

<b>Base Standard Program</b>		
<b>PS-Prep ASIS SPC.1 CB Application for Accreditation</b>		
AUTHORITY: Accreditation Manager	EFFECTIVE DATE: 09 September 2011	DOCUMENT NUMBER: <b>FA 2024.02</b>

## Section 1: CB Name, Contact Information, and Processing Fees

CB name:

Street address:

City:

State/province:

Postal code:

Country:

Name of person completing application:

E-mail:

PS-Prep application fee: \$5,000

Note: One fee payable for any or all PS-Prep standards ([ASIS SPC.1](#), [BS 25999-2](#), and/or [NFPA 1600](#)) at time of initial PS-Prep application. Additional application fee will be assessed if CB applies for additional PS-Prep standards at a later date.

### Fees are payable when purchasing application

Application and all supporting documents shall be submitted in English.

Instructions on application process are at [www.anab.org](http://www.anab.org); click on Become a Certification Body.

Application shall be obtained through ANAB's Enterprise Quality Manager (EQM) database at <http://anab.remoteauditor.com> and completed electronically (including submission of all supporting evidence) and submitted to ANAB via EQM. Instructions on how to obtain and upload the application in EQM can be found at [www.anab.org](http://www.anab.org); under Documents, select Heads Up and click on issue 72.

If the completed application is not accepted by ANAB after three reviews, the application will be declined. The CB may re-apply (including payment of application fees) after 60 days.

For details on this ANAB accreditation program, refer to [Accreditation Rule 37](#) (at [www.anab.org](http://www.anab.org), under Documents select Accreditation Rules).

## Section 2: ISO/IEC 17021 Requirements for CBs Not ISO/IEC 17021 Accredited by ANAB

Provide evidence that the CB's certification system includes the requirements of ISO/IEC 17021.

\_\_\_ Not applicable – mark X at left if CB is already an applicant or accredited by ANAB for another program and proceed to Section 3.

Requirement	To Be Completed by CB		To Be Completed by ANAB
	Reference to Supporting Document(s) Including Specific Section References	Comment/Response	Comment/Response
<p>1. Execute (signed) <a href="#">ANAB CB Applicant Agreement</a>, which can be found in EQM under Reference Documents.</p> <p>An electronic signature is acceptable but a typed name is not. If the signature is handwritten, scan the signed document and attach to application electronically.</p>	<b>Initial Response</b>		
			Approved?
	<b>Second Response</b>		
			Approved?
<p>2. Completed <a href="#">ISO/IEC 17021:2011 Requirement Matrix</a>, which can be obtained through the EQM application process.</p> <p>Requirement: <a href="#">ANAB Accreditation Rule 41</a></p>	<b>Initial Response</b>		
			Approved? ANAB-specific comments will be included on completed <a href="#">ISO/IEC 17021 Requirement Matrix</a>
	<b>Second Response</b>		
			Approved?
<p>3. Completed impartiality analysis of relationships to other parts of the company and to other organizations and/or individuals.</p> <p>Requirement: <a href="#">ANAB Accreditation Rule 10</a></p>	<b>Initial Response</b>		
			Approved?
	<b>Second Response</b>		
			Approved?
<p>4. Evidence that the impartiality analysis (referenced in 3, above) was reviewed by the committee responsible for impartiality.</p> <p>Requirement: <a href="#">ISO/IEC 17021, 6.2</a></p>	<b>Initial Response</b>		
			Approved?
	<b>Second Response</b>		
			Approved?
<p>5. Provide names of members on committee established to safeguard impartiality, including key interest group each person represents.</p> <p>It is the CB's responsibility to notify ANAB of any changes.</p> <p>Requirement: <a href="#">ISO/IEC 17021, 6.2</a></p>	<b>Initial Response</b>		
			Approved?
	<b>Second Response</b>		
			Approved?
	<b>Final Response</b>		
			Approved?
	<b>Final Response</b>		
			Approved?

6. Current list of organizations to which the CB out sources work associated with management systems certification.  Requirement: <a href="#">ISO/IEC 17021, 7.5</a>	<b>Initial Response</b>			Approved?
	<b>Second Response</b>			Approved?
	<b>Final Response</b>			Approved?
				Approved?
7. Copy of enforceable arrangements with each organization.  Requirement: <a href="#">ISO/IEC 17021, 7.5</a>	<b>Initial Response</b>			Approved?
	<b>Second Response</b>			Approved?
	<b>Final Response</b>			Approved?
				Approved?

### Section 3: PS-Prep ASIS SPC.1 CB Requirements

Provide evidence that the CB's certification system includes the requirements of PS-Prep program and ASIS SPC.1.

Requirement	To Be Completed by CB		To Be Completed by ANAB
	Reference to Supporting Document(s) Including Specific Section References	Comment/Response	Comment/Response
1. Provide revised <a href="#">ISO/IEC 17021 Requirement Matrix</a> , with document references revised to address this program highlighted. (The 2006 version can be found in EQM under Reference Documents. The 2011 version must be obtained through the EQM application process.) Also include copy of documents that were revised.  Note: Disregard if provided in Section 2 above and indicate "NA" under Initial Response.	<b>Initial Response</b>		
	<b>Second Response</b>		Approved?
	<b>Final Response</b>		Approved?
			Approved?
2. Provide evidence that CB has established measurable competence criteria for person responsible for oversight of PS-Prep certification activities and evidence of that person's competence.  Requirement: <a href="#">Accreditation Rule 37, 8.3</a>	<b>Initial Response</b>		Approved?
	<b>Second Response</b>		Approved?
	<b>Final Response</b>		Approved?
			Approved?
3. Provide list of <a href="#">ASIS SPC.1</a> auditors CB plans to use, including evidence of their competence.  Requirement: <a href="#">Accreditation Rule 37, 8</a>	<b>Initial Response</b>		Approved?
	<b>Second Response</b>		Approved?
	<b>Final Response</b>		Approved?
			Approved?
4. Provide evidence of training CB's audit team members have completed or plan to have	<b>Initial Response</b>		Approved?
			Approved?

<p>completed.</p> <p>Requirement: <a href="#">Accreditation Rule 37, 8.2</a></p> <p>Note: Disregard if provided with application for another PS-Prep standard and indicate "NA" under Initial Response.</p>	<b>Second Response</b>	
		Approved?
	<b>Final Response</b>	
<p>5. Provide evidence that CB audit team members meet <a href="#">ISO 28003, Section 7.4.2</a> requirements.</p> <p>Requirement: <a href="#">Accreditation Rule 37, 9.2</a></p> <p>Note: Disregard if provided with application for another PS-Prep standard and indicate "NA" under Initial Response.</p>	<b>Initial Response</b>	
		Approved?
	<b>Second Response</b>	
<p>6. Provide information on group or person who will make decision on certification for <a href="#">ASIS SPC.1</a>, including evidence of their competence.</p> <p>Requirement: <a href="#">Accreditation Rule 37, 8</a></p>	<b>Final Response</b>	
		Approved?
	<b>Initial Response</b>	
<p>7. Provide evidence of training CB's certification decision makers for program have completed or plan to have completed.</p> <p>Requirement: <a href="#">Accreditation Rule 37, 8.4</a></p>	<b>Second Response</b>	
		Approved?
	<b>Final Response</b>	
<p>8. Describe method by which CB (a) identifies clients that meet the Small Business Administration's definition of a small business and (b) differentiates certification process for a business meeting that definition and one which does not.</p> <p>Requirement: <a href="#">U.S. Public Law 110-53, Title IX</a></p> <p>Note: Disregard if provided with application for another PS-Prep standard and indicate "NA" under Initial Response.</p>	<b>Initial Response</b>	
		Approved?
	<b>Second Response</b>	
<p>9. Provide evidence of how CB will make enforceable arrangements to allow ANAB to perform market surveillance assessments at its sites without CB's participation.</p> <p>Requirement: <a href="#">Accreditation Rule 37, 9.1</a></p> <p>Note: Disregard if provided with application for another PS-Prep standard and indicate "NA" under</p>	<b>Final Response</b>	
		Approved?
	<b>Initial Response</b>	

Initial Response.			
10. Provide statement on CB letterhead signed by company officer that CB will populate ANAB's EQM website at least once per quarter with required PS-Prep client information.  Requirement: <a href="#">Accreditation Rule 37, 9.3</a>  Note: Disregard if provided with application for another PS-Prep standard and indicate "NA" under Initial Response.	<b>Initial Response</b>		Approved?
	<b>Second Response</b>		Approved?
	<b>Final Response</b>		Approved?
			Approved?
11. Provide CB's certificate template.  Requirement: <a href="#">ISO/IEC 17021, 8.2.3</a>	<b>Initial Response</b>		Approved?
	<b>Second Response</b>		Approved?
	<b>Final Response</b>		Approved?
			Approved?

#### Section 4: CB Management Endorsement

Submission steps:

1. Verify responses to all questions are complete and all required information (attachments) is included.
2. Upload application to EQM (<http://anab.remoteauditor.com>). Instructions on how to upload the application and supporting evidence to EQM can be found at [www.anab.org](http://www.anab.org); under Documents, select Heads Up and click on issue 72.
3. The initial (off site) document review takes approximately two weeks.
4. The CB will be notified when the review is complete.

CB management who completed the application and determined that the information meets all applicable requirements:

Name:

Title:

Date: