**General information**

This form has to be completed for an **application to grant, extend or renew an accreditation**. The application process is described in the procedure *P001 – Processing of applications regarding accreditation*.

**To grant or renew an accreditation, please attach form *F001D – Obligations for conformity assessment bodies* completed and signed to this application form.**

OLAS respects the confidentiality of the information provided in the questionnaire and attached documents.

The documents forming part of an accreditation file, excluding the certificates of accreditation and the accreditation scopes, cannot be transferred to third parties by OLAS without prior written agreement of the body, except within the framework of a legal enquiry or a procedure of mutual recognition. The OLAS does not advertise the existence of an accreditation application in any way.

**Please do not fill in the fields that have not changed since the last application form.**

In addition, the body is responsible to inform OLAS of any changes to the information provided in this form. All information given will be made available to all OLAS assessors for each assessment, as well as to the accreditation Committee assessing the accreditation file.

All relevant documents to the operation of OLAS are available on the website [portail-qualite.lu](https://www.portail-qualite.lu/).

This duly completed form must be deposited or sent by post or e-mail to the following address:

**Addrese: ILNAS**

**Office Luxembourgeois d'Accréditation et de Surveillance**

**South Lane Tower I**

**1, avenue du Swing**

**L-4367 Belvaux**

**Tél.: (+352) 2477 4360**

**Fax: (+352) 2479 4360**

**E-Mail:** [**olas@ilnas.etat.lu**](mailto:olas@ilnas.etat.lu)

**A. General information**

**A.1. Identification of the company or the institution under whose control the applicant falls**

name :

street and no. :

town :

country :

postcode :

postal address :

name of legal representative:       position:

company name :

legal status :

trade register no. :

telephone :

fax :

website :

e-mail :

**A.2. Principal activities of the company or the institution**

**A.3. Is the company or institution part of a group?**

if so, which:

**A.4. Does the company or the institution have any subsidiaries?**

If so, identify the main ones:

**B. Information about the applicant inspection organization**

**B.1. Identification of the applicant organization if different from the company or the institution**

name :

street and no. :

town :

country :

postcode :

postal address :

telephone :

fax :

website :

e-mail :

**B.2. Personnel**

applicant organization’s permanent staff or full-time equivalents:

applicant organization’s technical staff or full-time equivalents:

**B.3. Civil liability insurance**

Does your organization have a civil liability insurance? YES  NO

If YES: A proof must be joined with the application.

If NO, does your organization have sufficient financial reserves to cover the responsibilities resulting from its activities: YES  NO

**B.4. Reference language**

Reference language:

**B.5. Principal activities of the applicant organization if different from the company or institution**

**B.6. This application concerns**

an initial accreditation in accordance with the standard ISO/IEC 17020

a renewal of the accreditation in accordance with the standard ISO/IEC 17020

an extension of the scope of the accreditation in accordance with the standard ISO/IEC 17020

**B.7. Indicate for which type of inspection body given in Annex A of standard ISO/IEC 17020 the application for accreditation is made**

Type A

Type B

Type C

**B.8. Locations where inspections are carried out**

within the facilities of the inspection body

on site (e.g. at the customer’s premises)

in mobile installations ; Please specify

other types of sites; Please specify

**B.9. Virtual site(s) (if appropriate)**

Address:

Please indicate the activities at the sites:

**B.10. Connection of standards, reference materials and equipment**

not applicable (no calibrations realised)

all calibrations are performed by external service providers

the following calibrations are performed in-house: Please specify the quantities (ex: temperature, mass,...)

Note: **Calibration** should not be confused with **adjustment of a measuring system**, often mistakenly called “self-calibration”, nor with **verification** of calibration.

**B.11. Person in charge of the organization [[1]](#footnote-1)**

full name :

position :

tel. :

fax :

e-mail :

**B.12. Contact for OLAS[[2]](#footnote-2)**

full name :

position :

tel. :

fax :

e-mail :

**B.13. List of accreditations or approvals issued by an authority, obtained or envisaged, at national or international level**

(Please indicate the body that issued the accreditation or approval, the domain of validity, the dates obtained and, when applicable, the expiry date as well as the date of the next surveillance.)

**C. Information relating to the application for accreditation**

**C.1. Employment contracts of those involved**

Please indicate the existence and number of inspectors with a shared employment contract or who are made available to carry out activities within other subsidiaries or bodies within the organization:

Shared contract:  Yes  No if yes, number:

Availability:  Yes  No if yes, number:

(Please indicate the name of the subsidiary or body, the company name and the principal activities.)

**C.2. Other activities of the personnel, auditors, inspectors, experts**

Does your organization or personnel within your organization have links with organizations providing consultancy activities?

Yes  No

If YES, provide a list of the organizations, with, for each of these, its legal status, address, and the general nature of the activity carried out (whatever this activity)

**D. Documents to be attached to the application:**

* 1 copy of the quality manual,
* evidence of competence concerning the requested technical domain
* proof of civil liability insurance, if applicable
* one copy of the accreditation certificate and the accreditation scope if accreditation is issued by a body other than OLAS.

|  |  |  |  |
| --- | --- | --- | --- |
| Done at: |  | By: |  |
| On: |  |  |  |
|  |  |  | Signature[[3]](#footnote-3) |

**E. Accreditation scope**

Please prepare **a draft accreditation scope** based on the following template for accreditation scopes.

When requesting an extension of your accreditation scope, please include new domains only.

The **general and technical domains** are defined in the appendix *A005 – Accreditation domains covered by OLAS*.

*Template of accreditation scope for an inspection body:*

|  |  |  |  |
| --- | --- | --- | --- |
| Description: OLAS_MAIN_Logo | | | |
| **Organism:** |  | **Standard:** | ISO/IEC 17020 |
| **Contact:** |  | **Body Type:** |  |
| **Street:** |  | **Accreditation No:** |  |
| **Town:** |  | **Version:** |  |
| **Country:** |  |  | |
| **Telephone:** |  |
| **Fax:** |  |
| **E-mail:** |  |

|  |
| --- |
| **Accreditation scope for an inspection body** |

|  |
| --- |
| **General domain:** (Please fill in one table for each general domain) |
| **Technical domains:** |

|  |  |  |
| --- | --- | --- |
| **Object submitted to inspection**  Installations, buildings, devices, components, equipment… | **Phase and type of inspection**  Inspection before final, periodic, prior commissioning, before delivery, conformance, of new products, etc. | **Reference frames**   * standards, * regulations * European directives (+modules, annex, articles, if applicable) * reference documents * internal procedures * - technical specifications |
|  |  |  |

**Scope validation:**

|  |  |  |  |
| --- | --- | --- | --- |
| Done at: |  | By: |  |
| On: |  |  |  |
|  |  |  | Signature[[4]](#footnote-4) |

1. person who will contact OLAS in order to draw up and circulate documents of a contractual nature (declaration, scope of the application for accreditation, etc.) [↑](#footnote-ref-1)
2. person who will contact OLAS in order to schedule audits, exchanges of information and documents [↑](#footnote-ref-2)
3. signatory must be authorized to legally bind the organization [↑](#footnote-ref-3)
4. signatory must be authorized to legally bind the organization [↑](#footnote-ref-4)