This form is to be used when a Product Certification Body is requesting an expansion of their current accreditation (including updates to Certification Scheme requirements) any time between normal on-site assessments. **It is not necessary to submit this form and supporting documentation with the renewal paperwork submission if you are requesting a scope expansion for a scheme (or schemes) similar to those already on your Scope(s) of Accreditation during your upcoming renewal assessment. (See A2LA R307 for more information on accreditation for multiple certification schemes)**

**Organization Name:**
______________________________________________________________

**Master Code:** ________________________________________

**Certificate Number:** ______________

**Information that is to be provided by the Certification Body:**

1. **A written justification for the proposed scope expansion.**

2. **A marked-up copy of your scope of accreditation that clearly identifies the requested changes and/or additions to the scope.**

3. **A copy of the new certification scheme(s).**
   If the scheme has been changed, the changes are to be highlighted, or otherwise clearly noted, for assessor review.

4. **Identify the personnel (single or multiple) within the organization responsible for:**
   a. Technical Review of the customer application, including evaluation reports;
   b. Evaluating the product (where relevant);
   c. Making a recommendation on granting certification; and,
   d. Making the final certification decision.

5. **A copy/template of the certification documents that will be utilized for certifications to the new scheme.**

6. **Do any of the requested additions require the Certification Body to add new personnel to the organization’s structure (contracted or fully employed)?**

   ☐ Yes ☐ No

   If yes, please provide the following:
   a. a revised Organization Structure document (e.g., org chart); and,
   b. appropriate personnel records required by section 5.2 of ISO/IEC Guide 65 and section 6.1 of ISO/IEC 17065.

7. **Do any of the requested additions involve evaluations against new standards / normative documents?**

   ☐ Yes ☐ No

   If yes, please provide a copy of the title page of all standards / normative documents against which the products are to be evaluated

8. **Will the CB utilize any external resources for evaluation activities for this new scheme?**

   ☐ Yes ☐ No
If yes, please provide the following:
  a. identification of the external resource(s) that will be performing the evaluation activity
  b. records of assessment and qualification of the external resource(s) as required in section 4.4 of
     ISO/IEC Guide 65 and section 6.2.2.4 (c) of ISO/IEC 17065; and
  c. a copy of the legally binding contract with all external resources as required in section 4.4 of
     ISO/IEC Guide 65 and section 6.2.2.3 of ISO/IEC 17065.

9. Has the CB granted any certifications to this new scheme?
   □ Yes   □ No
   If yes, did the CB have any prior experience with the type of product / normative document / scheme being
   utilized?
   □ Yes   □ No
   If yes, please provide a copy of the records describing the justification for deciding to undertake the
   certification(s) in question.

10. Does the new certification scheme require any on-site witnessing, such as witnessed testing,
     manufacturer site audits, etc?
    □ Yes   □ No
    If yes, please provide a description of this activity, as well as any procedure related to its performance.

11. Has the CB performed any surveillance activities related to the new scheme?
    □ Yes   □ No
    If yes, please furnish a copy of records for surveillance activities completed within the last 12 months for
     each applicable scheme.

After this information has been provided to A2LA, it will be forwarded to the assessor(s), who will perform a
technical review of the information.

Based on the initial review by the assessor(s), one of the following options will be communicated to the
organization:

- An off-site document review and information review (a teleconference may be necessary) that is performed
  either by an A2LA assessor or A2LA staff, as appropriate. The result of the off-site document review may
  be that an on-site assessment visit is required;
- An interim on-site assessment by an A2LA Assessor; or,
- Tentative scope approval based on review of the information that has been already provided, with a more
detailed follow-up review at your next regularly scheduled on-site assessment.

If you have any questions, please contact your assigned A2LA Accreditation Officer (AcO) for further information.
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Document Revision History

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<tr>
<th>Date</th>
<th>Description</th>
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<td>02/27/2013</td>
<td>Document first issued.</td>
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