

<b>Base Standard Program</b>		
<b>ISO 14001 Environmental Management Systems CB Application for Accreditation</b>		
AUTHORITY: Accreditation Manager	EFFECTIVE DATE: 18 March 2010	DOCUMENT NUMBER: <b>FA 2001.08</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:

ISO 14001 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](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.

## 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 – check box 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? Yes <input type="checkbox"/> No <input type="checkbox"/>
	<b>Second Response</b>		
			Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
	<b>Final Response</b>		
			Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>2. Completed <a href="#">ISO/IEC 17021 Requirement Matrix</a>, which can be found in EQM under Reference Documents.</p>	<b>Initial Response</b>		
			Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>  ANAB-specific comments will be included on completed <a href="#">ISO/IEC 17021 Requirement Matrix</a>
	<b>Second Response</b>		
			Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
	<b>Final Response</b>		
			Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
<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? Yes <input type="checkbox"/> No <input type="checkbox"/>
	<b>Second Response</b>		
			Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
	<b>Final Response</b>		
			Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
<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, Section 6.2</a></p>	<b>Initial Response</b>		
			Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
	<b>Second Response</b>		
		Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>	

	<b>Final Response</b>		Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
5. Provide names of members on committee established to safeguard impartiality, including key interest group each person represents.  It is the CB's responsibility to notify ANAB of any changes.  Requirement: <a href="#">ISO/IEC 17021, Section 6.2</a>	<b>Initial Response</b>		Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
	<b>Second Response</b>		Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
	<b>Final Response</b>		Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
6. Current list of organizations to which CB outsources work associated with management systems certification.  Requirement: <a href="#">ISO/IEC 17021, Section 7.5</a>	<b>Initial Response</b>		Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
	<b>Second Response</b>		Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
	<b>Final Response</b>		Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
7. Copy of enforceable arrangements with each organization.  Requirement: <a href="#">ISO/IEC 17021, Section 7.5</a>	<b>Initial Response</b>		Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
	<b>Second Response</b>		Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
	<b>Final Response</b>		Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>

### Section 3: ISO 14001 CB Requirements

Provide evidence that the CB's certification system includes the requirements of ISO 14001.

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. Also include copy of documents that were revised.	<b>Initial Response</b>		Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
	<b>Second Response</b>		Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
			Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>

Note: Disregard if provided in Section 2 above.	<b>Final Response</b>		
			Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Identify CB personnel who have competence for managing program for ISO 14001 certification. Requirement: <a href="#">ISO/IEC 17021, 7.2.1</a>	<b>Initial Response</b>		
			Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
	<b>Second Response</b>		
			Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
	<b>Final Response</b>		
			Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Provide list of ISO 14001 auditors CB plans to use, including evidence of their competence. Requirement: <a href="#">ISO/IEC 17021, 7.2.2 and 7.2.7</a>	<b>Initial Response</b>		
			Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
	<b>Second Response</b>		
			Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
	<b>Final Response</b>		
			Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
4. Provide information on group or person who will make decisions on certification for ISO 14001, including evidence of their competence. Requirement: <a href="#">ISO/IEC 17021, 7.2.9</a>	<b>Initial Response</b>		
			Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
	<b>Second Response</b>		
			Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
	<b>Final Response</b>		
			Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
5. Provide information on CB's requirements for ISO 14001 certification. Requirement: <a href="#">ISO/IEC 17021, 8.6.1</a>	<b>Initial Response</b>		
			Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
	<b>Second Response</b>		
			Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
	<b>Final Response</b>		
			Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
6. Provide copy of CB's application form and contract (if applicable) for ISO 14001.	<b>Initial Response</b>		
			Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>

Requirement: <a href="#">ISO/IEC 17021, 9.2.1</a>	<b>Second Response</b>		Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
	<b>Final Response</b>		Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
7. 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 14001 certification decisions.  Requirement: <a href="#">ISO/IEC 17021, 9.2.2</a>	<b>Initial Response</b>		Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
	<b>Second Response</b>		Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
	<b>Final Response</b>		Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
	<b>Second Response</b>		Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
8. Provide information about CB's process for determining audit days for ISO 14001 certification audits.  Requirement: <a href="#">ISO/IEC 17021, 9.1.4</a>	<b>Initial Response</b>		Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
	<b>Second Response</b>		Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
	<b>Final Response</b>		Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
	<b>Second Response</b>		Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
9. Provide information about CB's process for determining sampling plan for multiple sites for ISO 14001 certification audits.  Requirement: <a href="#">ISO/IEC 17021, 9.1.5</a>	<b>Initial Response</b>		Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
	<b>Second Response</b>		Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
	<b>Final Response</b>		Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
	<b>Second Response</b>		Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
10. Provide sample of certification documents for ISO 14001 (for example, certificate).  Requirement: <a href="#">ISO/IEC 17021, 8.2.3</a>	<b>Initial Response</b>		Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
	<b>Second Response</b>		Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
	<b>Final Response</b>		Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
	<b>Second Response</b>		Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>

## 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 document review (off site) 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: