	<i>The American Association for Laboratory Accreditation</i>	
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For A2LA Office use Only: MASTER CODE: ASSESSMENT NO: CERT NO:

Preface A - Preparation

Please take the following steps before you begin this application to ensure an effective application process. Note: All documents referenced in this application can be accessed by using the “document finder” link located on the home page at www.A2LA.org or by contacting A2LA Headquarters at 301 644 3248.

1. Please obtain and read a copy of the A2LA R301- *General Requirements: Accreditation of ISO/IEC 17020 Inspection Bodies* and the A2LA P101 – *Reference to A2LA Accredited Status-A2LA Advertising Policy*. This will help to ensure a basic understanding of the accreditation process and the general criteria for accreditation. Please note that your organization will be evaluated against these requirements, and all requirements/policies referenced in the A2LA R301- *General Requirements: Accreditation of ISO/IEC 17020 Inspection Bodies* document.
2. Please obtain an official copy of ISO/IEC 17020:1998.
3. Please provide A2LA with a completed form F326 - *Ownership Confirmation - ISO-IEC 17020* to confirm that you have an official copy of ISO/IEC 17020 we can then send you the ISO/IEC 17020 Assessor Checklist.
4. Create and implement a Quality Manual and Management System (policies and procedures) that meet ISO/IEC 17020:1998, IAF/ILAC A4:2005 and applicable A2LA requirements.
5. Perform a self-assessment/internal audit in accordance with section 7.7 of ISO/IEC 17020:1998 to verify compliance with all applicable A2LA requirements, ISO/IEC 17020:1998, your inspection body’s own management system and requested inspections (for which accreditation is being sought) and document the results.
6. Perform a management review in accordance with section 7.9 of ISO/IEC 17020:1998 and document the results.
7. Provide a list of products and/or processes with associated qualification requirements (i.e. guidelines, requirements, standards) for which accreditation is being sought. See page 3 for more guidance on scope content.
8. Please read the policies found in the “Policies” section (Preface B) of this application.

Note: Please note that A2LA requires that a complete internal audit and management review be conducted by your organization prior to accreditation being granted.

Preface B - Policies

A. A2LA Confidentiality Policy: See R301- *General Requirements: Accreditation of ISO/IEC 17020 Inspection Bodies, Part C, Section XVIII*. Please place a checkmark in the appropriate block.

1. I authorize A2LA to release information regarding our application status.
2. I do not authorize A2LA to release information regarding our application status.

B. Language Policy: All documentation must be provided in English and the assessment conducted in English. An appropriate English translation of pertinent documentation must be provided as well as a translator, if needed, to facilitate the on-site assessment. Please refer to R301- *General Requirements: Accreditation of ISO/IEC 17020 Inspection Bodies, Part C, Section I*.



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Part I. Application Information

A. Inspection Body’s Name, Physical Location (as it will appear on your Scope of Accreditation and the A2LA website) and **Contact Information** (see Part III of this document for an explanation of Authorized Representative responsibilities).

Inspection Body Name:		
Street Address:		
City:	State:	Zip Code:
Country (if other than U.S.A.):		
Authorized Representative’s Name: Mr. <input type="checkbox"/> , Mrs. <input type="checkbox"/> , Ms. <input type="checkbox"/> , Dr. <input type="checkbox"/>		
Authorized Representative’s Title:		
Telephone Number:		
Fax Number:		
Email Address*:		

*Note updates to A2LA Policies will be transmitted to enrolled and accredited organizations via email whenever possible.

B. Inspection Body’s Website Address (enter the web site address of your organization *only* if you wish to include a link to your website on the A2LA website. If you do not want your web site listed on A2LA’s, please leave this section blank).

Website address

C. Other Addresses (if different from the Inspection Body’s physical location address).

Mailing Address

Billing Address

D. Inspection Body’s Accounts Payable Information

Contact Name:
Telephone Number:
Fax Number:
Email Address:

Branch organization status; please refer to *P106 - Branch System Policy* for additional information on branch systems.

1. Main Organization <input type="checkbox"/> (Main Inspection Body)	2. Branch Organization <input type="checkbox"/> (Branch Inspection Body)	3. If applying as a branch organization, please indicate the A2LA Master Code of main organization: _____
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Note 1. Only select the Branch Organization box if the main inspection body application has already been received at A2LA.

Note 2. A separate application must be completed for each branch inspection body.

Part II. Inspection Body Technical Information

A. Type of Inspection Body

Inspection Body Type (as defined in ISO/IEC 17020 clause 4.2), please check one:

<input type="checkbox"/>	Type A: Not involved in design, manufacture, supply, installation, use or maintenance. Provides “third party” inspection services;
<input type="checkbox"/>	Type B: Separate from the parent organization which is involved in design, manufacture, supply, installation, use or maintenance, but provides inspection services only to the parent organization;
<input type="checkbox"/>	Type C: Involved in design, manufacture, supply, installation, use or maintenance, and provides inspection services to any interested party

B. Description of Inspection Capabilities*

The following table is an example of the detail that should be submitted with your application with respect to the requested scope of accreditation. Please provide a detailed description of the inspections that you wish to have accredited in the table provided on the next page.

Description of Inspection(s)	Procedure and/or Specification	Product Types	Further Description of Inspection Activities
<i>Provide a general description of each type of inspection that your organization performs,</i>	<i>Provide a detailed listing of the procedures or specifications against which the inspections are performed.</i>	<i>Provide a detailed listing of the specific types of products which your organization inspects.</i>	<i>Provide specific details about the types of inspections that make up the inspection activities.</i>
Example: Billboard Structure Inspection	Example: Outdoor Billboard Inspection Procedure AA	Example: Single Pole or Unipole Style, I-Beam and Angle Beam, Direct Embedment, Bolt Cage, Rooftop Mounted and Wall Mounted Structures	Example: 1. Visual inspection of the foundation, base, column(s), head plate, torsion pipe, sign frame, fasteners and welds 2. Verification of Joint Tightness 3. Component Hardness

***Forensic Inspection – See F325 – Scope of Accreditation Selection List: Forensic Inspection Bodies for examples**



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Part II. Inspection Body Technical Information (continued)

Per the examples given in the example above, please list the types of inspections for which your organization is seeking accreditation.*

Description of Inspection(s)	Procedure and/or Specification	Product Types	Further Description of Inspection Activities

Forensic Inspection: Please provide a list of inspection activities / processes (e.g. fingerprint visualization and collection) as described in F325 – Scope of Accreditation Selection List: Forensic Inspection Bodies


C. Inspection Personnel

1. Number of inspectors enveloped under this accreditation: _____

Please list all technical personnel responsible for performing each of the types of inspections, **technologies, or methods or processes** for which accreditation is sought as well as which inspection(s) each has been fully trained and authorized to perform. Please also indicate all methods **or processes** that are performed in the field (whether exclusively or occasionally). **The following matrix may be used, with additional sheets attached as needed; alternatively you may attach your organization’s inspection authorization matrix:**

TYPES/ METHODS OF INSPECTION	PERSONNEL:					
	e.g., J. Doe					
Billboard inspections	X					

Or, inspection authorization matrix attached.

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Part III. Conditions for Accreditation

A. To attain and maintain accreditation, an applicant must agree to:

- 1) Afford accommodation and cooperation as is necessary to enable A2LA to verify compliance with the requirements for accreditation including provision for examination of documentation (including documents that provide insight into the level of independence of the applicant from any other related activities undertaken by their organization, where applicable) and access to all calibration and testing areas, equipment, records and personnel (including arrangements for witnessing accredited activities when requested and practicable) for the purposes of assessment, surveillance, reassessment, resolution of complaints, and fulfillment of Mutual Recognition Arrangement (MRA) and/or specifier requirements;
- 2) Comply at all times with the criteria, relevant requirements documents (e.g., *R301- General Requirements: Accreditation of ISO/IEC 17020 Inspection Bodies*, *P101 – Reference to A2LA Accredited Status-A2LA Advertising Policy* and *P102 – A2LA Policy on Measurement Traceability*), and conditions for accreditation;
- 3) Maintain impartiality and integrity;
- 4) Retain all quality records and technical records supporting reported results (as defined in the relevant management system standard(s) such as ISO/IEC 17025, ISO 15189, ISO 17020, etc.) throughout the period between A2LA full assessments bearing in mind that adequate records (e.g. measurement uncertainty estimates, complaint records, etc.) must be available to demonstrate full compliance with the requirements for accreditation;
- 5) Claim that it is accredited only in respect of services for which it has been granted accreditation and which are carried out in accordance with these conditions;
- 6) Pay such fees as shall be determined by A2LA;
- 7) Not use its accreditation in such a manner as to bring A2LA into disrepute and not make any statement relevant to its accreditation which A2LA may consider misleading or unauthorized;
- 8) Upon suspension, withdrawal or expiration of its accreditation (however determined) discontinue its use of all advertising matter that contains reference thereto, return any certificates and scopes of accreditation to A2LA.
- 9) Not use its accreditation to imply product approval by A2LA;
- 10) Endeavor to ensure that no certificate or report, nor any part thereof, is used in a misleading manner;
- 11) In making reference to its accreditation status in communication media such as advertising, brochures, comply with the requirements of A2LA;
- 12) Inform A2LA headquarters within 30 days and in writing of changes or pending changes in any aspect of the organization's status or operation that affects the organization's legal, commercial or organizational status; organization or management (e.g., managerial staff); policies or procedures, where appropriate; premises; personnel, equipment, facilities, working environment or other resources, where significant; authorized signatories; or such other matters that may affect the organization's capability, or scope of accredited activities, or compliance with the criteria, requirements and conditions for accreditation;
- 13) Carry out any adjustments to its procedures in response to due notice (by A2LA newsletter, email and/or hardcopy) of any intended changes by A2LA to the criteria, requirements, or conditions for accreditation, in such time as in the opinion of A2LA is reasonable.



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Part III. Conditions for Accreditation (continued)

In order to apply, the applicant’s AUTHORIZED REPRESENTATIVE and DEPUTY AUTHORIZED REPRESENTATIVE, must agree to the above conditions for accreditation and must attest that all statements made on the application are correct to the best of his/her knowledge and belief. An accredited organization’s AUTHORIZED REPRESENTATIVE is an official who represents the inspection body in all matters related to attaining and maintaining A2LA accreditation. This official is A2LA’s primary point of contact with the inspection body. An Accredited Organization’s Authorized Representative should be in a position of authority to ensure that the inspection body complies with the A2LA criteria. Furthermore, this representative is responsible for ensuring that all of the relevant conditions for accreditation are met as of the date this document is signed. In the absence of the AUTHORIZED REPRESENTATIVE the DEPUTY AUTHORIZED REPRESENTATIVE is responsible for implementing all of the responsibilities of the Authorized Representative as outlined above. During the on-site assessment, the assessor(s) will examine records and documentation to verify compliance with these Conditions for Accreditation.

As the applicant Organization’s Authorized Representative and Deputy Authorized Representative, I agree to the above conditions for accreditation. I attest that all statements made on this application are correct to the best of my knowledge and belief.

1. AUTHORIZED REPRESENTATIVE

Authorized Representative Signature (from page 2, Part I, section A) Today’s Date

Signature and date input fields for Authorized Representative

2. DEPUTY AUTHORIZED REPRESENTATIVE

Deputy Authorized Representative Printed Name Deputy Authorized Representative Title

Name and title input fields for Deputy Authorized Representative

Telephone Number Fax Number Email Address

Contact information input fields for Deputy Authorized Representative

Deputy Authorized Representative Signature Today’s Date

Signature and date input fields for Deputy Authorized Representative



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Part IV. Fee Schedule

A. Payment Options: Please remit a check payable to A2LA. If your organization utilizes Purchase Orders/Contracts please place a checkmark in the box on page 8 of the application. Please be sure to include the purchase order/contract with the application. An invoice will be provided by A2LA for payment. If you elect to make payment with a Credit Card, please contact the Financial Services Department at 301-644-3248 or visit our website at www.A2LA.org.

B. Fee Calculations:

Initial Application Fee (\$ 800.00) - One time fee for all new applicant inspection bodies. This fee is waived if the applicant facility is already accredited with A2LA under another program such as laboratory accreditation.

Annual Fee (\$ 1,300.00) - Although accreditation is granted for two years, an Annual Fee is required every year to continue the accreditation. This fee is reduced to \$ 1,000.00 for each branch facility or if the applicant is already accredited with A2LA under another program such as laboratory accreditation.

Assessment Fee (actual cost of assessment) - A2LA requires an initial Assessor Deposit of \$ 2,000.00 per assessor towards the actual costs of the assessment. These actual costs can vary significantly depending upon the inspection body's size, desired scope of accreditation, and adequacy of its preparation for the assessment. Assessors will leave a written estimate of actual assessment costs upon departure. After the assessment takes place, you will be billed (or refunded) the difference between the actual costs and the Assessor Deposit. Actual costs are computed based on:

- Total Assessment Time¹ at \$ 1080 per 8-hour day;
- Travel (airfare, rental car, or private auto @ IRS allowable rate); and
- Accommodations & Miscellaneous (hotel, meals, parking, calls, etc.)

A full renewal assessment is conducted every two years. If there are substantial changes in operations or concerns about the inspection body's performance, reassessment at the prevailing assessor rate may be required sooner than the normal two-year interval. Additional inspection categories may be added to an inspection body's scope of accreditation at any time, but may result in the need for an interim on-site assessment.

Surveillance Assessment (actual cost of the assessment) – A2LA requires that all newly accredited inspection bodies undergo an on-site surveillance visit at the mid-point of the **first** 2-year accreditation, period. This surveillance is normally limited to one-day on-site. Future surveillance visits are only arranged when deemed necessary.

Refund Policy. The A2LA Application Fee is non-refundable. If an organization withdraws the application before completion of the assessment, it may apply for a refund of up to 50 % of the A2LA annual fee(s) and the balance of the unexpended assessor deposit. There will be no refund of annual fees after the assessment has been completed. Refunds of any balance remaining on the assessor deposit will be made at the time of the accreditation decision. Any withdrawal or refund request must be in writing.

¹ Assessment Time. The on-site assessment time is based on the size and complexity of the requested Scope of Accreditation (typically between 1-4 days), with additional time taken for preparation and report writing. If travel takes more than two hours, an additional cost at one half the assessment rate will be added for each additional hour. It is to the Inspection Body's advantage to be prepared and to help prepare the assessors beforehand. If the quality system documentation is not sent to assessors beforehand, assessors will need additional time at the Inspection Body's facility. If the scope of accreditation changes significantly as the assessment progresses, assessors will also need more time. If there are significant deficiencies, assessor follow-up time may be charged. A2LA audits the expenses and pays assessors. Do not pay assessors directly. Do check the assessor's written estimate of assessment costs.



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Part IV. Fee Schedule (Continued)

TO INITIATE THE ACCREDITATION PROCESS, PLEASE SUBMIT THE FOLLOWING FEES:

Check this box if your organization utilizes purchase orders or contracts.

B. Fee: Identify from Part II section A of these instructions the type of Inspection body for which you are applying (main or branch).

Calculation

1. Initial Application Fee for Main Inspection Body (for new inspection bodies in the system, first year only)¹ If applying as a Branch Organization skip to item 2.

Note: This fee is waived if the applicant is already accredited with A2LA under another program, such as laboratory accreditation (at the same location) .

2. Initial Application Fee for Branch Organization (for new applicant, first year only). If applying as a Main Inspection Body skip to item 3.

3. Annual Fee for Main Inspection body Body.² If applying as a Branch Organization skip to item 4.

4. Annual Fee for Branch Inspection body Body.

5. A2LA accredited organizational membership discount. If you do not have an A2LA membership, skip to item 7.

6. Assessor Deposit for Main or Branch Inspection body Body.

7. TOTAL AMOUNT DUE – Please Remit Check Payable to A2LA.

Fee	Total
\$800	
\$800	
\$1300	
\$1000	
\$(200)	
\$2000	\$2000
\$USD	

Please provide pages 1-3 if submitting payment prior to completed application.

Call A2LA Financial Services at 301-644-3248 for more information.

Note 2: Annual Fee –

Although accreditation is granted for two years, payment of a yearly Annual Fee is required to continue accreditation into the second year. There is a discount of \$300 for more than one organization and/or more than one field, but only if an Authorized Representative centrally coordinates the applications and fee payments for all organizations and all fields [see [P106 - Branch System Policy](#) for more information]. There is also a discount of \$200 off the recurring annual fee, once accredited, for those organizations that have purchased an organizational membership with A2LA.



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Part V. Supporting Information

Please use this checklist to review your application package prior to submission to A2LA. Completion of the required items is necessary for the efficient processing of your application. Delays may occur if clarification or additional information is needed. Before mailing your application to A2LA, please be sure you have read and done the following:

- Read *R301- General Requirements: Accreditation of ISO/IEC 17020 Inspection Bodies* and other referenced requirement and policy documents to ensure a basic understanding of the accreditation process.
- Enclosed an organization chart.
- If the Inspection Body is part of a larger organization and/or involved in activities other than the performance of inspections, enclosed a chart of its position and reporting relationships within that organization.
- Enclosed a completed *C301 - General Checklist – ISO/IEC 17020 Inspection Body Accreditation Program*.
Note: due to copyright restrictions this checklist is NOT available on our website. Please contact A2LA to obtain a copy of this checklist.
- (Forensic Inspection Only) Enclosed a completed *C318 - Specific Checklist - Forensic Examination Accreditation Program-Inspection*
- Enclosed a copy of the Inspection Body's current uncontrolled quality manual, operating procedures and work instructions.
- Enclosed a list of all equipment used as part of the inspection process.
- Enclosed the inspector witnessing plan as required in R301, section VII.
- Completed all sections of this application.
- Read, understood, signed and returned the Conditions for Accreditation (pages 5 and 6).
- Reviewed the Fee Schedule and paid the appropriate fees. An application cannot be considered complete until payment, or an arrangement for payment is made.



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Part VI. Survey

A. Please indicate your reason(s) for pursuing accreditation with A2LA.

B. Please indicate how you heard about A2LA (e.g. tradeshow, trade magazine, colleague, website, presentations, etc.). Please also identify any A2LA Staff Members that assisted you with this application.

C. Please list all accreditations currently maintained with any other accreditation body, accreditation/recognition with a government agency, or additional supplier audits.

Part VII. Mailing Instructions

**Please return the entire application, along with the requested supporting documentation and payment of fees to:
The American Association for Laboratory Accreditation
5301 Buckeystown Pike, Suite 350
Frederick, MD 21704**

Please direct all questions regarding this application to our office at 301 644 3239.

END OF APPLICATION

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DOCUMENT REVISION HISTORY

Date	Description
05/11/2007	Original Issue of this document.
02/05/2009	Conditions for Accreditation updated to match R102
07/10/2009	General formatting/editorial updates, no substantive changes from previous version
7/13/2010	Added references to A2LA documents <i>F325 – Scope of Accreditation Selection List: Forensic Inspection Bodies</i> ; form <i>F326 - Ownership Confirmation - ISO-IEC 17020</i> ; <i>C318 - Specific Checklist - Forensic Examination Accreditation Program-Inspection</i>