| Application for review of conformity assessment schemes | AF-3-B |
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| This document is designed to capture criteria by which a conformity assessment scheme will be initially evaluated by INAB, to determine suitability for accreditation prior to any witnessing activity. Successful completion of the review at this stage in no way implies that accreditation will ultimately be awarded by INAB.In evaluation of conformity assessment schemes, it is envisaged that there are two scenarios:1. The scheme is the property of a body that is accredited or is applying for accreditation
2. The scheme is the property of a body that does not intend to be accredited, but is applying for scheme acceptance

For completion of this document please refer to EA-1/22, IAF MD 25 and INAB policy statement PS18, available at [www.european-accreditation.org](http://www.european-accreditation.org), [www.iaf.nu](http://www.iaf.nu) and at [www.inab.ie](http://www.inab.ie) It is expected that the scheme owner should complete this form, regardless of whether the scheme owner fits into scenario 1 or 2. Note: Applications for accreditation in support of regulation/legislation and with a regulatory/legislative deadline must clearly state the deadline on this form and be submitted 6 months in advance of that deadline. |
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| **INAB Procedure:**1. This form shall be completed in full and returned with applicable supporting documentation for evaluation by INAB.
2. The scheme owner (SO) is advised that a fee shall be incurred for the evaluation of this scheme and an estimate can be provided, on request.
3. The INAB team shall review this form and raise findings which must be addressed prior to any assessment activity being performed.
4. The scheme review will be completed by lead assessor and technical expert(s) as appropriate
5. The scheme review is normally completed off-site, but an onsite evaluation may be undertaken if INAB deems it necessary.
6. Where the scheme involves (or is intended to involve) CABs in other jurisdictions, INAB may choose to collaborate with other accreditation bodies on its review.

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| **A1** | **Application made by:***(Note that if application is made by a conformity assessment body (CAB), please also include application via the CRM for initial accreditation or for extension to scope as applicable)* | Name of body:      |
| **A2** | **Name of the conformity assessment scheme:** | Click here to enter text. |
| **A3** | **Requirements against which conformity is to be assessed:** | *Name of normative document (the standard, specification etc. used by the conformity assessment body to assess its client)*:Click here to enter text. |
| **A4** | **CAB(s) involved** (if different from scheme owner): | Click here to enter text. |
| **A5** | **Regulatory/legislative deadline** (if applicable, see note above): | Click here to enter text. |
| **A6** | If this application is being made by a CAB on behalf of a scheme owner, what contractual agreement is in place with the scheme owner: | Click here to enter text. |
| **A7** | Does the scheme owner have a process for making necessary changes to the scheme, and undertake to communicate all changes to the scheme to INAB, the CAB(s) and certified entities involved? | Click here to enter text. |
| **A8** | Does the scheme owner validate any changes that could affect the output of the scheme? | *Please provide details*Click here to enter text.  |
| **A9** | If the scheme owner provides clarification on the scheme to any interested party, does the scheme owner undertake to make this information available to INAB and to CABs associated with the scheme? | Click here to enter text. |
| **A10** | List the scheme documentation, and include with this application (or provide a link for access) | *All normative documents, guidelines, procedures, checklists, sample certificates/reports etc. as appropriate must be included*Click here to enter text. |
| **A11** | Is a general description of the scheme publicly available without request? | *Please provide a link to the location where the scheme is described*Click here to enter text. |
| **A12** | Is there a legally enforceable agreement between the scheme owner and CABs it authorises? | *Please supply a copy, or provide a link to its location if available online*Click here to enter text. |
| **A13** | Is there a legally enforceable agreement between the scheme owner and INAB? | *Please supply a copy*Click here to enter text. |
| **A14** | Does the scheme owner have a procedure for dealing with complaints relating to the scheme? | *Please supply a copy, or provide a link to its location if available online*Click here to enter text. |

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| **A15** | Does the scheme owner have a process for periodic review of the scheme? | *Please provide details*Click here to enter text. |
| **A16** | Does the scheme include legal requirements? | *Please provide details* |
| **A17** | Does the scheme describe methods used to monitor that the certificate holder continues to comply with requirements? | *Please provide details, and indicate where this is included in scheme documentation.*Click here to enter text. |
| **A18** | Where the scheme owner authorises a CAB to perform conformity assessment activities against the scheme before accreditation is awarded, does the scheme require CABs to be accredited within a defined period of time? | *Please provide details, and indicate where this is included in scheme documentation.*Click here to enter text. |
| **A19** | Provide details of any training carried out on this scheme. | Click here to enter text. |

The questions below are taken directly from EA-1/22 and IAF MD 25 and are considered mandatory for INAB to make a proper evaluation of the scheme. Scheme owner feedback to the questions and INAB conclusions are records that shall be kept within the INAB management system. These records will include the rationale for INAB’s decision in relation to the scheme and may be requested by other accreditation bodies or by EA. They will be available for evaluation by INAB’s peers.

Some questions may not be applicable to some schemes.

| **Q** | **To be completed by the scheme owner:** | **INAB review and comment (refer to finding raised)** |
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| **1** | Is the scheme owner willing to use INAB as the unique contact point (‘home AB’) for the evaluation of the scheme?*(Note that if the scheme ceases to have any INAB accredited CABs, INAB may choose not to act as the home AB anymore. In this case, it will be the responsibility of the scheme owner to ask another accreditation body to take over the role as home AB)*Click here to enter text. | Click here to enter text. |
| **2** | Is the scheme currently being used by CABs under accreditation from any other EA members? If yes, please identify the EA member. If no, but it has previously been reviewed by an AB, please provide details and outcome of the evaluation.Click here to enter text. | Click here to enter text. |
| **3** | Provide a full description of the scheme owner including:  |
| **3a** | * Name and acronym:

Click here to enter text. | Click here to enter text. |
| **3b** | * Type of legal entity:

Click here to enter text. | Click here to enter text. |
| **3c** | * Address:

Click here to enter text. * Web address:

Click here to enter text. | Click here to enter text. |
| **3d** | * Members (if relevant) and membership rules:

Click here to enter text. | Click here to enter text. |
| **3e** | * Brief history:

Click here to enter text. | Click here to enter text. |
| **3f** | * Any other activities performed if relevant:

Click here to enter text. | Click here to enter text. |
| **3g** | * Relations to or links with other organisations and the authorities, both at international and national levels, if any:

Click here to enter text. | Click here to enter text. |
| **3h** | * Technical area of activity *(for example aerospace, electrical testing, food safety, etc.)*:

Click here to enter text. | Click here to enter text. |
| **3j** | Does the scheme owner perform any kind of activity to confirm recognition of CABs which wish to work within the scope of the scheme, beyond requiring that they are accredited to the scheme requirements? If so, describe it and identify the scheme document(s) where this is stated.*(Note that if the scheme owner monitors CABs, it should cooperate with INAB and any other ABs, and give feedback to the ABs on the performance of those CABs)*Click here to enter text. | Click here to enter text. |
| **4** | Describe the objectives of the scheme(*Indicate where these objectives are included in the scheme*)Click here to enter text. | Click here to enter text. |
| **5** | Specify the statement of conformity which appears on conformity assessment documents*(And indicate where this statement is specified in the scheme)*Click here to enter text. | Click here to enter text. |
| **5a** | Specify the scheme owner’s proposed wording to be used on a CAB’s scope of accreditation, including the documents to be quoted.*(This expression of scope shall be the one used by all ABs offering accreditation of CABs in relation to this scheme)*Click here to enter text. |  |
| **6** | Provide evidence of market need or support for the scheme. *(Describe, and attach documentary evidence as appropriate):*Click here to enter text. | Click here to enter text. |
| **7** | Under which conformity assessment standard(s) does the scheme operate? *(For example product certification, testing, etc.)*ISO/IEC 17020 *(inspection)* [ ] ISO/IEC 17021-1 *(certification of management systems)* [ ] ISO/IEC 17024 *(certification of persons)* [ ] ISO/IEC 17029 *(validation and verification)* [ ] ISO/IEC 17065 *(certification of products, processes or services)* [ ] Include the rationale for your choice and identify the scheme document where it is established.*(Note that the conformity assessment process must fall under the scope of one of the above standards without contradictions or exclusions)* Click here to enter text. | Click here to enter text. |
| **8** | Is any specific application or explanation of the accreditation standard included in the scheme? *(e.g. specific competence criteria for auditors/evaluators/inspectors/technical experts/audit teams, audit/evaluation/inspection criteria, specific details in the audit/evaluation/inspection reports), if applicable. If so, please indicate where these requirements are given in the scheme documentation.)* Click here to enter text. | Click here to enter text. |
| **9** | Is the scheme intended to be used only at a national level? If no, please specify geographical area of acceptance, for example, a few European countries, all of Europe or global.Click here to enter text. | Click here to enter text. |
| **10** | Has the scheme owner established scheme specific requirements for the operation of CABs wishing to operate within the scheme? If YES, please describe the specific scheme requirements and identify the scheme documents where these are described. State also how such requirements are made publicly available.*(Please also attach documents as appropriate):*Click here to enter text. | Click here to enter text. |
| **11** | Does the scheme owner (by itself or through another organisation) perform any kind of assessment of the CAB? If so, refer to (and attach) the scheme document where it is described:Click here to enter text. | Click here to enter text. |
| **12** | Does the scheme owner perform any other kind of activity to confirm recognition of CABs which wish to work within the scope of the scheme, beyond requiring that they are accredited to the scheme requirements? If so, describe the activity and identify the scheme document(s) where this is stated.Click here to enter text. | Click here to enter text. |
| **13** | If the answer to question 12 is YES, does the scheme owner request accreditation bodies to accept or take into account such an assessment during the accreditation process? If so, please identify the scheme document where this is described:Click here to enter text. | Click here to enter text. |
| **14** | Does the scheme request EA or EA members to cooperate with the scheme owner on issues other than accreditation of CABs? If so, describe the relationship and terms of cooperation and refer to the scheme document where this arrangement is described:Click here to enter text. | Click here to enter text. |
| **15** | Has the scheme owner established scheme specific requirements for the operation of accreditation bodies? If YES, please identify and attach the scheme document where these are described, and explain for each of them the reason why these specific requirements have been introduced in terms of the goal of each of them and of the expected added value. *(Note that any requirements for INAB or other ABs must be in the scheme documentation, not in a separate arrangement)*Click here to enter text. | Click here to enter text. |
| **16** | What is the object of conformity assessment? Please state as specifically as possible and submit a copy of the certificate containing the specific attestation. *(Objects of conformity assessment may be products, services, materials, installations, processes, systems, persons or bodies.)*Click here to enter text. | Click here to enter text. |
| **17** | What are the specific requirements relating to the characteristics of the object of conformity assessment? Please identify the scheme documents where these are stated. Notes: * Requirements shall be written in a clear, direct and precise manner and they shall result in accurate and uniform interpretation, so that parties making use of the normative document are able to derive from the contents of the normative document a common understanding of its meaning and intent.
* Requirements shall be written in terms of results or outcomes, together with limiting values and tolerances, where pertinent.
* Requirements shall be stated unambiguously using wording that is objective, valid and specific.

*(If the requirements documentation is not developed by an international or national standards body, please include a copy of the documentation with this application)*Click here to enter text. | Click here to enter text. |
| **18** | Are all measurement values expressed in SI units (International System of Units)? Click here to enter text. | Click here to enter text. |
| **19** | Does the scheme cover the following typical elements of a conformity assessment scheme?* **Selection** of the object(s) of conformity assessment, including selecting specified requirements to be assessed and planning information collection and sampling activities:

Click here to enter text.* **Determination**, including the use of one or more determination methods (e.g. test, audit and/or examination) to develop complete information regarding fulfilment of the specified requirements by the object of conformity assessment or its sample:

Click here to enter text.* **Review and attestation**, including the review of evidence from the determination stage, and a subsequent attestation that the object of conformity assessment has been reliably demonstrated to fulfil the specified requirements, and any subsequent marking or licensing and their related controls, where applicable:

Click here to enter text.* **Surveillance** (where applicable), including the frequency and extent of surveillance activities and reassessments to ensure the object of conformity assessment continues to fulfil the specified requirements:

Click here to enter text. | Click here to enter text. |
| **20** | If the scheme involves sampling, which procedures are required for sampling?*(To gain consistent and reproducible results, sampling methods should be based, whenever possible, on statistical methods provided in International Standards.)*Click here to enter text.  | Click here to enter text. |
| **21** | Are there test methods or inspection procedures involved in the scheme?Click here to enter text.If so, where are these described?Click here to enter text. | Click here to enter text. |
| **22** | Does the scheme consider the use of marks of conformity?Click here to enter text.If yes, attach evidence to demonstrate that the scheme owner has protected those marks and laid down enforceable rules to control their use, in accordance with the requirements of the conformity assessment standard chosen. *(Please describe how this is done, and attach relevant documentation)*Click here to enter text. | Click here to enter text. |
| **23** | Provide evidence that the scheme was designed by persons demonstrably competent in that capacity. The competence shall cover both the technical field of expertise and the conformity assessment procedure used. Note: CABs may be involved in the development process of schemes within the limitations given in the standards used for their accreditation.*(Please attach relevant documentation)*Click here to enter text. | Click here to enter text. |
| **24** | Provide evidence that the interested parties for the scheme were analysed, identified and consulted, and that any issue has been resolved. Click here to enter text. | Click here to enter text. |
| **25** | Provide evidence that the scheme was validated, considering the details given in clause 3.1.7 of EA-1/22. At a minimum, validation documentation must demonstrate that the scheme has successfully completed a test period, demonstrating that it is fit for purpose, i.e. capable of consistently achieving its stated objectives (see question 4 above). At a minimum, the validation should demonstrate that: * The conformity assessment, as described, is practicable;
* The determination activities as described quantify or in other ways identify and confirm the characteristics which the scheme owner intends and expects to identify and which constitute the basis for conformity assessment;
* The requirements are specified in a way that ensures reproducibility and reliability of results.

*(Note that if the scheme owner is not a CAB, documentation demonstrating consideration of all of the elements of clause 3.1.7 must be attached to this application. For CABs, this will be examined in further depth at your next HQ assessment visit):*Click here to enter text. | Click here to enter text. |
| **26** | If this is an evaluation of an existing scheme, identify all the accreditation bodies implementing the scheme and demonstrate to INAB what measures have been taken so that the accreditation bodies currently accrediting CABs for the scheme perform the accreditation in a harmonised wayClick here to enter text. | Click here to enter text. |

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| Signed for and on behalf of applicant body by: | Name: Click here to enter text.Signature: |

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| --- | --- |
| Position: | Click here to enter text. |
| Date |       |

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| **INAB team review summary (internal use only)** |  |
| All documentation provided and form complete? Full record set required for peer evaluation purposes. | Y[ ]  N[ ]  Details       |
| Is it necessary to establish an external committee or working group to review the scheme? | Y[ ]  N[ ] Details       |
| Does the scheme/SO require any additional/contradictory/exclusions to the selected accreditation standard? | Y[ ]  N[ ]  Details       |
| Does the scheme/SO require any additional/contradictory/exclusions to ISO/IEC 17011, Regulation 765/2008, EA/ILAC/IAF mandatory documents? These must be brought to the attention of the INAB manager/Board for decision prior to further processing. | Y[ ]  N[ ]  Details       |
| The scheme is suitable for the purposes of accreditation and is suitable to proceed to witnessing?  | Y[ ]  N[ ]  Justification       |
| Number of findings raised: |       |
| Findings closed? |       |
| Lead assessor and technical expert summary report on application |       |

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| --- | --- |
| **Signatures** | **Date** |
| Lead assessor |       |       |
| Technical expert |       |       |
| Assessment manager |       |       |