

Base Standard Program		
ISO 9001 Quality Management Systems CB Application for Accreditation		
AUTHORITY: Accreditation Manager	EFFECTIVE DATE: 09 September 2011	DOCUMENT NUMBER: FA 2000.10

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:

ISO 9001 application fee: \$5,000

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; 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; 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.

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) ANAB CB Applicant Agreement, 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>	Initial Response		
			Approved?
	Second Response		
			Approved?
<p>2. Completed ISO/IEC 17021:2011 Requirement Matrix, which can be obtained through the EQM application process.</p> <p>Requirement: ANAB Accreditation Rule 41</p>	Initial Response		
			Approved? ANAB-specific comments will be included on completed ISO/IEC 17021 Requirement Matrix
	Second Response		
			Approved?
<p>3. Completed impartiality analysis of relationships to other parts of the company and to other organizations and/or individuals.</p> <p>Requirement: ANAB Accreditation Rule 10</p>	Initial Response		
			Approved?
	Second Response		
			Approved?
<p>4. Evidence that the impartiality analysis (referenced in 3, above) was reviewed by the committee responsible for impartiality.</p> <p>Requirement: ISO/IEC 17021, 6.2</p>	Initial Response		
			Approved?
	Second Response		
			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: ISO/IEC 17021, 6.2</p>	Initial Response		
			Approved?
	Second Response		
			Approved?
	Final Response		
			Approved?
	Final Response		
			Approved?

6. Current list of organizations to which CB outsources work associated with management systems certification. Requirement: ISO/IEC 17021, 7.5	Initial Response			Approved?
	Second Response			Approved?
	Final Response			Approved?
7. Copy of enforceable arrangements with each organization. Requirement: ISO/IEC 17021, 7.5	Initial Response			Approved?
	Second Response			Approved?
	Final Response			Approved?

Section 3: ISO 9001 CB Requirements

Provide evidence that the CB's certification system includes the requirements of ISO 9001.

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 ISO/IEC 17021 Requirement Matrix , 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.	Initial Response		
			Approved?
	Second Response		
2. List scope categories being sought with initial accreditation. Requirement: ANAB Accreditation Rule 42	Initial Response		
			Approved?
	Second Response		
3. Identify CB personnel who have competence for managing program for ISO 9001 certification. Requirement: ISO/IEC 17021, 7.2.1	Initial Response		
			Approved?
	Second Response		
4. Provide list of ISO 9001 auditors CB plans to use, including evidence of their competence.	Initial Response		
			Approved?
	Second Response		

Requirement: ISO/IEC 17021, 7.2.2 and 7.2.7		Approved?
	Final Response	
5. Provide information on group or person who will make decisions on certification for ISO 9001, including evidence of their competence. Requirement: ISO/IEC 17021, 7.2.9	Initial Response	Approved?
	Second Response	Approved?
	Final Response	Approved?
6. Provide information on CB's requirements for ISO 9001 certification. Requirement: ISO/IEC 17021, 8.6.1	Initial Response	Approved?
	Second Response	Approved?
	Final Response	Approved?
7. Provide copy of CB's application form and contract (if applicable) for ISO 9001. Requirement: ISO/IEC 17021, 9.2.1	Initial Response	Approved?
	Second Response	Approved?
	Final Response	Approved?
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 ISO 9001 certification decisions. Requirement: ISO/IEC 17021, 9.2.2	Initial Response	Approved?
	Second Response	Approved?
	Final Response	Approved?
9. Provide information about CB's process for determining audit days for ISO 9001 certification audits. Requirement: ISO/IEC 17021, 9.1.4	Initial Response	Approved?
	Second Response	Approved?
	Final Response	Approved?
10. Provide information about CB's process for determining sampling plan for multiple sites for ISO 9001 certification audits. Requirement: ISO/IEC 17021, 9.1.5	Initial Response	Approved?
	Second Response	Approved?
	Final Response	Approved?
11. Provide sample of certification documents for ISO 9001 (for example, certificate).	Initial Response	Approved?
	Second Response	

Requirement: ISO/IEC 17021, 8.2.3		Approved?
	Final Response	
		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; under Documents, select Heads U, 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: