

**SUPPLEMENTARY APPLICATION FORM
CERTIFICATION OF MANAGEMENT SYSTEMS**

RvA-F006-2-UK

Applying organisation name : _____

Registration number (if applicable) : _____

Registered place of business : _____

Date of application : _____

Applicant name : _____

General information

This form is to be used in case of:

- New applications for accreditation (RvA-F001),
- 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 17021-1 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

The organisation describes hereafter the activities where accreditation is sought for. The certification activities set out in the table, will be copied in the specification of the scope of accreditation that will be included as an annex to the declaration of accreditation, as long as these comply with the requirements as stated in RvA-BR003.

Table 1. Intended scope of accreditation

Standard / Normative document (1)	Certification scheme / work field (2)

EXPLANATION

Column 1 of Table 1 gives the normative document in which the requirements have been specified, against which the management system concerned will be certified (such as ISO 9001, ISO 14001).

Column 2 specifies the certification scheme used by the body. State here explicitly the management system that is the subject of certification (quality management system, food safety management system, etc). 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).

If a subdivision into (technical) areas of activity is used for the scheme in question, this is specified in column 2. The RvA has published a number of specific accreditation protocols (SAP) in which standard classifications of scopes and areas of activity have been described.

If a specific ISO or similar guideline has to be used in the accreditation (such as ISO 22003), this is stated in column 2.

2 Documents to be submitted with the application

Documents can be submitted digitally, accompanied by a clear table of contents and user instruction. The document titles need to reflect the numbering of documents below.

With this application the following documents must be submitted:

Documents to be submitted	New application for accreditation	Extension of the existing accreditation	
		Within field of activity ¹⁾	Outside field of activity ¹⁾
1. Proof of registration at the Chambers of Commerce (not older than 6 months); <i>(an official written statement about the identity of a company and (registered) representatives)</i>	√	√	√
2. An organisation scheme and description of your organisation structure;	√		√ ²⁾
3. Quality handbook and general management system procedures;	√		
4. The internal work procedures and requirements used for certification;	√	√	√
5. Report internal audit (no older than 6 months)	√	√ ³⁾	√ ³⁾
6. General procedures that have been developed or modified (and not included in handbook);	√	√ ²⁾	√ ²⁾
7. Competence criteria and qualification procedure;	√	√	√ ²⁾
8. A cross reference between the requirements ISO/IEC 17021-1 and your quality system according to the model in Appendix 1, if modified;	√	√	√
9. Modified chapter 1 of the report part A for this accreditation;			√
10. An example of a certificate;	√	√	√
11. Self-assessment of the certification scheme as explained in RvA-T033;	√ ²⁾	√ ²⁾	√ ²⁾
12. A request for a scheme evaluation (F207) according to policy rule RvA-BR012 if the scheme is owned by an external scheme owner;	√ ^{2) 4)}	√ ^{2) 4)}	√ ^{2) 4)}
13. Report of management review (no older than 6 months)	√	√ ³⁾	√ ³⁾
14. If applicable, relevant (local) laws and regulations	√	√	√

¹⁾ see annex 1 of RvA-BR010 'Policy rule for the field of Activities' for field of activity

²⁾ if applicable for this new activity. If you do not consider it applicable, this needs to be mentioned.

³⁾ for this new activity

⁴⁾ 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 17021-1: 2015

Criterion		Body's documents (name, code, date)
5	General requirements	
5.1	Legal and contractual matters	
5.2	Management of impartiality	
5.3	Liability and financing	
6	Structural requirements	
6.1	Organizational structure and top management	
6.2	Operational control	
7	Resource requirements	
7.1	Competence of personnel	
7.2	Personnel involved in the certification activities	
7.3	Use of individual external auditors and external technical experts	
7.4	Personnel records	
7.5	Outsourcing	
8	Information requirements	
8.1	Public information	
8.2	Certification documents	
8.3	Reference to certification and use of marks	
8.4	Confidentiality	
8.5	Information exchange between a certification body and its clients	
9	Process requirements	
9.1	Pre-certification activities	
9.2	Planning audits	
9.3	Initial certification	
9.4	Conducting audits	
9.5	Certification decision	
9.6	Maintaining certification	
9.7	Appeals	
9.8	Complaints	
9.9	Client records	
10	Management system requirements for certification bodies	
10.1	Options	
10.2	Option A: General management system requirements	
10.3	Option B: Management system requirements in accordance with ISO 9001	