

<b>Base Standard Program</b>		
<b>OHSMS BS OHSAS 18001 CB Application for Accreditation</b>		
AUTHORITY: EHS Program Manager	EFFECTIVE DATE: 12 April 2012	DOCUMENT NUMBER: <b>FA 2032.02</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:

OHSMS BS OHSAS 18001 application fee: \$5,000

Application fee for each subsequent OHSMS standard: \$1,000

### **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.

The OHSMS base accreditation program includes ANSI/AIHA Z10, CSA Z1000, and BS OHSAS 18001. This application is for BS OHSAS 18001 only. A CB may apply for all three standards (using all three application forms) for the single application fee of \$5,000. If the CB does not apply for all three standards initially and applies for additional OHSMS standards at a later date, the \$1,000 application fee per standard will apply.

For details on this ANAB accreditation program, refer to [ANAB Accreditation Rule 30](#) (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>	<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 CB outsources 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?
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?	

### Section 3: OHSMS CB Requirements

Provide evidence that the CB's certification system includes the requirements of OHSMS.

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.  Requirement: <a href="#">ANAB Accreditation Rule 30</a>	<b>Initial Response</b>		
			Approved?
	<b>Second Response</b>		
			Approved?
2. List scope categories being sought with initial accreditation.  Requirement: <a href="#">ANAB Accreditation Rule 30</a>	<b>Initial Response</b>		
			Approved?
	<b>Second Response</b>		
			Approved?
3. Identify CB personnel with competence for managing program for OHSMS certification.  Requirement: <a href="#">ISO/IEC 17021, 7.2.1</a>	<b>Initial Response</b>		
			Approved?
	<b>Second Response</b>		
			Approved?
4. Provide list of OHSMS auditors CB plans to use,	<b>Initial Response</b>		
			Approved?

including evidence of their competence. Requirement: <a href="#">ISO/IEC 17021, 7.2.2 and 7.2.7</a>		Approved?
	<b>Second Response</b>	
		Approved?
5. Provide information on group or person who will make decisions on certification for OHSMS, including evidence of their competence. Requirement: <a href="#">ISO/IEC 17021, 7.2.9</a>	<b>Final Response</b>	
		Approved?
	<b>Initial Response</b>	
6. Provide information on CB's requirements for OHSMS certification. Requirement: <a href="#">ISO/IEC 17021, 8.6.1</a>		Approved?
	<b>Second Response</b>	
		Approved?
7. Provide copy of CB's application for OHSMS certification. Requirement: <a href="#">ISO/IEC 17021, 9.2.1</a>	<b>Final Response</b>	
		Approved?
	<b>Initial Response</b>	
8. Provide information about CB's process for application review, including determination of competencies needed, and appointment of audit team members and individuals to make OHSMS certification decisions. Requirement: <a href="#">ISO/IEC 17021, 9.2.2</a>		Approved?
	<b>Second Response</b>	
		Approved?
9. Provide information about CB's process for determining audit days for OHSMS certification audits. Requirement: <a href="#">ISO/IEC 17021, 9.1.4</a>	<b>Final Response</b>	
		Approved?
	<b>Initial Response</b>	
10. Provide information about CB's process for determining sampling plan for multiple sites for OHSMS certification audits. Requirement: <a href="#">ISO/IEC 17021, 9.1.5</a>		Approved?
	<b>Second Response</b>	
		Approved?
11. Provide copies of OHSMS certification documents.	<b>Final Response</b>	
	<b>Initial Response</b>	

Requirement: <a href="#">ISO/IEC 17021, 8.2.3</a>		Approved?
	<b>Second Response</b>	
		Approved?
	<b>Final Response</b>	
		Approved?

## Section 4: BS OHSAS 18001 CB Requirements

Provide evidence that the CB's certification system includes the requirements of BS OHSAS 18001.

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. Explain how CB defined (1) competencies necessary for its audit teams to audit legal requirements to which the organization must comply and (2) measures CB uses to ensure these competencies. Requirement: <a href="#">BS 18001, 4.3.2</a>	<b>First Response</b>		Approved?
	<b>Second Response</b>		Approved?
	<b>Final Response</b>		Approved?
			Approved?
2. Explain how CB's audit teams will differentiate between proactive and reactive measures regarding performance measurement and monitoring. Requirement: <a href="#">BS 18001, 4.5.1.d and 4.5.1.e</a>	<b>First Response</b>		Approved?
	<b>Second Response</b>		Approved?
	<b>Final Response</b>		Approved?
			Approved?
3. Explain contractual terms established between CB and organization regarding organization's compliance audits. Requirement: <a href="#">BS 18001, 4.5.2</a>	<b>First Response</b>		Approved?
	<b>Second Response</b>		Approved?
	<b>Final Response</b>		Approved?
			Approved?
4. Provide evidence of competencies for CB's auditors, decision makers, and other staff who will be involved in CB's activities related to BS OHSAS 18001. Requirement: <a href="#">ANAB Accreditation Rule 30</a>	<b>First Response</b>		Approved?
	<b>Second Response</b>		Approved?
	<b>Final Response</b>		Approved?
			Approved?

## Section 5: 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: