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| **F 072A APPLICATION FOR ACCREDITATION** |
| **Address:** House A07, Plot 32 Emerald Flower Estate Lokogoma District,  Abuja, FCT,  Nigeria.  Email: [**applications@ninas.ng**](mailto:applications@ninas.ng), [**info@ninas.ng**](mailto:info@ninas.ng) |

**Confidentiality Policy**

According to the NiNAS Code of Conduct, all NiNAS assessors, staff and committee members are required to keep information about your application confidential. Following a successful accreditation, the only information published by NiNAS will be your accredited scope and contact details. NiNAS may be required by law to share other information or may publish information that is already in the public domain.

**Application  
Please checkmark,**  **add or complete**

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| **This application relates to the following accreditation case no.**[[1]](#footnote-1)**:** | ***dd/mm/yyyy*** |

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| 1. **Applicant Data**   **PLEASE ENTER THE EXACT DESIGNATION OF THE APPLICANT LEGAL ENTITY** | | | | | |
| Name and legal status of the applicant **(please enclose proof of structure and legal status, e.g. certificate of incorporation/registration, excerpt of the commercial register)** | | | | | |
| Applicant: |  | | | | |
| Street: |  | | | | |
| Postal Code: |  | Place: |  | Country: |  |
| Name(s) of authorized representatives of the applicant:  **(e. g. registered persons in the certificate of incorporation/registration)** | | | | | |

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| 1. **Address for receiving invoices, if different from the address in section 1** | | | |
| Company name |  | | |
| Contact person |  | | |
| Street: |  | | |
| Postal code: |  | Place: |  |

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| 1. **Type of Conformity Assessment Body (CAB)**[[2]](#footnote-2)   **Only one type of CAB can be selected, for every type of CAB a separate form must be used!** |
| Testing laboratory ISO/IEC 17025  Calibration laboratory ISO/IEC 17025  Medical laboratory ISO 15189  Inspection body ISO/IEC 17020 Type A  Inspection body ISO/IEC 17020 Type B  Inspection body ISO/IEC 17020 Type C  Certification body for management systems ISO/IEC 17021-1  Certification body for persons ISO/IEC 17024  Certification body for products, processes and services ISO/IEC 17065  Proficiency Test Provider ISO/IEC 17043  Validation / Verification body ISO/IEC 17029 [[3]](#footnote-3)  Producer of Reference Materials ISO 17034, |

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| 1. **Application for** |
| Initial Accreditation  Re-Accreditation  Modification of Accreditation (e. g. change of the name of the CAB)  Extension of Accreditation (e.g. enlarged scope, new locations, etc.)  Reduction of Accreditation Scope (e.g. reducing of the accredited scope, site closure, etc.) |

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| 1. **CAB information** | | | | | | |
| Name of CAB[[4]](#footnote-4) (if different from the applicant): | | | | | | |
| Street: |  | | | | | |
| Postal Code: |  | City: |  | | | |
| Head of the CAB: | |  | | | | |
| Deputy head: | |  | | | | |
| Contact person[[5]](#footnote-5): | |  | | | Tel.: | |
| E-Mail: | |  | | |  | |
| Contact data to be used in the NiNAS database of accredited bodies at [www.ninas.ng](http://www.ninas.ng) | | | | | | |
| Name: |  | | | | | |
| Tel.: |  | | |  | | |
| E-Mail: |  | | | | | |
| **Number of employees within the accreditation field:**(including external employees like auditors, inspectors, sampler, etc. / Specify the number of employees per location) | | | | | |  |

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| Description of relations to supervisory or subordinated organisations (legal persons, individual persons, parent company, subsidiaries). Please add organisation charts. |

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| **Does the CAB operate on several sites within the applied scope of accreditation?**[[6]](#footnote-6) | | **Yes** |  | **No** |  |
| **If yes, further locations of CAB:**  **see attachment** | | | | | |
| Street:  Code/City: | */* | Number of employees: | |  | |
| Street:  Code/City: | */* | Number of employees: | |  | |
| Street:  Code/City: | */* | Number of employees: | |  | |

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| 1. **Conformity assessment procedures to be accredited – scope of accreditation** |
| **Please attach a separate list about standards, methods, procedures, schemes for which accreditation as conformity assessment body is applied.**  **Note: See sample provided by NiNAS (Scheme Managers to attached scope of accreditation .**  **If applicable, the updated annex of the accreditation certificate can be enclosed.** |

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| **7. Application for the use of the accreditation symbol[[7]](#footnote-7),** [[8]](#footnote-8) | | | | |
| Application for the use of the accreditation symbol on result reports: (e.g. on test reports, calibration certificates, examination reports, inspection certificates, other reports – regarding to type of CAB) | Yes |  | No |  |
| Moreover, the use of the accreditation symbol is applied for other purposes : | Yes |  | No |  |
| If yes, please specify: | | | | |
| Application for a combined accreditation symbol? (ILAC-NiNAS or IAF-NiNAS)[[9]](#footnote-9) | Yes |  | No |  |

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| 1. **Specifications to former accreditations (only for initial accreditations and reaccreditations)** | | | | |
| Are there further accreditation files for which the applicant is accredited by NiNAS? If yes, accreditation no.: | Yes |  | No |  |
| Is the CAB already accredited by another accreditation body? If yes, information to the accreditation body: Accreditation no: | Yes |  | No |  |
| Are there any existing or applied notifications, permissions or applications of the CAB? | | | | |
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| 1. **Questions with regard to the local accreditation body of the applicant** | | | | |
| Is there a local accreditation body? | Yes |  | No |  |
| Is the local accreditation body a signatory to the IAF MLA or ILAC MRA respectively? | Yes |  | No |  |
| Does the local accreditation body offer the required scope? | Yes |  | No |  |
| If the questions above are all answered with yes, what are the reasons for applying for accreditation by NiNAS instead of the local accreditation body? | | | | |
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**Note:**

If there is a local accreditation body as stated in Section 10 above:

* NiNAS will inform the local accreditation body about the application;
* NiNAS may cooperate with the local accreditation body with regard to:
* Exchange of information taking into account factors such as language, local laws and regulations, culture, relevant local accreditation requirements etc., as well as technical competence requirements,
* include personnel from the local accreditation body on the assessment team, as observer or for translation service.

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| 1. **Authorization (optional)**[[10]](#footnote-10)   Authorized to make arrangements and contractual agreements between NiNAS and the applicant with regard to the accreditation procedure are: | | | |
|  | The head of the CAB (as specified in section 5.) | | |
|  | The contact person (as specified in section 5.) | | |
|  | The following person: | | |
| Name: |  | | |
| Street: |  | | |
| Postal Code: |  | Place: |  |
| Tel.: |  |  |  |
| E-Mail: |  | | |

**11 Agreement**

11.1 I have read, I understand and I agree with the information provided in this Agreement and conditions stipulated in applicable NiNAS Policies and Procedures. With signature the applicant body is bound by the following conditions:

a) commit to fulfill continually the requirements for accreditation for the scope for which accreditation is sought or granted and commit to provide evidence of fulfillment. This includes agreement to adapt to changes in the requirements for accreditation;

b) cooperate as is necessary to enable NiNAS verify fulfillment of requirements for accreditation;

c) provide access to conformity assessment body personnel, locations, information, documents and records as necessary to verify fulfillment of requirements for accreditation;

d) arrange the witnessing of conformity assessment activities when requested by NiNAS;

e) have, where applicable, legally enforceable arrangements with their clients that commit the clients to provide, on request, access to NiNAS assessment teams to assess the conformity assessment body's performance when carrying out conformity assessment activities at the client’s site;

f) claim accreditation only with respect to the scope for which it has been granted;

g) commit to follow NiNAS’ policy for the use of the accreditation symbol;

h) not to use its accreditation in such a manner as to bring NiNAS into disrepute;

i) inform NiNAS without delay of significant changes relevant to its accreditation such as

- its legal, commercial, ownership or organizational status,

- the organization, top management and key personnel,

- resources and location(s);

- other such matters that may affect the ability of the conformity assessment body to fulfill requirements for accreditation;

j) to pay fees as determined by NiNAS;

k) to assist in the investigation and resolution of any accreditation-related complaints about the conformity assessment body referred to it by NiNAS; and

l) to accept NiNAS decision to conduct an extraordinary assessment as a result of complaints or changes that may affect the ability of the CAB to fulfill requirements for accreditation.

11.2 NiNAS shall reject the application or terminate the assessment if at any point:

i) there is evidence of fraudulent behaviour on the part of the CAB;

ii) the CAB intentionally provides false information; and

iii) the CAB conceals information.

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| **Signed by Authorised Representative:** | | **Place and date** | |
| Name:  Sign: | |  | |
| **Telephone: Email:** | | | |
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**Annex A: Additional Information**

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| **Please include the following supporting documentation with this filled and signed application form.** |
| ☐ A copy of the current version of your quality manual and any operating procedures and work instructions. Electronic copies are preferred. |
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| ☐ Master list(s) of all documentation of the management system. |
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| ☐ An up-to-date organization chart and identify, by name, the key personnel involved for each function. |
| ☐ List of concerned personnel for the scope of accreditation (e.g., Competence Matrix).  ☐ List of approved signatories of the reports/certificates.  ☐ Provide information on methods/procedures/standards/SOPs in relation to the scope applied.  NOTE: If in-house SOP (sometimes called work instructions) is used, then provide both the in-house SOP and the reference national/international standard.  ☐ List of reference materials/standards, and measurement standards (if applicable to the scope of accreditation). |
| ☐ If CAB is a part of a larger organisation, e.g., a manufacturing company or a government department, include a chart of the CAB’s position and reporting relationships within that organisation. |
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| ☐ The proficiency testing plan and proficiency test results, with any corrective action response (if applicable).  ☐ Critical locations in accordance with IAF MD 12 (where applicable).  ☐ List of auditors/inspectors approved by the certification/inspection body (where applicable) indication the scope and location (country).  ☐ Sample of all types of contracts for certification, for subcontracting and with auditors (where applicable). |
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| ☐ A list of all equipment used to support the tests or calibrations including in-house (i.e. equipment calibrations that your organisation perform) and external calibrations (i.e. those that an external calibration laboratory performs), and rented/borrowed equipment. |
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| ☐ A copy of the original certificate or report for each major category for the applied scope of accreditation (where applicable).  For example, Calibration Applicants Only: a sample of a calibration certificate which your CAB issues and uncertainty calculations that support the Measurement Uncertainties to be claimed on your scope of accreditation.  For testing laboratory: Test report for each testing field applied/accredited, e.g., chemical tests in water and microbiological tests in food.  ☐ Measurement uncertainty budget for the scope of accreditation (for 15189 & 17025, where applicable).  ☐ The last management review report  ☐ The last internal audit report  ☐ Impartiality documents (risk analysis, top management declarations and mechanisms)- especially for 15189, 17025 and 17020.  ☐ Proof of third-party liability insurance or equivalent provisions (if a liability insurance is required by law or other regulations). |
| In addition to the documents above, the CAB should provide information on the following:  ☐ Applicable regulatory requirements |

**Note 1: Additional documents required for a given conformity assessment activity are stipulated in the applicable NiNAS documents**.

Note 2: This application will not be recommended for further action unless it is signed by the nominated representative of the conformity assessment body.

**For NiNAS Use Only:**

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| NiNAS reviewed the application for completeness, including documents and information provided, and that the application is signed. | |
| Reviewed by: |  |
| Name of Programme Manager (if different): |  |
| Date & Signature: |  |
| Remarks or Notes (if any): |  |

1. Please add case no., if available. [↑](#footnote-ref-1)
2. Conformity Assessment Bodies are bodies that perform conformity assessment activities – such as laboratories, certification bodies, inspection bodies or verification bodies etc. [↑](#footnote-ref-2)
3. Verification bodies are bodies engaged in the verification of greenhouse gas emission [↑](#footnote-ref-3)
4. Applicant as well as the name of the CAB (if different) will usually be referred in the accreditation certificate. [↑](#footnote-ref-4)
5. Technical contact person of the CAB for planning and realization of the accreditation procedure. [↑](#footnote-ref-5)
6. Please enclose attachments if space is not sufficient. [↑](#footnote-ref-6)
7. NiNAS strongly recommends the application for the use of the accreditation symbol. Accredited bodies show their status with the accreditation symbol, e.g. on test reports, inspection reports, validation- and verification reports or certificates. However, signing this application implies that the CAB will abide by the NiNAS Rule for the Use of Accreditation Symbols and may not need to sign the Agreement for the Use of NiNAS Accreditation Symbols as provided in Appendix A of PL 001-02. [↑](#footnote-ref-7)
8. NiNAS PL 001-02, ***Rules for the Use of NiNAS Accreditation Symbols*** shall apply in each case. Each type of use shall be announced to and approved by NiNAS before use. [↑](#footnote-ref-8)
9. Usage of combined ILAC-NiNAS- and/or IAF-NiNAS-symbol is possible after signing corresponding sublicense agreement. Rules from ILAC and IAF are to be considered. [↑](#footnote-ref-9)
10. The authorization is valid until it is cancelled by the applicant with written declaration to NiNAS. [↑](#footnote-ref-10)