

FS24 New Applicants – Applying for Accreditation using the INAB CRM

1. Objective

This factsheet will provide new applicants guidance when applying for accreditation using our IT system, the INAB CRM. Our system manages the full accreditation process from your application right through to the award of accreditation and the maintenance of same.

2. Process

New applicants are required to complete their application online using the INAB CAB portal.

- a. Use this [link](#) to contact INAB for access to our CRM system using the Contact Form – “Choose New Applicant – *access to CRM*” from drop down
- b. INAB will send you an email that includes a REGISTRATION link
- c. This link will be valid for 30 days – contact INAB if your link is invalid
- d. Follow the link and create your password
- e. You can now complete your CAB Profile
- f. Once this is completed you can apply for accreditation

3. Timeline

INAB is currently experiencing an increase in applications. Therefore, it can take up to 15 working days before your submitted application will be reviewed and assigned to an Assessment Manager. You can expect to have contact from your Assessment Manager within 30 working days.

4. Which Standard(s) am I applying for?

INAB offer accreditation to a number of international standards. It is important before you begin your application that you are clear on the standard that you should choose i.e ISO 17025 testing; ISO 17020 inspection etc. Click here for [standards](#).

CHECK - AM I READY TO APPLY FOR ACCREDITATION VIA THE CRM?

- I have received my *Complete Registration* link via email ✓
 - I have completed my CAB Profile online ✓ [Section 3 of the CAB Portal Guide]
 - I am clear on the standard/ Scope of Accreditation I want to apply ✓
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5. APPLYING FOR ACCREDITATION – what does the application involve?

The application involves a four step process - the table below outlines what's expected at each step of the process.

Details on how to complete each step is documented in **Section 4 of the CAB Portal Guide**.
It is possible to save and return to your application at another time.

STEPS	Details
Step 1 of 4 - Standards and Sub Scope A Purchase Order (PO) must be entered to proceed. Link to FEEs.	You are presented with a drop down menu of options to choose the relevant standard and scope to which you apply. NB – if you are not sure which standard to choose, please contact INAB. <i>Adding and saving the incorrect standard will cause delays.</i>
Step 2 of 4 - Application Scope	Outline key personnel, no's of staff, If part of a larger organisation/ Notified body.
Step 3 of 4 - Scope of Accreditation Interpreting Scopes of Accreditation FS-14 A factsheet is available on our website - click here.	In this step, you outline the scope of accreditation to which you wish to apply. There are 2 ways to complete this section, you can fill in the inline table OR download the excel template. Only one option can be used. It is advisable to use the excel template if you have a large scope. The excel template is structured with existing drop down options and open text columns. How can I delete a row? The guidance provides information on how to delete a row entered in error at this stage – see Section 4, Step 3 in the CAB Portal Guide. Error on upload: If you receive errors on upload, the error advises that your scope could not be uploaded, e.g row 2 has missing or invalid site. Return to your excel document you saved and edit row 2. Save and upload.

	For further guidance on completing and uploading your scope - see section 4.3 <i>Upload your scope</i> in the Cab Portal Guide.
Step 4 of 4 - Application Declaration	<p>You are required to PRINT and sign your declaration. Download and complete the applicable CHECKLIST from the Portal Library.</p> <p><i>Once completed, you need to upload your declaration, AF108 (download from Portal Library) and your Quality Manual.</i></p> <p>Something to watch: When you browse and upload your documents, you NEED to then SUBMIT</p> <p>IT IS IMPORTANT to check that the status of your application is at submitted. This can be checked within your account.</p>

6. Where can I locate the CAB PORTAL GUIDE?

- The guide can be found on the Portal Library (when you log in to the Portal)
- [Link](#) to document on our website

7. How do I access the INAB CAB Portal?

Once you have **completed your registration**, the link below should be used for accessing the CAB Portal.

<https://inabcrportal.azurewebsites.net/>

8. PS10 Documentation for INAB Assessment Preparation

<https://www.inab.ie/Documents-Forms/Policy/Submission-of-Documentation-in-preparation-of-an-INAB-visit-PDF-8-Pages-246KB-.pdf>

9. How to contact us?

[INAB](#)

Full details on the INAB Accreditation Process [here](#).