



The American Association for Laboratory Accreditation

F326 – Ownership Confirmation: ISO/IEC 17020

Document Initiated:

July 13, 2010

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Part I: Instructions

A. General Information - In order to achieve A2LA Inspection Body accreditation, Conformity Assessment Bodies (CABs) are required to have an official copy of ISO/IEC 17020:1998. There are a number of sources for ordering this international standard. Please visit the A2LA web site at www.A2LA.org to view some of these sources. Once you have obtained a copy of ISO/IEC 17020:1998, under the fair use clause of U.S. copyright law; A2LA will provide you with an electronic copy of the ISO/IEC 17020:1998 Assessor Checklist, containing the full text of the standard and IAF/ILAC-A4:2004, *Guidance on the Application of ISO/IEC 17020*. A completed assessor checklist must be submitted as part of your application for accreditation. To obtain the 'full text' checklist, please complete the following form and fax it to A2LA.

1. **Your Printed Name** - Your printed name should include your full first and last name.
2. **Facility Name** - Include the Complete Facility Name.
3. **Facility Address** – Include the Street Number, Street Name, City, State Abbreviation and Zip Code.
4. **Telephone Number** - Enter your facility's current telephone number including area code any extension information.
5. **Email Address** - Enter your current email address.

B. Affidavit – By signing this affidavit you are confirming that you have obtained an official copy of ISO/IEC 17020:1998 and will be able to show the copy to the assessor during the on-site assessment.

- a. **Your Printed Name** – Your printed name should include your full first and last name.
- b. **Signature** – Sign your full name without abbreviating it or using initials. The signature must be legible.
- c. **Today's Date** - Enter the date the Affidavit was signed.

C. Assessor Checklists – Place a check mark next to the checklist(s) you would like to receive. It is possible to receive more than one checklist. If you are unsure as to which checklist to select please call the A2LA Office at 301-644-3248 for assistance.

1. *C301 - General Checklist - ISO-IEC 17020 Inspection Body Accreditation Program* - contains the full text of ISO/IEC 17020:1998 and IAF/ILAC-A4:2004, *Guidance on the Application of ISO/IEC 17020*.
2. *C318 - Specific Checklist - Forensic Examination Accreditation Program-Inspection* – contains the full text of A2LA requirement document *R309 - Specific Requirements - Forensic Examination Accreditation Program-Inspection*.

D. Please indicate whether you would prefer your checklist to be submitted to you either:

1. Electronically – with this selection the checklist will be sent via email in word format.
2. Hard Copy through USPS mail – with this selection a hard copy checklist is sent via United States Postal Service.



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Part II: Form

A. General information - To obtain the C301 - General Checklist - ISO-IEC 17020 Inspection Body Accreditation Program, please complete the following form and email or fax it to A2LA.

1. Your Name 2. Facility Name

3. Facility Address
Number and Street
City State Zip Code

4. Email Address 5. Telephone Number

B. Affidavit - I hereby confirm that I have obtained an official copy of ISO/IEC 17020:1998 and will be able to show the copy to the assessor during the on-site assessment.

1. Your Name 2. Your Signature 3. Today's Date

C. Assessor Checklists (Please check all that are requested)

- 1. C301 - General Checklist - ISO-IEC 17020 Inspection Body Accreditation Program
3. C318 - Specific Checklist: Forensic Accreditation Program (Inspection)

D. I would like my checklists(s): Sent to me electronically. Sent to me through USPS mail.

E. SEND THIS FORM DIRECTLY TO A2LA VIA EMAIL AT "info@A2LA.org" or via fax to 301 662 2974. Your copy of the Assessor Checklist(s) should be forwarded to you within 5 working days.

Table with 4 columns: For A2LA Use Only, Date Received, Date Processed, By: