

Extension of Scope Program		
Scope Category Extension CB Application for Accreditation		
AUTHORITY: Accreditation Manager	EFFECTIVE DATE: 09 September 2011	DOCUMENT NUMBER: FA 2016.06

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:

Scope extension application fee: \$500 (\$100 credit applied if application is accepted in one cycle)

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.

For details on this ANAB accreditation program, refer to [Accreditation Rule 20](#) for ISO 22000 food safety management systems, [Accreditation Rule 30](#) for occupational health and safety management systems, [Accreditation Rule 39](#) for FSSC 22000, [Accreditation Rule 42](#) for quality management systems, and [Accreditation Rule 43](#) for environmental management systems (at www.anab.org under Documents select Accreditation Rules).

Section 2: Scope Extension CB Requirements

Provide evidence that the CB's certification system includes the requirements of the IAF Scope Category.

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. Specify scope category requested using appropriate scope category and accompanying description as in applicable ANAB Accreditation Rule .	Initial Response		Approved?
	Second Response		Approved?
2. Management system documentation for competence of personnel (including auditors) for scope category. Requirement: ISO/IEC 17021, 7.2.2-7.2.7	Initial Response		Approved?
	Second Response		Approved?
3. Management system documentation for any supplemental auditor guidelines, training, checklists, or other tools available to audit team. Requirement: ISO/IEC 17021, 7.2.2-7.2.7	Initial Response		Approved?
	Second Response		Approved?
4. Evidence of competence of personnel (including auditors) for IAF scope category. Requirement: ISO/IEC 17021, 7.2.2-7.2.7	Initial Response		Approved?
	Second Response		Approved?
5. Evidence of technical expertise (for example, résumé or CV), which shall include education, training, and/or relevant work experience. Note: Technical expertise for requested IAF scope category does not have to reside in an advisory committee. The resource for this expertise must be defined within CB's system. Requirement: ANAB Accreditation Rule 18	Initial Response		Approved?
	Second Response		Approved?
6. Management system documentation (referred to in item 6) defining technical expertise for IAF scope category.	Initial Response		Approved?
	Second Response		

		Approved?
	Final Response	
		Approved?

Section 3: Initial Audits

See [Accreditation Rule 20](#) for ISO 22000 food safety management systems, [Accreditation Rule 30](#) for occupational health and safety management systems, [Accreditation Rule 39](#) for FSSC 22000, [Accreditation Rule 42](#) for quality management systems, and [Accreditation Rule 43](#) for environmental management systems.

To be completed by ANAB reviewer

For level 1, is initial witnessed audit required?

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 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: