

**F301e - APPLICATION FOR ACCREDITATION: ISO/IEC 17020 INSPECTION BODIES -  
APPLICATION CHECKLIST  
- PAGE 9 -**

Please use this checklist to review your application package prior to submitting it to A2LA. Completion of the required items is necessary before your application is considered complete and further processed. Delays will occur if additional or clarifying information is needed. Before mailing your application to A2LA, have you done the following:

- Identified your Inspection Body's Authorized Representative?
- Completed the INSPECTION BODY INFORMATION (page 1)?
- Considered additional branch Inspection Bodies for accreditation? If so, please copy this application for use when the branch Inspection Bodies apply.
- Read, understood and signed the CONDITIONS FOR ACCREDITATION (pages 2 & 3)?
- Completed the SUPPORTING INFORMATION (page 4), DESCRIPTION OF INSPECTIONS (page 5), TECHNICAL STAFF MATRIX (page 6) and attached organizational charts?
- Reviewed the DESCRIPTION OF FEES sheet (page 7), complete the Application Fee Calculation Table (page 8) and submitted a check made payable to "A2LA" in US\$ for the appropriate amount. An application cannot be considered until payment, or an arrangement for payment, is made.
- Read *R301 - General Requirements: Accreditation of ISO/IEC 17020 Inspection Bodies* to ensure a basic understanding of the accreditation process and the general criteria for accreditation?
- Completed *C301 – General Checklist: ISO/IEC 17020 Inspection Body Accreditation Program*.
- Attached your Equipment List, with the source of calibration (in-house or commercial) indicated?
- Enclosed an uncontrolled copy of your current Quality Manual? (An electronic version on disc is acceptable.)

Return to A2LA the following pages: this checklist page, Pages 1, 2, 3, 4, 5, 6, 8 and 9 of the Application and all attachments in response to any question in this application. Please submit the original plus one copy of the completed forms and supplemental information, and a check in the appropriate amount, to A2LA at the address below.

Completed by (Name) \_\_\_\_\_ Date \_\_\_\_\_

For A2LA office use only: MASTER CODE \_\_\_\_\_ ASSESSMENT NO. \_\_\_\_\_