Preface A - Preparation

A2LA will accept all applications for accreditation to ISO/IEC 17065 when the accreditation request falls within A2LA’s Scope of activities. Please take the following steps before you begin this application to ensure an effective application process.

1. Please obtain and read a copy of the A2LA R307 - General Requirements: Accreditation of ISO/IEC 17065 Product Certification 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 other requirements/policies referenced in the A2LA R307 - General Requirements: Accreditation of ISO/IEC 17065 Product Certification Bodies document.

2. Please obtain an official copy of ISO/IEC 17065 and confirm this by completing and returning the F310 - Ownership Confirmation: ISO/IEC 17065 form to A2LA. Please note that this form may be submitted to A2LA via email, fax, or mail (mailing address is located on the last page of this document).

3. If applying as a Telecommunication Certification Body (TCB), please read the specific requirements document: R308 - Specific Requirements - 17065 - Telecommunication Certification Body Accreditation Program. Note: Participation in the Telecommunication Certification Body Accreditation Program is voluntary.

4. Create and implement a Management System (policies and procedures) that meets ISO/IEC 17065, the relevant certification scheme and applicable A2LA requirements.

5. Perform a self-assessment/internal audit in accordance with section 8.6 of ISO/IEC 17065 to verify compliance with all applicable A2LA requirements, ISO/IEC 17065, the certification body’s own management system and applicable certification schemes, and document the results.

6. Perform a management review in accordance with section 8.5 of ISO/IEC 17065 and document the results.

7. Provide a list of products, processes, and/or services with associated qualification requirements (i.e. guidelines, requirements, standards, certification schemes) for which accreditation is being sought. If applying as a TCB, please refer to: G106 - Guidance on Scopes of Accreditation for Telecommunication Certification Bodies (TCBs).

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

Note: A separate application must be completed for each certification scheme for which accreditation is being sought. Please refer to Multiple Certification Schemes in Part C of the A2LA R307 - General Requirements: Accreditation of ISO/IEC 17065 Product Certification Bodies.
Preface B - Policies


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 R307- General Requirements: Accreditation of ISO/IEC 17065 Product Certification Bodies, Part C, Section I.

Part I. General Application Information

A. Authorized Representative

Authorized Representative Printed Name          Authorized Representative Title

Mr. ☐, Mrs. ☐, Ms. ☐, Dr. ☐

Telephone Number          Fax Number          Mobile Number          Email Address

B. Product Certification Body’s Legal Name (as it will appear on your Scope of Accreditation and the A2LA website) and Legal Status (e.g. Sole Proprietorship, Limited Liability Corporation, Corporation).

Legal Name:

Legal Status:

C. Product Certification Body’s Address (please enter the physical address of the organization, as it will appear on your Scope of Accreditation and the A2LA website).

Address (Street number, Street, City, State, Zip Code and Country)
D. Product Certification Body’s Website Address  □ (please place a checkmark in the box and enter the website address of your organization, if you wish to include a link to your website on the A2LA website).

Website address

Part I. General Application Information (continued)

E. Product Certification Body’s Mailing Address (if different from the Product Certification Body’s physical address).

Address (Street number, Street, City, State, Zip Code and Country)

F. Product Certification Body's Billing Address (if different from the Product Certification Body’s physical address).

Address (Street number, Street, City, State, Zip Code and Country)

G. Product Certification Body’s Accounts Payable

1. Contact Name

2. Telephone

3. Fax Number

4. Email
**Part II. Specific Application Information**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. How many persons are involved in your certification activities (including the evaluation activities such as testing, inspection etc.)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Are any of these personnel located at places different from the address listed in the application?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>3. If yes, please identify the locations:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Are any of the people involved in your certification activities contracted employees?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>5. Does your organization issue its own certification mark?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>6. Does your organization perform certification activities (including testing, inspection, etc.) or surveillance activities outside of the permanent facilities identified in this application?</td>
<td>Yes</td>
<td>(If yes, please detail)</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>7. Are accredited certificates issued outside the country identified in this application?</td>
<td>Yes</td>
<td>(If yes, please identify which country(ies) and the number of certificates issued in each country)</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td></td>
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<tr>
<td>8. Is your organization in any way associated or related (in whole or in part) to a designer, manufacturer or distributor?</td>
<td>Yes</td>
<td>(If yes, please detail)</td>
</tr>
<tr>
<td></td>
<td>No</td>
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**Part III. Conditions for Accreditation**

A. 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 organization in all matters related to maintaining A2LA accreditation. This official is A2LA’s primary point of contact with the organization. An Accredited Organization’s Authorized Representative shall be in a position of authority to ensure that the organization 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 organization in accordance with their documented procedure. 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, I agree to the **R102 - 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

<table>
<thead>
<tr>
<th>A. Signature of Authorized Representative (from page 2, part I, section A)</th>
<th>B. Today's Date</th>
</tr>
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<tbody>
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### 2. DEPUTY AUTHORIZED REPRESENTATIVE

<table>
<thead>
<tr>
<th>A. Deputy Authorized Representative Printed Name</th>
<th>B. Deputy Authorized Representative Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. ☐, Mrs. ☐, Ms. ☐, Dr. ☐</td>
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<table>
<thead>
<tr>
<th>C. Telephone Number</th>
<th>D. Fax Number</th>
<th>E. Email Address</th>
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<table>
<thead>
<tr>
<th>F. Deputy Authorized Representative Signature</th>
<th>G. Today's Date</th>
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### Part IV. Accreditation Fees

**Initial Application Fee for Product Certification Body:** This is a one time non-recurring application fee for a product certification body. This fee is non-refundable. **Note:** This fee will be waived if the applicant is already accredited or has applied and paid for an initial application fee for accreditation under another conformity activity, such as laboratory accreditation (at the same location).

**Annual Fee for Product Certification Body:** Although accreditation is granted for two years, payment of a yearly Annual Fee is required to continue accreditation into the second year for each conformity assessment activity an organization is accredited for. Discounts will be provided to any Product Certification Body performing certifications to multiple certification schemes (Please refer to Multiple Certification Schemes in Part C of the **A2LA R307- General Requirements: Accreditation of ISO/IEC 17065 Product Certification Bodies**) or other conformity assessment activities (i.e. ISO/IEC 17025, ISO/IEC 17020) totaling between two and five Scopes of Accreditation. There is an even greater discount for organizations holding more than five Scopes of Accreditation. **Note:** All discounts will require that the organization provide a central figure, (Authorized Representative), coordinates all of the applications and fee payments for all facilities and all certification schemes or fields.

**Product Certification Surcharge:** A surcharge will be applied annually to all product certification bodies for their first product certification scheme. An additional product certification surcharge (at a discounted rate) will be applied annually for each subsequent product certification scheme(s). Please refer to Multiple Certification Schemes in Part C of the **A2LA R307- General Requirements: Accreditation of ISO/IEC 17065 Product Certification Bodies**.
A2LA Accredited Organizational Membership Discount: A product certification body can become a Member and purchase an organizational membership from A2LA. Please refer to the A2LA membership website link found on the A2LA web site for additional information and descriptions of benefits and discounts. There is also a discount off the recurring annual fee for those organizations that have purchased an organizational membership with A2LA.

Assessment Costs and Assessor Deposit: An Assessor Deposit is required per initial application. The organization 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 (including assessment preparation, report writing time);
- 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 organization’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. Travel will be charged at one half the assessment rate for each hour of actual travel time. It is to the certifications body’s advantage to be prepared and to help prepare the assessor(s) beforehand.

If any part of the management system documentation is not sent to the assessor(s) beforehand, the assessor(s) will need additional on-site time. If the scope of accreditation changes significantly as the assessment progresses, the assessor(s) may also need more time. If there are significant deficiencies, the assessor(s) follow-up time may also be charged. A2LA audits the expenses and pays assessors. Do not pay assessors directly.

Refund Policy: The A2LA application fee is non-refundable. If a product certification body withdraws the application before completion of the assessment, it may apply for a refund of up to 50% of the A2LA annual fee, the entire product certification surcharge, and the balance of the unexpended assessor deposit. There will be no refund of the annual fee(s) or product certification surcharge 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 below. 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 Organization utilizes Purchase Orders/Contracts please check here. ☐

<table>
<thead>
<tr>
<th>Is this application being submitted as part of a contract between A2LA and your organization or a related organization?</th>
<th>If yes, under what contract name and number (if known)?</th>
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</thead>
<tbody>
<tr>
<td>Yes ☐ No ☐</td>
<td>Contract Name:</td>
</tr>
<tr>
<td></td>
<td>Contract No:</td>
</tr>
</tbody>
</table>
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:

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

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 R307- General Requirements: Accreditation of ISO/IEC 17065 Product Certification Bodies and other referenced requirement and policy documents to ensure a basic understanding of the accreditation process.

☐ Enclosed an organization chart.

☐ If the Product Certification Body is part of a larger organization, enclosed a chart of its position and reporting relationships within that organization.

☐ Returned a completed F310 - Ownership Confirmation – ISO/IEC 17065 and email, fax or mail it back to A2LA.


Note: due to copyright restrictions, this checklist is NOT available on our website and can only be sent to you after the F310 form has been received.

☐ Enclosed a copy of the Product Certification Body’s current uncontrolled management system documents, operating procedures and work instructions.

☐ Enclosed a list of products, processes, and/or services with associated qualification requirements (i.e. guidelines, requirements, standards) for which accreditation is being sought. If applying as a TCB, please refer to G106 - Guidance on Scopes of Accreditation for Telecommunication Certification Bodies (TCBs) from the A2LA website.

☐ Enclosed copies of the certification schemes used to certify the product, process and or service.

☐ Completed all sections of the application.

☐ Read, understood, signed and returned the Conditions for Accreditation (page 6).

☐ An application cannot be considered complete until payment, or an arrangement for payment is made.
Part VI. Survey (Please note that section A. must be completed for A2LA to consider this application.)

A. Please indicate your reason(s) for pursuing accreditation with A2LA and list any sector specific requirements, including specific international technical directives and recognition requirements for approval (e.g. IAF, FCC, ENERGY STAR, Water Sense, etc.) that A2LA would be required to meet as an accreditation body. If this information is omitted, A2LA will not be held responsible if it is later determined that an A2LA accreditation is not recognized by a given specifier. Please be advised that A2LA must be notified of these specific requirements to ensure that we can deliver the service(s) you have requested.

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. Note: A2LA may accept some or all portions of valid accreditations granted by other accreditation bodies on a case by case basis.

Part VII. Mailing Instructions

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

A2LA
5202 Presidents Court, Suite 220
Frederick, Maryland 21703

Or by Email to: applications@A2LA.org. If emailing the application, please mail payment of fees to the address above. Please direct all questions regarding this application to our office at 301 644 3248.
## DOCUMENT REVISION HISTORY

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/04/2012</td>
<td>Changed A2LA logo, Updated P101 references, included query of past accreditations held.</td>
</tr>
<tr>
<td>10/10/2012</td>
<td>Updated references from ISO/IEC Guide 65 to ISO/IEC 17065. Changed all references to CB’s to be more general (instead of just Product certifiers).</td>
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<tr>
<td>02/04/2013</td>
<td>Conditions for Accreditation Updated to Match R102.</td>
</tr>
<tr>
<td>01/06/2014</td>
<td>Added question in Part II in regards to where certificates are being issued, in accordance with IAF MD12.</td>
</tr>
<tr>
<td>03/20/2014</td>
<td>Added Legal Status</td>
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<tr>
<td>08/25/2014</td>
<td>Revised Part IV – Application Fees to ask ‘Is this application being submitted as part of a contract between A2LA and your organization or a related organization?’</td>
</tr>
<tr>
<td>03/25/2015</td>
<td>Updated mailing address for A2LA.</td>
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