# General data of the certification body

|  |  |
| --- | --- |
| **Organism:** | Please enter the complete name of your organism. |
| **File number:** | Please indicate the file number of the corresponding to the accreditation cycle (format: YYYY/C/NNN). |
| **Your name:** | Enter your name. |
| **Reference period:** | 01/01 – 31/12/Enter the reference year (format: YYYY). |
| **Date:** | Click or tap to enter a date. |

# Global overview (at 31.12 of the reference period)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Standard of certification** | **Total number of clients[[1]](#footnote-1)** | **Number of assessors on contract[[2]](#footnote-2)** | **Number of external assessors[[3]](#footnote-3)** | **Number of accepted transfers[[4]](#footnote-4)** | **Number of overdue assessments[[5]](#footnote-5)** | **Comments** |
| Chose the standard. | Number | Number | Number | Number | Number | Comment |
| Chose the standard. | Number | Number | Number | Number | Number | Comment |
| Chose the standard. | Number | Number | Number | Number | Number | Comment |

*Note: You can easily change from one input field to the next by tapping the “tab” button.*

# Specific data concerning the different certification standards

*For each certification standard, please copy and paste the following complete table onto a new page by inserting a "Page Break" (under the "Insert" tab or using the shortcut "Ctrl+Enter").*

|  |  |
| --- | --- |
| **Certification standard:** | Chose the standard. |
| **Country** | **Total number of certificates[[6]](#footnote-6)** | **Total number of certificates issued during the reference period** | **Number of assessor‑days performed** | **Comments** |
| Please indicate the country | Number | Number | Number | Comment |
| Please indicate the country | Number | Number | Number | Comment |
| Please indicate the country | Number | Number | Number | Comment |
| Please indicate the country | Number | Number | Number | Comment |
| Please indicate the country | Number | Number | Number | Comment |
| Please indicate the country | Number | Number | Number | Comment |
| Please indicate the country | Number | Number | Number | Comment |
| Please indicate the country | Number | Number | Number | Comment |
| Please indicate the country | Number | Number | Number | Comment |
| Please indicate the country | Number | Number | Number | Comment |

# Specific data concerning the different EA codes

*For each certification standard, please copy and paste the following complete table onto a new page by inserting a "Page Break" (under the "Insert" tab or using the shortcut "Ctrl+Enter").*

|  |  |
| --- | --- |
| **Certification standard:** | Chose the standard. |
| **EA Code** | **Total number of certificates[[7]](#footnote-7)** | **Number of assessors[[8]](#footnote-8)** | **EA Code** | **Total number of certificates** | **Number of assessors** |
| Code | Number | Number | Code | Number | Number |
| Code | Number | Number | Code | Number | Number |
| Code | Number | Number | Code | Number | Number |
| Code | Number | Number | Code | Number | Number |
| Code | Number | Number | Code | Number | Number |
| Code | Number | Number | Code | Number | Number |
| Code | Number | Number | Code | Number | Number |
| Code | Number | Number | Code | Number | Number |
| Code | Number | Number | Code | Number | Number |
| Code | Number | Number | Code | Number | Number |
| Code | Number | Number | Code | Number | Number |
| Code | Number | Number | Code | Number | Number |
| Code | Number | Number | Code | Number | Number |
| Code | Number | Number | Code | Number | Number |

1. Please indicate the total number of your customers for the standard in question. Please count clients certified to more than one standard for each standard to which they are certified. [↑](#footnote-ref-1)
2. The number of auditors you have available internally for the standard in question. [↑](#footnote-ref-2)
3. The sum of the auditors and external experts used [↑](#footnote-ref-3)
4. The number of transfers as defined in IAF MD2 [↑](#footnote-ref-4)
5. Number of audits that could not be carried out during the reference period in accordance with your procedures [↑](#footnote-ref-5)
6. This includes all suspended certificates. [↑](#footnote-ref-6)
7. This includes all suspended certificates. [↑](#footnote-ref-7)
8. Sum of in-house auditors and external auditors or experts. [↑](#footnote-ref-8)