

Application for Accreditation - Laboratory

The applicant understands the conditions for accredited laboratories and undertakes to fulfil these and to report to Swedac all changes that may affect the scope of accreditation.

We hereby apply to the Swedish Board for Accreditation and Conformity Assessment (Swedac) for accreditation.

- New application
- Extended accreditation regarding accreditation no: _____

Names and addresses

Legal entity for the accredited activity

Company name	
Departement	
Postal address	
Zip Code	
City/location	
Visiting address	
Company registration no.	
Telephone no. (switchboard)	
Website	

Laboratory where the accredited work will be performed (if other than above)

Name	
Departement	
Postal address	
Zip Code	

City/location	
Visiting address	
Telephone no. (switchboard)	
Website	

Authorized signatory/operation manager for the accredited activity

Name	
Position	
Telephone no.	
e-mail	

Responsible technical manager for the accredited activity

Name	
Position	
Telephone no.	
e-mail	

Responsible person for maintenance of the laboratory's quality system (e.g. quality manager)

Name	
Position	
Telephone no.	
e-mail	

Contact person for Swedac for matters relating to the accreditation

Name	
Position	
Telephone no.	
e-mail	

The company's legal status (Limited company, trading company, private firm, government authority, etc.), please specify and indicate country of registration.

Accreditation are applied against the following standard

- SS-EN ISO/IEC 17025
- SS-EN ISO 15189:2007

Annexes to enclose the application (mandatory)

- Copy of certificate of registration
- Your quality system*
- Copy of minutes from Management review
- Copy of minutes from internal audits
- List of areas/methods to be included in the accreditation

* The following shall also be clear from the quality system:

- In what way it is ensured that you can compensate your customers for damages caused by the accredited activities.
- The laboratory's organizational position within the legal entity in those cases where the accreditation only includes a limited part of the legal entity. This is preferably described in an organizational chart.
- Key personnel which will be working within the accredited activity, included their main tasks.
- Indicate whether you intend to use to use subcontractors for the testing methods or testing services included in the accredited activities. If so, enclose information which subcontractors you intend to use and what services you buy from them.
- Indicate if you intend to perform in-house calibration of your equipment. If so, enclose a list of the instrument, quantity and range concerned.
- Indicate if you are going to perform accredited activity outside your premises (field activities).