SUPPLEMENTARY APPLICATION FORM

VALIDATION AND/OR VERIFICATION

RvA-F032-UK

Name of applicant organisation	:	
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-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 EN-ISO/IEC 17029 and the requirements for an organisation requesting a scope or location extension.

Validation/verification schemes

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 validation and/or verification activities

Below, the CAB describes the activities for which it wants to be accredited. The validation and verification activities set out in the table will be taken over into the scope of accreditation included as an Appendix to the accreditation certificate, when they comply with the requirements set out in RvA-BR003. The descriptions can be discussed and amended during the preliminary assessment.

Tabel 1. Beoogde scope van accreditatie

Type of claim, including type of activity	Scheme including the normative reference	Sector
Specification of type of activity (verification / validation) and type of claim	*Name of the scheme including the normative reference if applicable*	*Specification of the sector(s)*

EXPLANATION

Column 1 of Table 1 describes the type of claim including the type of activity (validation and/or verification).

Column 2 specifies the validation/verification scheme[1] which is 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).

Column 3 specifies the sectors in which the scheme is used. If a specification of technical areas is used in the applicable scheme, these will be specified in column 3. RvA will decide, based on the scheme, if and if so, which sectors will be mentioned in the scope and what impact these shall have on the accreditation assessment.

[1] The RvA uses the term “scheme” as the generic term, where the EN-ISO/IEC 17029 uses programmes. In accordance with the definitions in EN-ISO/IEC 17000, these terms can both be used, they have the same meaning.

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
1. Quality manual and general management system procedures;	√	√[1)]
2. The internal work procedures and requirements used for validation/ verification;	√	√
3. General procedures that have been developed or modified (and not included in handbook);	√	√[1)]
4. A cross reference between the requirements of EN ISO/IEC 17029 and your quality system according to the model in Appendix 1;	√	√
5. Modified chapter 1 of the report part A for this accreditation;		√
6. An example of a validation/verification report and validation/verification statement; (qualified and not qualified if applicable);	√	√
7. Self-assessment of the validation – or verification scheme as explained in RvA-T033;	√[1)]	√[1)]
8. A request for a scheme evaluation (F207) according to policy rule RvA-BR012 if the scheme is owned by an external scheme owner;	√[2) 3)]	√[2) 3)]
9. Overview [4)] van records to demonstrate the availability and competence of personnel such as verifiers and experts and staff personnel such as contract reviewers and (report) reviewers;	√	√[2)]
10. Report of internal audit (no older than 6 months);	√	√[2)]
11. Report of management review (no older than 6 months);	√	√[2)]

[1)] If applicable for this new activity. If you consider it not applicable, this needs to be mentioned.
[2)] For this new activity
[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
[4)] this is explicitly not a request for competence-files, but an overview of the qualifications and the qualified personnel.

Appendix 1: Model cross reference list EN ISO/IEC 17029:2019

Clause		Body's Documents (name, code and date)
5	General requirements	
5.1	Legal entity	
5.2	Responsibility for validation/verification statements	
5.3	Management of impartiality	
5.4	Liability	
6	Structural requirements	
6.1	Organizational structure and top management	
6.2	Operational control	
7	Resource requirements	
7.1	General	
7.2	Personnel	
7.3	Management process for the competence of personnel	
7.4	Outsourcing	
8	Validation or verification programme	
9	Process requirements	
9.1	General	
9.2	Pre-engagement	
9.3	Engagement	
9.4	Planning	
9.5	Validation/verification execution	
9.6	Review	
9.7	Decision and issue of validation/verification statement	
9.8	Facts discovered after the issue of the validation/verification statement	
9.9	Handling of appeals	
9.10	Handling of complaints	
9.11	Records	
10	Information requirements	
10.1	Publicly available information	
10.2	Other information to be availalble	
10.3	Reference to validation / verification and use of marks	
10.4	Confidentiality	
11	Management system requirements	
11.1	General	
11.2	Management review	
11.3	Internal audits	
11.4	Corrective action	
11.5	Actions to address risks and opportunities	
11.6	Documented information	