			
3. IB uses information supplied from other party			
4. IB has instructions for providing inspection in a safe manner			
5. Items are uniquely identified			
6. Maintenance of inspection records			
7. Are there inspection certificate and report?			
8. IB has complaints and appeals procedures			

**E. Management System requirements**

	Yes	No	Reference to the Quality Manual / other remarks
1. IB has adequate quality manual and procedures			
2. IB maintains an ISO 9001 quality system			

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**F. Compliance with the Accreditation Standard ELOT ISO/IEC 17020 and the Accreditation Regulation (RA) of UKJAS**

1. Do you consider that your body complies with the Accreditation Standard ISO/IEC 17020 and the RA – Accreditation Regulation of UKJAS ?

Yes                      No

2. If not, in which areas the IB is not in compliance and when is it expected deficiencies to be resolved?

Deficiencies	Correction (date)

**Part 5 Other Approvals**

Please mention in detail other approvals granted to your body

Name and Address of the approval body	Scope of the accreditation / approval and certificate number (if exists)	Validity period of the accreditation certificate	
		Issuing date	Expiry date

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## **Part 6 Declaration**

1. The body is applying for accreditation by UKJAS for the purpose specified below
  - Initial Accreditation
  - Extension of the scope of the existing Accreditation
2. The Body fully accepts the terms and the accreditation procedures and agrees to comply with the requirements set by EA, ILAC, UKJAS
3. The following documentation is attached preferably in electronic form, otherwise in two copies
  1. Quality Manual (**Mandatory**)
  2. Inspection Regulations
  3. Inspection Procedures (**Mandatory**)
  4. Articles /statutory documents of the body (see Annex A) (**Mandatory**)
  5. A road map for the access to the Body premises
  6. An Inspection Certificate for each Inspection type, issued by the Body
  7. Fees Policy of the Inspection Body
  8. A copy of the deposit of the application fee (**Mandatory**).
4. The Body fully understands and accepts the way the Accreditation System operates.
5. The Body declares that all information provided in the documents is correct.
6. The Body seeks pre-assessment\* according to UKJAS PA Yes  No
7. The Body undertakes the payment of all fees to UKJAS in accordance with the UKJAS fees policy, regardless of granting accreditation certificate.

*\*The pre-assessment is not mandatory and is carried out before the assessment, after the documented acceptance of the applicant. The pre-assessment is strongly recommended for avoiding further problems during the assessment*

Title of the Body :

Address :

Phone Number :

Fax Number :

Email address:

Signature (director level)

Full name :

Date:

Position :

Legal Status :

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## INSTRUCTIONS

The present application applies to bodies which perform inspections

The accreditation in the above mentioned case requires compliance with the ISO/IEC 17020 Standard, as set out in this form.

An accreditation according to the ISO/IEC 17020 Standard signifies that the body is accredited for granting certificates/reports of conformity for products according to standards, specifications or other documents related to requirements to which the products should adhere to. All these should be specified in the scope of application.

Before filling in the present application, it is crucial for you to read carefully the following documents:

- Information leaflets of UKJAS UPD document.
- Accreditation Regulation UKJAS RA
- Accreditation procedure, UKJAS PA
- International Standard to which the accredited bodies should comply with: ISO/IEC 17020
- Guidelines of EA/ILAC/ UKJAS for the above mentioned standards.
- Fees policy adopted by UKJAS.

## ANNEX A

**List of** Articles /statutory documents of the body (see the Greek version or contact with UKJAS )

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