

 OFFICE LUXEMBOURGEOIS D'ACCREDITATION ET DE SURVEILLANCE	P001 – Processing of applications regarding accreditation			
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P001

Processing of applications regarding accreditation

Modifications: p. 3-4

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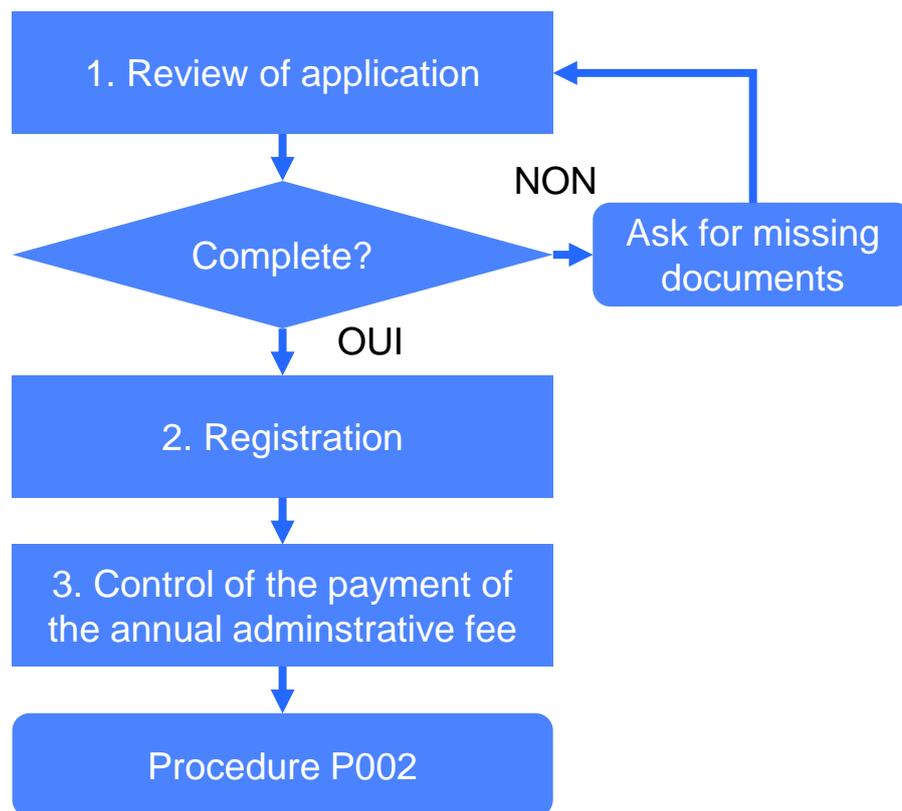
1. Purpose of the procedure

The purpose of this procedure consists in describing the process of managing an application to grant, extend, renew, reduce, suspend, to withdraw and to cancel accreditation of a CAB.

2. Definitions

For the requirements of this document, the definitions given in Procedure *P002 – Performing Assessments and Definitions* apply.

3. Process for treating applications to grant, extend or renew accreditation



Step 1. Application review

An application to grant, extend or renew accreditation is made by means of the application forms F001A, B or C, depending on whether an inspection body, a laboratory or a certification body is applying. Information to be provided within the context of the application is detailed in chapter 4.

On receipt of an application (to grant, extend or renew accreditation), the accreditation manager reviews the application and resources based on “F004A – Check-list”: Review of an accreditation application. The accreditation manager validates the scope of accreditation.

If during the processing of the application for accreditation OLAS can prove a fraudulent behavior of the CAB, it will refuse the application. If during the initial audit, the OEC provides false information or if it hides information, OLAS will stop the evaluation process.

Step 2. Registration

OLAS allocates an identification number to each application for granting or renewing accreditation. This number is valid for a whole accreditation cycle and is used in all correspondence. OLAS will transmit the number to the applying CAB. The application is validated by the head of OLAS department with his

signature on the notification letter. The invoice concerning the first annual fee is joined to this notification.

OLAS invoices an annual fee of 300 € for management costs relating to the application for the granting, renewal or extension, as well as for the costs of surveillance of accreditation. The administrative fee for an application for accreditation covers several standards, if applicable.

Step 3. Control of payment of administrative costs

The invoicing manager of OLAS checks if the payment has been made. The check is done on supporting documents sent by the CAB or simply on information from the Administration of Direct Contributions. The first annual fee during every accreditation cycle must be paid before the transmission of the accreditation certificate.

4. Information to be provided within the context of the application

The application form includes, in addition to general information on the CAB and its application for accreditation, an example of a scope of accreditation, which has to be completed and signed by a representative authorized to commit the CAB.

The CAB must include in his application:

- a hard copy or an electronic copy of the quality manual. In case of an application to extend an accreditation, the quality manual only needs to be included if it was revised.
- a copy of the certificate and of the scope of accreditation if issued by another accreditation body (not necessary for an application to extend accreditation);
- the form “F001D – Declaration for conformity assessment bodies” correctly filled and signed by a representative authorized to commit the CAB;
- where applicable, form F001E – Annex to an accreditation application of a multi-site organisation for CABs carrying out conformity assessment activities at several sites or on a territory other than that of the Grand Duchy of Luxembourg;
- for testing or calibration laboratories and, if appropriate, for inspection CABs, the list of realized or programmed inter-laboratory comparisons including the frequency of participation by using the Form “F023 – Inter laboratories comparison program”;
- a copy of authorizations or approvals issued by an authority related to the activities submitted for accreditation (if applicable);
- a proof of liability insurance (if applicable).

Attention: Before any initial accreditation assessment, the CAB must have realized a complete internal audit, covering the management system and all technical aspects concerned by accreditation.

These forms enable the CAB to officially confirm their application for accreditation and constitute "the trigger factor" for the accreditation process. These forms are also used in order to provide OLAS with any updated information about the accredited CAB's, which have undergone major changes to their structure, their organization or in their resources required to carry out the activities covered by the application for accreditation.

The duly completed and signed form must be transmitted to OLAS.

Multi-Site organizations: For the accreditation of a multi-site organization, the administration of the application is described in Appendix “A013 – Accreditation of Multi-Site Organizations”.

Flexible scope: Processing of applications for accreditation in flexible scope is described in appendix “A012 – Management of fixed and flexible accreditation scopes”.

In case of need, OLAS will ask for additional documents from the CAB before to record the file.

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5. Application for extension of accreditation

Extension assessments are arranged according to the provisions of P002.

Applications for extensions shall be sent to OLAS using forms F001A, B or C at least three months before the desired assessment period.

If the CAB wishes to amend an extension application (adding or removing parameters) after acceptance of the quotation, it shall inform OLAS in writing and if necessary send a new application form F001A, B or C.

OLAS will then assess the impact of the change on the assessment duration and its compatibility with the competencies of the assessors assigned to the audit. Where possible, OLAS will take into account the requested change, if necessary by increasing the assessment time. If the change request cannot be taken into account, OLAS proposes to organize a separate assessment for assessing the additional extensions or to postpone it to the next surveillance assessment.

Any extension request must be validated by OLAS before the assessment and communicated by OLAS to the assessors. During the assessment, it is therefore not possible to apply for additional extensions. However, the CAB may decide during the assessment to withdraw parameters initially requested as extensions.

If the change requested by the CAB results in the cancellation of part of the audit, any non-refundable travel and accommodation costs will be charged to the CAB. If the cancellation occurs less than 10 working days before the scheduled date, the preparation and drafting costs will be charged to the CAB and a fee will be applied in accordance with P002.

6. Application to reduce, to suspend or to cancel an accreditation by a CAB

The CAB may apply at any time for a reduction, a suspension or cancellation of its accreditation by a letter sent to OLAS and signed by a representative authorized to commit the CAB. The National Accreditation Registry and/or the scope of accreditation are then updated and the changes notified to the CAB.

A suspension or cancellation lead to:

- a ban on referring to its status as an accredited CAB,
- a ban on issuing reports or certificates covered by the accreditation,
- a ban on using the OLAS accreditation symbol.

Each voluntary suspension, on which the CAB does not follow-up within 18 months of reception of the letter by OLAS, results in a withdrawal of accreditation.

In case of reduction, suspension or cancellation of its accreditation the CAB is obliged to inform his clients about that and about all associated consequences without undue delay.

In the case of a cancellation, the CAB must return its original accreditation certificate to OLAS.