DUTCH ACCREDITATION COUNCIL

APPLICATION FOR ACCREDITATION

RvA-F001-a-UK

THE UNDERSIGNED	:	Mr/Mrs
ORGANISATION NAME	:	
ADDRESS	:	
PLACE and COUNTRY	:	

hereinafter “the Body”, details of which are given in part 1 of this form,

whereas the Dutch Accreditation Council acts as the national accreditation body in the Netherlands:

1. applies to the Dutch Accreditation Council on behalf of the Body to start the accreditation process for the activities given in part 2 of this form;

2. confirms that he/she is familiar with the rules laid down in Accreditation Policy Rule RvA-BR002 and with the other applicable RvA policy rules and regulations referred to in this policy rule, and will comply with these rules and regulations during the accreditation process and after obtaining accreditation;

3. confirms that during the accreditation process he/she will in no way suggest that the accreditation for which he/she is applying with this form has already been granted;

4. confirms all data provided in the context of the application for accreditation and accreditation assessments to the RvA are confidential and is aware of the limitations as a result from legislation ‘Wet Openbaarheid van Bestuur’ (Act on public access to government information);

5. confirms, by completing and signing this application form, that he/she agrees to the objectives and working methods of the Dutch Accreditation Council, and that he/she is authorised to represent the Body and to enter into the obligations stemming from this application.

Date:

Signature:

PART 1: INFORMATION ABOUT THE BODY

1.1 Administrative information

Name of the organisation [1)]	:	
Division / Department	:	
Trade name	:	
Name of the holding company (if appropriate)	:	
Legal form	:	
Registration number at the chamber of commerce	:	
Postal address head office	:	
Postal code	:	
City	:	
Country	:	
Visiting address head office [2)]	:	
Postal code	:	
City, Country	:	
Telephone (general)	:	
Fax	:	
URL website	:	
E-mail (general)	:	
Name contact person	:	
Telephone contact person	:	
E-mail contact person	:	
The registration numbers of other RvA accreditations (if appropriate)	:	

1) Depict the structure of the organisation in an organisation chart (annex to this form).
2) Information about offices should be given in tables 1.4.1 and 1.4.2.

1.2 Key personnel

Key personnel are persons in a managerial position or persons having a specific or unique expertise which is critical for the activities to be accredited.

Name (including initials and title)	Position

1.3 Number of staff involved in the activities to be accredited

		Own personnel	Other personnel
Management + supporting staff	:	_____ persons, _____ fte	_____ persons, _____ fte
Technical personnel	:	_____ persons, _____ fte	_____ persons, _____ fte
Administrative personnel	:	_____ persons, _____ fte	_____ persons, _____ fte
Others	:	_____ persons, _____ fte	_____ persons, _____ fte

1.4 Locations

1.4.1 Locations with key activities (See RvA-BR003 for the definition of key activities)

Name and complete address (incl. country) of the location (site) In case of locations outside the Netherlands the *Cross Frontier Policy* (see RvA-BR007) applies.	a. Specify the activities that are carried out at this location. b. For which part(s) of the main fields of the requested scope, see supplementary application form c. Number of personnel involved in the activities d. Is remote personnel conducting key activities managed from this site? If yes specify number of persons and activities e. Is remote RvA assessment of this site from the head office possible?
1. Head office	a.
	b.
	c.
	d.
2.	a.
	b.
	c.
	d.
	e.

3.	a.
	b.
	c.
	d.
	e.

Add new rows if necessary

1.4.2 Locations with other (non-key) activities

Name and complete address (street name, place and country) of the location (site) In case of locations outside the Netherlands the *Cross Frontier Policy* (see RvA-BR007) applies.	a. Specify activities that are carried out at this location b. For which part(s) of the main fields of the requested scope (see supplementary application form)? c. Number of personnel involved d. Is remote RvA assessment of this site from the head office possible?
1.	a.
	b.
	c.
	d.
2.	a.
	b.
	c.
	d.
3.	a.
	b.
	c.
	d.

Add new rows if necessary

1.4.3 Virtual location (See RvA-BR003 for the definition of virtual location)

Scope activities (main field)	Activities carried out form virtual location and number of personnel involved

Add new rows if necessary

1.5 Related organisations

Name and location	Nature of relation and activities of this organisation

Related organisation are those organisations which are related to your organisation, by means of common ownership, shared name, contracts for co-operation or shared management. Also a parent organisation and parts of a holding of which your organisation forms a part are related organisations.

1.6 Subcontracting

Activities, related to the accredited scope of work, that are subcontracted	Name and location of the contracted organization (mention accreditation number if appropriate)

1.7 Scope of work: Volume of activities

Activities (main field)	Indication of expected volume (for example number of reports, inspections, etc. in one year, market share, number of certificate holders)

1.8 Activities in countries without locations (sites)

Country In case of activities outside the Netherlands the *Cross Frontier Policy* (see RvA-BR007) applies.	a. Which activities are carried out in the country under RvA accreditation? b. Related to which part(s) of the main fields of the requested scope (see supplementary application form)? c. Specify number of persons conducting the activities in this country d. Which site mentioned in table 1.4.1 or 1.4.2 manages the activities in this country?
1.	a.
	b.
	c.
	d.
2.	a.
	b.
	c.
	d.

3.	a.	
	b.	
	c.	
	d.	

Add new rows if necessary

1.9 Other information

Notified by government for conducting conformity assessments in the framework of European legislation? (specify activities and notifying authorities)

Appointed by the government for conducting conformity assessments in the framework of national legislation? (specify activity and appointing authority)

Other appointments by the government in the framework of national of European legislation?

Carrying out conformity assessments which by law must be performed under accreditation? (specify activity and ministry)

Other recognitions? (specify activity and recognising authority)

Accredited by another accreditation body (specify AB and scope)

Has accreditation of the Body ever been withdrawn or refused (if yes, specify)?

Which activities does the Body carry out besides the activities to be accredited?

PART 2: ACTIVITIES TO BE ACCREDITED.

Details must be given on the supplementary application form specified by accreditation type in the table below. These supplementary application forms are available from our web site.

Conformity assessment activity	Accreditation standard [1)]	Supplementary application form
☐ Calibration	EN ISO/IEC 17025	RvA-F003
☐ Testing	EN ISO/IEC 17025	RvA-F004-1
☐ Medical testing	EN ISO 15189	RvA-F004-2
☐ Inspection	EN ISO/IEC 17020	RvA-F005
☐ Organisers of Proficiency testing	EN ISO/IEC 17043	RvA-F033
☐ Certification of products (including services and processes)	EN ISO/IEC 17065	RvA-F006-1
☐ Certification of management systems	EN ISO/IEC 17021-1	RvA-F006-2
☐ Certification of persons	EN ISO/IEC 17024	RvA-F006-3
☐ Verification according to the EMAS Regulation	EMAS Regulation No. 1221/2009	RvA-F006-4
☐ Production of reference materials	ISO 17034	RvA-F042
☐ Validation and verification of greenhouse gas certifications	EN ISO 14065	RvA-F018
☐ Other (specify)		

[1)] Guidelines or explanations have been published for most accreditation standards. Further information can be obtained from our web site (www.rva.nl), the web sites of the European cooperation for Accreditation (www.european-accreditation.org), the International Laboratory Accreditation Cooperation (www.ilac.org), the International Accreditation Forum (www.iaf.nu) and the International Organization for Standardisation (www.iso.org).

PART 3: DOCUMENTS TO BE SUBMITTED

In addition to the details provided on this form and the supplementary application form, please submit documents containing the following information, where appropriate:

Documents to be submitted	Specification of documents submitted
Certificate of registration at the Chamber of Commerce or similar (not older than six months)	
Local tax administration declaration confirming the status of the body from a fiscal point of view	
An organisational chart and description of your organisational structure	
The documentation for the quality management system, consisting of the quality manual and the procedures by which the accreditation requirements are implemented, as stated in the **cross reference table** between your system and the criteria of the accreditation standard(see the model in the supplementary registration form)	
Reports of the most recent internal audit(s) and management review (both not older than six months by which it has been established that your organisation meets the accreditation requirements for the activities concerned	

Please include a clear table of contents and instructions for use of the documents.

PART 4: EXPLANATION OF THE HANDLING OF AN APPLICATION

I. Send the fully completed and signed form, together with the supplementary application form and the documents to nieuweaanvragen@rva.nl). If you need assistance with completing this form or the supplementary application form, please do not hesitate to contact the RvA. We will be happy to help you.

II. Receipt of your application will be acknowledged in writing.

III. The RvA will check the admissibility of your application. If it is regarded as admissible, we will send you a confirmation of acceptance of the application within 20 working days. The confirmation letter will show your registration number and the name of the Process Manager Accreditations assigned to your Body.

IV. If we do not consider your application complete or correct, we will also notify you within 20 working days in writing, giving a list of the missing documents or the needed corrections and the period within which the application can be completed and/or corrected. If the application is not timely corrected, we may regard it not admissible.

V. On acceptance of the application we will send you an advance invoice for the pre-assessment. At the same time we will inform you of the composition of the assessment team for this pre-assessment. We will set the date for the pre-assessment in agreement with you; in this regard we must take account of team member availability. The pre-assessment will be carried out subject to payment of the advance invoice.