SUPPLEMENTARY APPLICATION FORM INSPECTION

RvA-F005-UK

Name of applicant organisation	:	
Registration number (if applicable)	:	
Registered place of business	:	
Date of application	:	
Applicant name	:	

The inspection body wants to operate/operates as a (see ISO/IEC 17020:2012, clause 4.1.6)
☐ Type A inspection body or
☐ Type B inspection body or
☐ Type C inspection body.

General information

This supplementary form is to be used in case of:

- new applications for accreditation as an inspection body (RvA-F001a),
- applications for scope extension(s) with an activity or a critical location (RvA-F105).

Where applicable in this form a distinction is made between the requirements for an organisation that is not yet accredited against ISO/IEC 17020 and the requirements for an organisation requesting a scope or location extension.

Own method(s)/procedure(s)
If the organisation requests accreditation for inspection activities according to its own method(s) and/or procedure(s), these methods/procedures have to be submitted together with this application form. The assessment of these methods/procedures will be part of the RvA (extension) assessment.

Inspection scheme
If the organisation requests accreditation for a scheme of an external scheme owner, which has not yet been published in the list with schemes for which RvA provides accreditation, she shall provide a self-assessment of the scheme as explained in RvA-T033. In that case policy rule RvA-BR012 is also applicable.

1 Specification of the activities

The field of inspection and the type and range of activities of the inspection body shall be described unequivocally in the accreditation scope (list of accredited activities), in such a way that it is clear to a (potential) customer or user of the inspection services what the accredited types of activities of the inspection body are. Examples can be found in the scopes of accredited inspection bodies on the RvA website: www.rva.nl ("Search for scopes"). For specific types of inspection activities the RvA has published the method of describing the scope in a Specific Accreditation Protocol, see "Documents" on the RvA website.

Table 1: Accreditation is requested for the following activities:

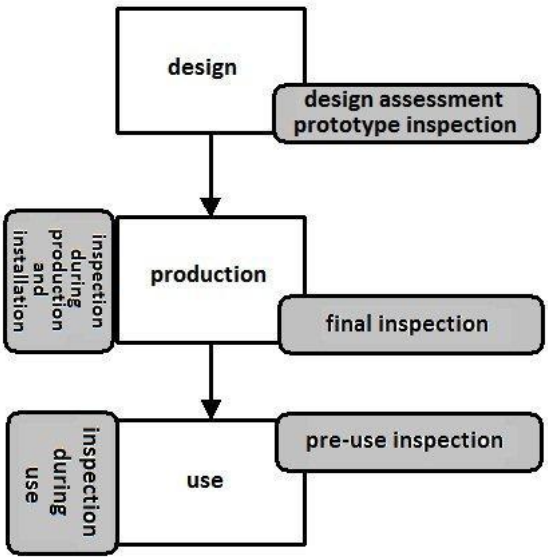
No. (1)	Field of inspection (2)	Type and Range of Inspections (3)	Methods & procedures (4)
1			
2			
3			
4			
5			

EXPLANATION
(1) Number of the activity (add more rows if needed).

(2) The field of inspection in column 2 describes the object(s) of the inspection, either specific or in general terms. The terminology used here must as far as possible be adapted to the terms used in the professional area in which the inspection body operates. The more specific the inspection the more detailed the description of the field of inspection will have to be. Examples are:
- Products or product groups;
- Installations / production locations / facilities;
- Production processes;
- Services;
- Specific product properties.

In case of inspections based on sectoral European documents/legislation (Directives, Regulations, Decisions), the names of the product (groups) as used in these documents should be used (e.g. "pressure equipment" or "lifts").

(3) In column 3 enter the type and range of inspections involved. When determining the type and range of the inspections the first thing to do is to consider the life cycle phase of the product or service to be inspected.



In general the life cycle phases of a product can be named as indicated in the figure on the left.

The terms used in the grey areas in the figure should, as far as possible, be used in column 3. If customary in the sector, a further division is possible.
In case of inspections based on European 'new legal framework directives' the module names concerned (e.g. A, B, C, F, G) should also be mentioned. Accreditation for part of a module is not possible.

(4) In column 4 the methods and procedures can be described with reference to the names and numbers of sectoral European documents/legislation (e.g. "Pressure equipment directive 2014/68/EU), (national) legislation/regulations, standards, normative documents, referral to list of schemes the RvA can provide accreditation for, or own methods/procedures.

2 Specification of the equipment used

Table 2: Specification of equipment used during inspections:

Equipment (manufacturer and type)	Quantity + relevant information

EXPLANATION
In table 2 enter the main equipment to be used for the activities for which accreditation is requested. Mention the number of equipment items/instruments and any relevant information, such as measurement range, accuracy, etc.

3 Documents to be submitted with the application

Documents can be submitted on paper or digitally. When provided digitally a clear contents list and directions for use must be included.
With this application the following documents must be submitted:

Documents to be submitted *(additional to the documents mentioned in F001a/F105)*	New application for accreditation	Extension of the existing accreditation
Quality manual and general management system procedures	√	√[1)]
The technical documents mentioned in column 4 of table 1, with related work instructions	√	√[1)]
Report of the internal audit	√	√[2)]
General procedures that have been developed or modified (and not included in the manual)	√	√[1)]
Competence requirements and qualification procedure	√	√
A cross reference list between the requirements of ISO/IEC 17020:2012 and your quality management system documents according to the model in Appendix 1	√	√[1)]
Modified chapter 1 of report Part A for this accreditation		√[1)]
An example of an inspection report and inspection certificate	√[3)]	√[2)3)]
In case of an external scheme owner: self-assessment of the inspection scheme, as explained in RvA-T033 in combination with the request for a scheme evaluation (F207) according to policy rule RvA-BR012.	√[1) 5)]	√[1) 5)]
Report of the Management Review	√	√[2)]
The analysis of the impartiality risks as meant ISO/IEC 17020:2012, clause 4.1.3	√	√
Declarations of competence	√[4)]	√[4)]

[1)] if applicable, for the new activity/activities
[2)] for the new activity/activities/location(s)
[3)] not applicable to applications for sampling activities
[4)] if applicable to applications for sampling activities (e.g. AS 1000/2000)
[5)] If the specific version of the scheme concerning the application is part of the list of schemes the RvA can provide accreditation for (see policy rule RvA-BR010-lijst), a request for scheme evaluation is not applicable

APPENDIX 1: Model cross reference list ISO/IEC 17020:2012

Clause		Body's documents (name, code and date)
4	General requirements	◘
4.1	Impartiality and independence	
4.1.1	Inspection activities shall be undertaken impartially	
4.1.2	Undue pressures	
4.1.3	Identify risks	
4.1.4	Eliminate or minimize risks	
4.1.5	Top management commitment	
4.1.6	Independence requirements (type A,B or C)	
4.2	Confidentiality	
4.2.1	Management of all information	
4.2.2	Notify client of information provided	
4.2.3	Information obtained from other sources	
5	Structural requirements	◘
5.1	Administrative requirements	
5.1.1	Legal entity	
5.1.2	Identifiable within legal entity	
5.1.3	Documentation describing activities	
5.1.4	Adequate provision to cover liabilities	
5.1.5	Documentation describing contractual conditions	
5.2	Organization and management	
5.2.1	Safeguard impartiality	
5.2.2	Maintain capability to perform activities	
5.2.3	Responsibilities and reporting structures	
5.2.4	Relationship between inspections and other activities	
5.2.5	Technical manager	
5.2.6	Deputising	
5.2.7	Job descriptions	
6	Resource requirements	◘
6.1	Personnel	
6.1.1	Competence requirements	
6.1.2.	Sufficient number of competent persons	
6.1.3.	Appropriate qualifications, training, experience and knowledge	
6.1.4	Duties, responsibilities and authorities	
6.1.5	Documented procedures for selecting, training, authorizing and monitoring	
6.1.6	Documented procedures for training	
6.1.7	Training depending upon ability, qualifications and experience	
6.1.8	Monitoring	

Clause		Body's documents (name, code and date)
6.1.9	On-site observations	
6.1.10	Records of monitoring, training, experience and authorization	
6.1.11	Remuneration	
6.1.12	Act impartially	
6.1.13	Keep information confidential	
6.2	Facilities and equipment	
6.2.1	Suitable and adequate facilities and equipment	
6.2.2	Rules for access and use	
6.2.3	Continued suitability	
6.2.4	Unique identification	
6.2.5	Maintenance	
6.2.6	Calibration of measurement equipment	
6.2.7	Measurements traceable to (inter)national standards	
6.2.8	Reference standards	
6.2.9	In-service checks	
6.2.10	Reference materials traceable to (inter)national standards	
6.2.11	Procedures for purchase of resources (a-c)	
6.2.12	Condition of stored items	
6.2.13	Use of computers or automated equipment (a-c)	
6.2.14	Defective equipment	
6.2.15	Recording relevant information	
6.3	Subcontracting	
6.3.1	Competency and compliance with relevant requirements	
6.3.2	Informing client of intention to subcontract	
6.3.3	Responsibility for determination of conformity	
6.3.4	Register of subcontractors	
7	Process requirements	◘
7.1	Inspection methods and procedures	
7.1.1	Use methods and procedures defined in requirements	
7.1.2	Documented instructions on planning, sampling and techniques	
7.1.3	Appropriate and fully documented non-standard methods and procedures	
7.1.4	Up-to-date and readily available instructions, procedures etc.	
7.1.5	Contract or work order control system (a-d)	
7.1.6	Integrity of information supplied by other parties	
7.1.7	Timely recording of observations or data	
7.1.8	Calculation and data transfers checks	
7.1.9	Documented safety instructions	

Clause		Body's documents (name, code and date)
7.2	Handling inspection items and samples	
7.2.1	Unique identification of items and samples	
7.2.2	Preparation of items	
7.2.3	Abnormalities / suitability of items	
7.2.4	Avoid deterioration or damage to items	
7.3	Inspection records	
7.3.1	Record system	
7.3.2	Traceability to inspector	
7.4	Inspection reports and inspection certificates	
7.4.1	Work covered by retrievable inspection report of certificate	
7.4.2	Elements of inspection reports or certificates	
7.4.3	Reference to inspection results	
7.4.4	Reporting information correctly, accurately and clearly	
7.4.5	Corrections or additions	
7.5	Complaints and appeals	
7.5.1	Documented process	
7.5.2	Availability of description of handling process	
7.5.3	Confirmation	
7.5.4	Responsibility	
7.5.5	No discriminatory actions	
7.6	Complaints and appeals process	
7.6.1	Elements and methods	
7.6.2	Validation	
7.6.3	Informing complainants/appellants	
7.6.4	Decision-making	
7.6.5	Formal notice of end	
8	Management system requirements	◘
8.1	Options	
8.1.1	General	
8.1.2	Option A	
8.1.3	Option B	
8.2	Management system documentation	
8.2.1	Policies and objectives	
8.2.2	Top management commitment	
8.2.3	'Quality manager'	
8.2.4	Documentation	
8.2.5	Accessibility	
8.3	Control of documents	
8.3.1	Procedures	

Clause		Body's documents (name, code and date)
8.3.2	Controls	
8.4	Control of records	
8.4.1	Identification, storage etc. of records	
8.4.2	Procedures for retaining records	
8.5	Management review	
8.5.1	General	
8.5.2	Review inputs	
8.5.3	Review outputs	
8.6	Internal audits	
8.6.1	Procedures	
8.6.2	Audit programme	
8.6.3	Conducting periodical internal audits	
8.6.4	Frequency	
8.6.5	Qualifications, reporting, follow-up	
8.7	Corrective actions	
8.7.1	Procedures concerning non-conformities	
8.7.2	Actions to eliminate causes/ prevent recurrence	
8.7.3	Appropriate actions	
8.7.4	Content procedures	
8.8	Preventive actions	
8.8.1	Procedures	
8.8.2	Appropriate actions	
8.8.3	Content procedures	
Annex A		
A.1	Requirements for inspection bodies (Type A)	
A.2	Requirements for inspection bodies (Type B)	
A.3	Requirements for inspection bodies (Type C)	