

APPLICATION FOR ACCREDITATION FOR
-Certification of products, personnel, quality- and environmental management system
-Approval of environmental statements according to EMAS

We hereby apply for accreditation according to the following:

Information about the applicant:

Name:
Department:.....
Mailing address:.....
Visiting address:.....
Telephone:..... Fax:
Responsible for the certification activities:.....
Contact person:

Accreditation applied for:

- certification body for products (further information is given in app. A)
- certification body for personnel (further information is given in app. A)
- certification body for quality systems (further information is given in app. B)
- certification body for environmental management systems (further information is given in app. B)
- environmental verifier according to EMAS (further information is given in app. B)
- other

In appendix C references are given to information in enclosed documentation.

We are already accredited as
Accreditation body
We have also applied for accreditation as
Accreditation body

We are familiar with the conditions for accreditation and we agree to fulfil the requirements and to pay the established fees. We undertake to supply all information regarding our activities that SWEDAC considers to be necessary, and to inform SWEDAC about all changes that may affect the content of the accreditation. We will assist SWEDAC during the accreditation assessment and during surveillance visits.

Place and date:
Qualified Company Signatory:
Signatory's name in block letters:

C:\DOCUME~1\ARNELUND\LOCALS~1\TEMP\NOTESE46ADC\B05E.DOC

The application incl enclosures shall be sent to:
SWEDAC, Box 878, S-501 15 BORÅS, Sweden 1(5)

Appendix A

Complementary information to the application for accreditation as

- certification body for products
- certification body for personnel

Certification activities refer to the following categories of products/personnel:

- A.....
- B.....
- C.....
- D.....
- E.....
- F.....
- See separate enclosure

Certification shall be made against the following normative documents (e.g. standards, EC directives):

- A.....
- B.....
- C.....
- D.....
- E.....
- F.....
- See separate enclosure

Follow-up of issued licences shall be made in the following manner:

- A.....
- B.....
- C.....
- D.....
- E.....
- F.....
- See separate enclosure

Obligatory enclosures:

Quality manual, see appendix

Complementary procedures and instructions, see appendix

Registration certificate, see appendix

Articles of Association or equivalent, see appendix

Normative documents including regulations for follow-ups against which certifications shall be performed, see appendix

Appendix C

Documentation references

The application, together with the enclosed documentation, is the basis for SWEDAC's initial documentation review and tender work. To facilitate this work the list of references below shall be filled in. Answer the questions and refer to the relevant part/page in the quality manual or other enclosed documents.

To facilitate the questions the terms certification body and certification are used even for environmental verifiers res. approval of environmental statement within the EMAS system.

	Yes	No	Reference to document
Are the certification body's services available to all customers?	<input type="checkbox"/>	<input type="checkbox"/>
Are there procedures describing the appointment of the governing board?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a separate board responsible for the certification activities?	<input type="checkbox"/>	<input type="checkbox"/>
Is there documentation that shows what interests the members of the board are representing?	<input type="checkbox"/>	<input type="checkbox"/>
Is the responsibility and function of the governing board documented?	<input type="checkbox"/>	<input type="checkbox"/>
Is the certification body part of an organisation with other activities?	<input type="checkbox"/>	<input type="checkbox"/>
Is there an organisation chart over the activities?	<input type="checkbox"/>	<input type="checkbox"/>
Do the organisation chart describe the relation between the assessment and certification functions?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a description of how the certification activities are financed?	<input type="checkbox"/>	<input type="checkbox"/>
Are there criteria for competence for the different personnel categories, incl. sub-contractors, who work within the certification activities (management, planning, tender work, assessments and certification)?	<input type="checkbox"/>	<input type="checkbox"/>
Is there documentation showing the qualifications, training and experience of the personnel, incl. subcontractors?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a procedure describing the responsibility and authority for each employee?	<input type="checkbox"/>	<input type="checkbox"/>
Are sub-contractors engaged for certifications?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a list of approved subcontractors?	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	Reference to document
Is there a system that ensures that the appropriate documents are available at all locations concerned?	<input type="checkbox"/>	<input type="checkbox"/>
Are there rules and routines that guarantee that the pertinent issues of the documents are used?	<input type="checkbox"/>	<input type="checkbox"/>
Are there documented procedures for document changes?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a record system for the keeping of reports and original observations?	<input type="checkbox"/>	<input type="checkbox"/>
Is a storage period of time determined?	<input type="checkbox"/>	<input type="checkbox"/>
Are there documented procedures for the certification process?	<input type="checkbox"/>	<input type="checkbox"/>
Are there detailed routines for the performance of each part in the certification process?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a description for the development of the quality system?	<input type="checkbox"/>	<input type="checkbox"/>
Are there procedures concerning secrecy?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a list of issued certificates available?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a public description of the certification body's certification system?	<input type="checkbox"/>	<input type="checkbox"/>
Are there documented rules for appeals?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a documented system for internal quality audits?	<input type="checkbox"/>	<input type="checkbox"/>
Are there documented rules for the use of issued certificates?	<input type="checkbox"/>	<input type="checkbox"/>
Are there documented procedures for the handling of complaints?	<input type="checkbox"/>	<input type="checkbox"/>
Are there procedures for withdrawal and cancellation of certificates? (Not relevant for EMAS)	<input type="checkbox"/>	<input type="checkbox"/>