Preface A - Preparation

Please take the following steps before you begin this application to ensure an effective application process. Note: All documents referenced in this application can be accessed by using the “Quick Find” link located on the home page at www.A2LA.org or by contacting A2LA Headquarters at 301 644 3248.

1. Please obtain and read a copy of the A2LA R301-General Requirements: Accreditation of ISO/IEC 17020 Inspection Bodies and the A2LA R105 – Requirements When Making Reference to A2LA Accredited Status. This will help to ensure a basic understanding of the accreditation process and the general criteria for accreditation. Please note that your organization will be evaluated against these requirements, and all requirements/policies referenced in the A2LA R301-General Requirements: Accreditation of ISO/IEC 17020 Inspection Bodies document.


3. Please provide A2LA with a completed form F326 - Ownership Confirmation - ISO-IEC 17020 to confirm that you have an official copy of ISO/IEC 17020 we can then send you the ISO/IEC 17020 Assessor Checklist.


5. Perform a self-assessment/internal audit in accordance with section 8.6 of ISO/IEC 17020:2012 to verify compliance with all applicable A2LA requirements, ISO/IEC 17020:2012, your inspection body’s own management system and requested inspections (for which accreditation is being sought) and document the results.

6. Perform a management review in accordance with section 8.5 of ISO/IEC 17020:2012 and document the results.

7. Provide a list of products and/or processes with associated qualification requirements (i.e. guidelines, requirements, standards) for which accreditation is being sought. See page 3 for more guidance on scope content.

8. Please read the policies found in the “Policies” section (Preface B) of this application.

Preface B - Policies

A. A2LA Confidentiality Policy: See R301-General Requirements: Accreditation of ISO/IEC 17020 Inspection Bodies, Part C, Section XIX. Please place a checkmark in the appropriate block.

1. I authorize A2LA to release information regarding our application status. ☐

2. I do not authorize A2LA to release information regarding our application status. ☐

B. Language Policy: All documentation must be provided in English and the assessment conducted in English. An appropriate English translation of pertinent documentation must be provided as well as a translator, if needed, to
facilitate the on-site assessment. Please refer to R301 - General Requirements: Accreditation of ISO/IEC 17020 Inspection Bodies, Part C, Section I.

### Part I. Application Information

#### A. Inspection Body’s Legal Name and address (as it will appear on your Scope of Accreditation and the A2LA website) and Legal Status (e.g. Sole Proprietorship, Limited Liability Corporation, Corporation, etc.) and Authorized Representative (see Part III of this document for an explanation of Authorized Representative responsibilities).

<table>
<thead>
<tr>
<th>Legal Name:</th>
<th>Legal Status:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>Country (if other than U.S.A.):</td>
<td></td>
</tr>
<tr>
<td>Authorized Representative’s Name: Mr. ☐, Mrs. ☐, Ms. ☐, Dr. ☐</td>
<td></td>
</tr>
<tr>
<td>Authorized Representative’s Title:</td>
<td></td>
</tr>
<tr>
<td>Telephone Number:</td>
<td>Fax Number:</td>
</tr>
<tr>
<td>Email Address*:</td>
<td></td>
</tr>
</tbody>
</table>

*Note updates to A2LA Policies will be transmitted to enrolled and accredited organizations via email whenever possible.

#### B. Inspection Body’s Website Address (enter the web site address of your organization only if you wish to include a link to your website on the A2LA website. If you do not want your web site listed on A2LA’s, please leave this section blank).

**Website address**
http://

#### C. Other Addresses (if different from the Inspection Body’s physical location address).

<table>
<thead>
<tr>
<th>Mailing Address</th>
<th>Billing Address</th>
</tr>
</thead>
</table>
D. Inspection Body’s Accounts Payable Information

<table>
<thead>
<tr>
<th>Contact Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone Number:</td>
<td></td>
</tr>
<tr>
<td>Fax Number:</td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
</tr>
</tbody>
</table>

Branch organization status; please refer to [P106 - Branch System Policy](#) for additional information on branch systems.

<table>
<thead>
<tr>
<th>1. Main Organization (Main Inspection Body)</th>
<th>2. Branch Organization (Branch Inspection Body)</th>
<th>3. If applying as a branch organization, please indicate the A2LA Master Code of main organization:</th>
</tr>
</thead>
</table>

Note 1. Only select the Branch Organization box if the main inspection body application has already been received at A2LA.

Note 2. A separate application must be completed for each branch inspection body.

**Part II. Inspection Body Technical Information**

A. Type of Inspection Body

Inspection Body Type (as defined in ISO/IEC 17020 clause 4.1.6), please check one:

- [ ] Type A: Not involved in design, manufacture, supply, installation, use or maintenance. Provides “third party” inspection services;
- [ ] Type B: Separate from the parent organization which is involved in design, manufacture, supply, installation, use or maintenance, but provides inspection services only to the parent organization;
- [ ] Type C: Involved in design, manufacture, supply, installation, use or maintenance, and provides inspection services to any interested party

B. Description of Inspection Capabilities

Please provide a brief description of the inspection activities for which accreditation is being sought.
The following table is an example of the detail that should be submitted with your application with respect to the requested scope of accreditation. Please attach with your application a detailed description of the inspections that you wish to have accredited using the following table as a template.

<table>
<thead>
<tr>
<th>Description of Inspection(s)</th>
<th>Specification(s)/Requirements</th>
<th>Inspection Method(s)</th>
<th>Product Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide a general description of each type of inspection that your organization performs.</td>
<td>Provide a detailed listing of the specifications or requirements against which the inspections are performed.</td>
<td>Provide the method used to perform the inspections. If no standard method exists, list in-house method(s).</td>
<td>Provide a detailed listing of the specific types of products which your organization inspects.</td>
</tr>
</tbody>
</table>

Example:

**Billboard Structure Inspection**

<table>
<thead>
<tr>
<th>Specification(s)/Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outdoor Billboard Inspection Procedure AA</td>
</tr>
</tbody>
</table>

Example:

1. Visual inspection of the foundation, base, column(s), head plate, torsion pipe, sign frame, fasteners and welds
2. Verification of Joint Tightness
3. Component Hardness

Example:

- Single Pole or Unipole Style
- I-Beam and Angle Beam
- Direct Embedment
- Bolt Cage
- Rooftop Mounted
- Wall Mounted Structures

*Forensic Inspection – See [F325 – Scope of Accreditation Selection List: Forensic Inspection Bodies](#) for examples.

Forensic Inspection: Please provide a list of inspection activities / processes (e.g. fingerprint visualization and collection) as described in [F325 – Scope of Accreditation Selection List: Forensic Inspection Bodies](#)

Please check here if your organization is applying for accreditation as a special inspection agency as defined in the International Building Code? ☐
C. Inspection Personnel

1. Number of inspectors enveloped under this accreditation: ____

Please list all technical personnel responsible for performing each of the types of inspections, technologies, methods or processes for which accreditation is sought as well as which inspection(s) each has been fully trained and authorized to perform. Please also indicate all methods or processes that are performed in the field (whether exclusively or occasionally). The following matrix may be used, with additional sheets attached as needed; alternatively you may attach your organization’s inspection authorization matrix:

<table>
<thead>
<tr>
<th>TYPES/ METHODS OF INSPECTION</th>
<th>PERSONNEL:</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g., J. Doe</td>
<td></td>
</tr>
<tr>
<td>e.g. Billboard inspections</td>
<td>X</td>
</tr>
</tbody>
</table>

☐ Or, inspection authorization matrix attached.
Part III. Conditions for Accreditation

In order to apply for accreditation, the applicant’s AUTHORIZED REPRESENTATIVE and the AUTHORIZED DEPUTY REPRESENTATIVE must agree to the A2LA R102 - Conditions for Accreditation and must attest that all statements made on the application are correct to the best of his/her knowledge and belief. An accredited organization’s AUTHORIZED REPRESENTATIVE and AUTHORIZED DEPUTY REPRESENTATIVE is an official who represents the inspection body in all matters related to maintaining A2LA accreditation. This official is A2LA's primary point of contact with the inspection body. An Accredited Organization’s Authorized Representative shall be in a position of authority to ensure that the inspection body complies with the A2LA criteria.

Furthermore, this representative is responsible for ensuring that all of the relevant conditions for accreditation are met as of the date this document is signed and that a complete internal audit (and management review) has been conducted by the inspection body in accordance with their documented procedure and pre-determined schedule. During the on-site assessment, the assessor(s) will examine records and documentation to verify compliance with these Conditions for Accreditation.

As the applicant Organization’s Authorized Representative and Deputy Authorized Representative, I agree to the above conditions for accreditation. I attest that all statements made on this application are correct to the best of my knowledge and belief.

1. AUTHORIZED REPRESENTATIVE

Authorized Representative Signature (from page 2, Part I, section A)  Today’s Date

2. DEPUTY AUTHORIZED REPRESENTATIVE

Deputy Authorized Representative Printed Name  Deputy Authorized Representative Title

Telephone Number  Fax Number  Email Address

Deputy Authorized Representative Signature  Today’s Date
Part IV. Accreditation Fee Descriptions

Initial Application Fee: A one-time fee for the first facility and for each additional facility. This fee is non-refundable.

Annual Fee: Although accreditation is granted for two years, payment of a yearly Annual Fee is required to continue accreditation into the second year. There is a discount per inspection body for two to five facilities and also for more than one field; and a greater discount per inspection body for six or more facilities, but only if an Authorized Representative centrally coordinates the applications and fee payments for all inspection bodies. There is also a discount off the recurring annual fee (for Main inspection body only), once accredited, for those organizations that have purchased an organizational membership with A2LA.

Assessor Deposit: An Assessor Deposit is required per initial application. The inspection body will be billed (or refunded) the difference between the actual cost of the assessment and the amount of this deposit. Accreditation will not be granted until all fees are paid. Actual costs are computed based on:
- Total Assessment Time per 8-hour day per assessor;
- Travel (airfare, rental car, or private auto at the IRS allowable rate);
- Accommodations & Miscellaneous (hotel, meals*, parking, calls, etc.).
  *Meals are based on A2LA per diem of $35 per day. International per diem is based on the U.S. Department of State most recently published rates. Travel days where work is not performed will be 50% of the per diem rate.

The assessor deposit is only a partial payment of the assessment costs and it is likely that the actual assessor charges will exceed the deposit amount. Variable factors such as the inspection body’s size, desired scope of accreditation, documentation structure and adequacy of its preparation for the assessment as well as the costs of assessor travel and lodging will impact on the actual accrued assessment costs.

Inspection body: An assessment of one inspection body can take from 1 to 5 days with additional time taken for preparation and report writing. Travel time is billed at one half the assessment rate. It is to the inspection body’s advantage to be prepared and to help prepare the assessors beforehand. If any part of the management system documentation is not sent to assessors beforehand, assessors will need additional time at the inspection body. If the scope of accreditation changes significantly as the assessment progresses, assessors will also need more time. If there are significant deficiencies, assessor follow-up time may be charged. A2LA audits the expenses and pays assessors. Do not pay assessors directly. Do, however, check the assessor’s written estimate of assessment costs.

Refund Policy: The A2LA application fee is non-refundable. If an organization withdraws the application before completion of the assessment, it may apply for a refund of up to 50% of the A2LA annual fee(s), the entire program specific surcharge and the balance of the unexpended assessor deposit. There will be no refund of annual fees after the assessment has been completed. Refunds of any balance remaining on the assessor deposit will be made at the time of the accreditation decision. Any withdrawal or refund request must be in writing.
Payment Options: A2LA accepts checks, VISA / MasterCard / Discover / American Express, electronic transfers and ACH transactions. If your organization utilizes Purchase Orders/Contracts please place a checkmark in the box. Please be sure to include the purchase order/contract with the application. An invoice will be provided by A2LA for payment. If you elect to make payment with VISA or MasterCard, please contact the Financial Services Department at 301-644-3248 or visit our website at www.A2LA.org.

If your Inspection Body utilizes Purchase Orders/Contracts please check here. ☐

To determine the assessment costs associated with your inspection body, please complete and submit an A2LA F119 – Estimate Request Form or contact A2LA at sales@A2LA.org or 301 644 3204.

Have you ever received an estimate for the costs of A2LA accreditation?  
Yes ☐ No ☐

If yes, when, and under what MASTER CODE?

Date:

MASTER CODE:
Part V. Supporting Information

Please use this checklist to review your application package prior to submission to A2LA. Completion of the required items is necessary for the efficient processing of your application. Delays may occur if clarification or additional information is needed. Before mailing your application to A2LA, please be sure you have read and done the following:

☐ Read R301- General Requirements: Accreditation of ISO/IEC 17020 Inspection Bodies and other referenced requirement and policy documents to ensure a basic understanding of the accreditation process.

☐ Submit an organization chart.

☐ If the Inspection Body is part of a larger organization and/or involved in activities other than the performance of inspections, enclosed a chart of its position and reporting relationships within that organization.

☐ Submit a completed C301 - General Checklist – ISO/IEC 17020 Inspection Body Accreditation Program. Note: due to copyright restrictions this checklist is NOT available on our website. Please contact A2LA to obtain a copy of this checklist.

☐ (Forensic Inspection Only) Enclosed a completed C318 - Specific Checklist - Forensic Examination Accreditation Program-Inspection

☐ Submit a copy of the Inspection Body’s current uncontrolled quality manual, operating procedures and work instructions.

☐ Provided a list of inspections for which accreditation is being sought.

☐ Submit a list of all equipment used as part of the inspection process.

☐ Submit the inspector witnessing plan as required in R301, section VII.

☐ Completed all sections of this application.

☐ Read, understood, signed and returned the R102 - Conditions for Accreditation (pages 5 and 6).
Part VI. Survey

A. Please indicate your reason(s) for pursuing accreditation with A2LA.

B. Please indicate how you heard about A2LA (e.g. tradeshow, trade magazine, colleague, website, presentations, etc.). Please also identify any A2LA Staff Members that assisted you with this application.

C. Please list all current and/or past accreditations with any other accreditation body, accreditation/recognition with a government agency, or additional supplier audits.

Part VII. Mailing Instructions

Please return the entire application, along with the requested supporting documentation and payment of fees to:

The American Association for Laboratory Accreditation
5301 Buckeystown Pike, Suite 350
Frederick, MD 21704

Please direct all questions regarding this application to our office at 301 644 3239.

END OF APPLICATION
## DOCUMENT REVISION HISTORY

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Added references to the following A2LA documents F325 – Scope of Accreditation Selection List: Forensic Inspection Bodies; form F326 - Ownership Confirmation - ISO-IEC 17020; C318 - Specific Checklist - Forensic Examination Accreditation Program- Inspection.</td>
</tr>
<tr>
<td></td>
<td>- Updated fee descriptions.</td>
</tr>
<tr>
<td>5/8/14</td>
<td>- Updated name and legal status field in section I.</td>
</tr>
<tr>
<td></td>
<td>- Updated reference from P101 to R105 in Preface A.</td>
</tr>
</tbody>
</table>