SUPPLEMENTARY APPLICATION FORM
PRODUCT CERTIFICATION

RvA-F006-1-UK

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

General

This supplementary application form is to be used in case of:

- new applications for accreditation (RvA-F001a),
- applications for scope extension(s) with an activity or a 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 17065 and the requirements for an organisation requesting a scope or location extension.

Certification scheme

If the organisation requests accreditation for a new scheme, she shall provide a self-assessment of the scheme as explained in RvA-T033. If the scheme is owned by an external scheme owner, policy rule RvA-BR012 is also applicable.

1 Specification of the certification activities

Below the organisation describes the activities for which accreditation is requested.
The product certification activities set out in the table will be copied in the scope of accreditation that will be included as an annex to the declaration of accreditation. In case of a new accreditation, the descriptions can be discussed and adjusted during the preliminary assessment.

Table 1. Intended scope of accreditation

Product / product group (1)	Certification scheme (2)	Standard / normative document (3)

EXPLANATION

In column 1 enter the subject of certification in terms of the products or groups of products that are to be certified. For a definition of the term product see ISO 9000:2005; para. 3.4.2. If the subject of certification is a service or process, this must be explicitly stated.

Column 2 specifies the scheme used by the body.
Enter the name of the scheme as used in your publications.
If the application involves a scheme that is published in the list of schemes the RvA can provide accreditation for, refer to the identification code of the scheme as mentioned in that list (see policy rule RvA-BR010-lijst).
Below the name of the scheme the methods of conformity assessment have to be specified, as mentioned in table 1 of ISO/IEC 17067:2013. The applicable activities from the section II and, if applicable, section VI of table 1 of ISO/IEC 17067 have to be mentioned (for example type testing or annual audits of the supporting management system).

Section II and VI of ISO/IEC 17067:
II Determination of characteristics, as applicable, by:
a) (type) testing
b) inspection
c) design appraisal
d) assessment of services or processes
e) other determination activities, e.g. verification

VI Surveillance, as applicable, by:
a) testing or inspection of samples from the open market
b) testing or inspection of samples from the factory
c) assessment of the production, the delivery of the service or the operation of the process
d) management system audits combined with random tests or inspections

In column 3 enter the normative document in which the requirements against which the object is certified have been specified. This can also be the scheme itself.

Example of a scope line:

Product / product group (1)	Certification scheme (2)	Standard / normative document (3)
Capacitors	E-MARK • Type testing • Initial inspection of the production location • Surveillance: o Routine inspection of production o Testing of samples at the producer	IEC/EN 60252 IEC/EN 60384 IEC/EN 61048 IEC 60358 IEC 60831 IEC 60871

E-MARK is the name of the scheme. The first 2 activities mentioned below the name are related to section II of ISO/IEC 17067, the activities mentioned under “Surveillance” are related to section VI of ISO/IEC 17067.

2 Documents to be submitted with the application

Documents can be submitted on paper (in duplicate) 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 an existing accreditation
Quality manual and general management system procedures	√	√[1)]
The internal work procedures and requirements used for certification	√	√[1)]
Report of 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 between the requirements of ISO/IEC 17065 and your management system according to the model in Appendix 1	√	√[1)]
Modified chapter 1 of the report part A for this accreditation;		√[1)]
An example of a certificate;	√	√
Self-assessment of the certification scheme as explained in RvA-T033.	√[1)]	√[1)]
A request for a scheme evaluation (F207) according to policy rule RvA-BR012 if the scheme is owned by an external scheme owner.	√[1) 3)]	√[1) 3)]
Report of the management review;	√	√[2)]

[1)] if applicable for the new activity/activities
[2)] for the new activity/activities
[3)] 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 17065:2012

Clause		Documents of the body (name, code en date)
4	General requirements	
4.1	Legal and contractual matters	
4.1.1	Legal responsibility	
4.1.2	Certification agreement	
4.1.3	Use of license, certificates and marks of conformity	
4.2	Management of impartiality	
4.3	Liability and financing	
4.4	Non-discriminatory conditions	
4.5	Confidentiality	
4.6	Publicly available information	
5	Structural requirements	
5.1	Organizational structure and top management	
5.2	Mechanism for safeguarding impartiality	
6	Resource requirements	
6.1	Certification body personnel	
6.1.1	General	
6.1.2	Management of competence for personnel involved in the certification process	
6.1.3	Contract with the personnel	
6.2	Resources for evaluation	
6.2.1	Internal resources	
6.2.2	External resources (outsourcing)	
7	Process requirements	
7.1	General	
7.2	Application	
7.3	Application review	
7.4	Evaluation	
7.5	Review	
7.6	Certification decision	
7.7	Certification documentation	
7.8	Directory of certified products	
7.9	Surveillance	
7.10	Changes affecting certification	
7.11	Termination, reduction, suspension or withdrawal of certification	
7.12	Records	
7.13	Complaints and appeals	
8	Management system requirements	
8.1	Options	
8.1.1	General	
8.1.2	Option A	

Clause		Documents of the body (name, code en date)
8.1.3	Option B	
8.2	General management system documentation (Option A)	
8.3	Control of documents (Option A)	
8.4	Control of records (Option A)	
8.5	Management review (Option A)	
8.5.1	General	
8.5.2	Review inputs	
8.5.3	Review outputs	
8.6	Internal audits (Option A)	
8.7	Corrective actions (Option A)	
8.8	Preventive actions (Option A)	