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*Document to be completed, signed and **returned to OLAS** for each application to grant and renew an accreditation.*

I want my CAB to be accredited for the conformity evaluation activities defined in the scope of accreditation available in the application for accreditation.

In the frame of this accreditation:

- I declare to comply with existing legislation, especially concerning the right of establishment;
- I agree to fulfil at all times all European and international standards in the relevant areas of accreditation, all OLAS accreditation criteria, all guidelines of EA (European co-operation for Accreditation) and, where appropriate, with the guidelines of ILAC (International Laboratory Accreditation Cooperation) and/or IAF (International Accreditation Forum) all listed in the appendix *A006 – Standards et applicable guides and I commit to provide evidence of fulfilment*. My organization is responsible for the tracking of the relevant documents itself;
- I declare to know and respect the accreditation system and the functioning of OLAS according to the documents available on the Internet site (<https://portail-qualite.public.lu/fr/accreditation-notification/accreditation/accreditation-olas.html>), as well as the obligations to be respected as defined in this document;
- I agree to host the assessment team and to grant it access to information, documents, records, equipment, personnel and locations in order to verify whether the requirements for accreditation are fulfilled;
- I authorize the assessment team to assist and monitor any tests / inspections / certifications performed by the CAB to verify the competence of its staff;
- I agree to refuse assessors who have carried out consultancy / internal audit, as member of the audit team in the past two years and to inform about it OLAS without delay;
- I agree not to engage for consultancy jobs / internal audits OLAS assessors who have carried out an assessment of my CAB in the past two years;
- I guarantee to OLAS, in the frame of the accreditation program and where applicable, visits of the sites of my clients. I commit to sign legally enforceable arrangements with my clients if necessary to authorizing those visits;
- I agree to provide all necessary documents and information indicating the degree of independence and impartiality of my CAB to the related bodies where applicable ;
- I respect the surveillance program specified in the accreditation procedure *P002 - Performing assessments and definitions*;
- I agree to participate in proficiency testing programs, when applicable;
- I authorize the presence of evaluators of EA, ILAC or IAF, involved in the evaluations for the mutual recognition of OLAS, during assessments for accreditation (cost related to the presence of the additional evaluators is supported by OLAS). In this context, I authorize OLAS to provide all necessary documents and information concerning the accreditation of my CAB ~~body~~ to the evaluators to EA, ILAC or IAF;
- I authorize the disclosure of my assessment report and of any other necessary information to the accreditation committee members as part of the decision making process (the list of the representative members of the accreditation committee is available on the OLAS' Internet site <http://www.portail-qualite.public.lu/fr/accreditation-notification/accreditation/liste-membres-ca/index.html>);
- I commit to work with OLAS to consider any complaints or comments made by any third party relating to the activities of my organization within the scope of accreditation;
- I authorize OLAS to conduct extraordinary assessments, outside of OLAS's surveillance program, as part of the investigation of complaints, changes or other matters that may affect my organisation's



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fulfilment of the requirements for accreditation. The notification for this visit cannot be less than 5 working days from the date on which my organization has been informed by the OLAS;

- I declare to use the OLAS accreditation symbol, and this, within the limits set up in the appendix *A003 – Guidelines for the use of the OLAS logo and accreditation symbol*;
- I accept to be invoiced for the application and assessment fees including the travel and lodging costs, regardless of the result of the assessment and to pay the costs resulting from the subsequent monitoring by OLAS ;
- I authorize, after accreditation, the inscription of my organization in the National Accreditation Register, published on the OLAS Internet site;
- I agree to submit an application of renewal to OLAS at least 6 months before the ending of the period of validity of the accreditation;
- I accept any OLAS observer (OLAS team, authority, etc.) during an assessment after having been informed by OLAS sufficiently in advance;
- I inform OLAS by writing of any cancellation of an assessment. Costs related to the cancellation of an assessment are defined in the OLAS appendix *A010 – Accreditation fees*.

In contact with third parties:

- I agree to declare my organization accredited only for activities under the scope of accreditation and performed in conformity to the accreditation criteria;
- I agree to provide, upon simple request, a copy of the certificate of accreditation duly accompanied by its scope of accreditation and only provide a copy or only mention the certificate non-accompanied by its scope of accreditation only for purposes of general information;
- I agree not to use my accreditation in a manner detrimental to the reputation of OLAS nor make statements relating to accreditation that could reasonably be considered misleading or that could mislead a third party;
- I agree to comply, beyond the directives contained in this document, with any ethical rules that may apply in a particular area of activity;
- I agree to immediately stop using, at the date of its expiry, my certificate of accreditation, making any reference to my accreditation and stop any kind of advertising which in one way or another, refers to it;
- I commit to inform, without undue delay, all my affected clients of a suspension, reduction or withdrawal of my accreditation and all associated consequences;
- I agree to inform my customers that my accreditation or any link to a test or control procedure can never constitute an approval of a product by OLAS;
- I am authorized to refer to my accreditation status and use the OLAS accreditation symbol subject to respect the conditions specified in document *A003 - Guidelines for the use of OLAS logo and accreditation symbol*.

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In case of major changes:

I agree to inform OLAS immediately of all major changes, relevant to my accreditation, regarding:

- the legal status, the commercial or the organizational property of my CAB ~~body~~;
- the organization, the management and the staff in key positions;
- resources and premises;
- the scope of accreditation;
- any other area that may affect the ability of my CAB to meet accreditation requirements.

Protection of personal data

- I agree that OLAS transmits my/our personal data to the members of the accreditation committee as part of the processing of this application. Some data may also be shared with members of an assessment team in order to organize the assessment. I can send a request to OLAS to know the recipients of the data.
- I agree that with the publication of the scope of accreditation of my CAB ~~body~~ on the website for this purpose, personal data (name, phone, fax and e-mail) are published;
- I agree that this information is kept for the time necessary for the realization of the purpose of the processing;
- I am aware that, in accordance with regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, I have the right of access, rectification and deletion of all my/our personal data. I have also the right to withdraw my / our consent at any time.
- I am informed, that except in the case where the processing of our data is mandatory, I can, for legitimate reasons, oppose.
- I am informed that if I exercise these rights and/or would like to the disclosure of my data, I must contact OLAS. I also have the possibility to lodge a complaint at the National Commission of data Protection (CNPD) at 1 Avenue du Rock'n'Roll, L- 4361 Esch-sur-Alzette.
- in pursuit of my approach, I agree that my / our personal data being processed in the context of this application.

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As a representative of the organism, I commit to comply with the provisions of this document.

Done at: _____ By: _____

CAB : _____ Position : _____

On: _____
Signature¹

Thank you for returning the signed document either by post or e-mail to the following addresses:

**Adresse: ILNAS
Office Luxembourgeois d'Accréditation et de Surveillance
South Lane Tower I
1, avenue du Swing
L-4367 Belvaux**

E-Mail: olas@ilnas.etat.lu

¹ signatory must be authorized to legally bind the organization