



UKAS Application Form

For all organisations applying for UKAS's services for the first time, or existing UKAS customers requesting accreditation in a new category

Notes on the completion of the UKAS Application Forms

1. UKAS Application Forms should be completed as follows:

1.1 New Applicants or Existing UKAS Customers seeking Accreditation in a New Category

For all organisations applying for UKAS's services for the first time, or existing UKAS customers requesting accreditation in a new category (listed below)

UKAS Application Form

Accreditation Category [AC] Forms (as appropriate)

AC 1 – for certification body accreditation

AC 2 – for inspection body accreditation

AC 3 – for calibration laboratory accreditation

AC 4 – for testing laboratory accreditation

AC 5 – for accreditation of Proficiency Testing Providers

AC 6 – for approved or notified body status (under UK Regulations or EC Directives).

NB: A separate AC6 will need to be completed for *each* new directive and/or extension to scope for an existing appointment.

AC supp – for applicant testing laboratories, calibrations laboratories and inspection bodies that carry out in-house calibrations in support of their measurement activities (see UKAS Publication TPS 52)

(Copies of all AC forms are available for you to download from the UKAS website at: www.ukas.com)

1.2 Existing UKAS Customers applying for an extension to scope

Existing UKAS customers applying for an extension to scope within an existing accreditation category need only complete the relevant new AC form(s) listed above. NB: A separate AC6 will need to be completed for *each* new directive and/or extension to scope for an existing appointment.

1.3 Return of Forms

Once you have completed the Application Form and/or the relevant AC form(s), signed the declaration and attached all the additional information required (as indicated in the forms), please return to the following address:

**Applications Unit
United Kingdom Accreditation Service
21-47 High Street
Feltham
Middlesex
TW13 4UN**

Please ensure that you have read all the appropriate standards and publications relevant to your application. In the case of an assessment for appointment under UK regulations, you must ensure you have read, understood and acted upon any relevant guidelines and UK regulations (this material will be available from the relevant competent authority). Further information is available in UKAS publication P16 (Assessment of approved and notified bodies). All UKAS Publications, are available to download for free from our website. Please visit www.ukas.com.

For information on the status and progress of your application, please contact our Applications team on **Tel: 020 8917 8402**, or e-mail them at **apps@ukas.com**

2. General

UKAS will require access to your documented management system (e.g. Quality Manual) during the application and assessment process. Any amendments made to the system during this time should be forwarded to UKAS. Upon successful completion of the UKAS assessment process, an authorised copy of the management system documentation should be retained at the company and maintained for use by UKAS as required.

All information given to UKAS for the purposes of this application will be treated in the strictest confidence.

Please note: incomplete applications will result in a delay in processing; therefore please ensure you have all the information required before returning it to UKAS, and that you have read, understood and acted upon the appropriate standards, publications and regulations.

Part 1: Company Information

1.1 Company Name

(Please enter the name of the company requiring UKAS services.)

Main Address

Web address

Tel:	Fax:	Email:
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1.2 Contact Person

(If the contact person is *not* an employee of the company stated in 1.1, please state the nature of the relationship of this person with the company requiring UKAS services)

Position

Address
(if different from above)

Tel:	Fax:	Email:
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The information requested in 1.3 to 1.6 below is required to give UKAS as much background information on the company as possible

1.3 What is the main business activity of your company?

1.4 Please state legal status of company [tick one of the following options and provide documentary evidence of this status]

- | | |
|--|---|
| <input type="checkbox"/> Private limited company | <input type="checkbox"/> Private partnership |
| <input type="checkbox"/> Public body | <input type="checkbox"/> Part of academic institution |
| <input type="checkbox"/> Part of learned/technical institution | <input type="checkbox"/> Public limited company |
| <input type="checkbox"/> Sole trader | <input type="checkbox"/> Other: _____ |

State your company reg. no. (if applicable)

1.5 Is your company part of a group or Corporation? YES [go to 1.6] NO [go to 1.7]

1.6 Group/Corp. Name

Address

Please state your company's relationship with the organisation given above
(e.g. parent, holding company etc.):

1.7 Invoicing address
(if different from
address stated
in 1.2)

1.8 Please detail location(s) from which the activities for which you are seeking UKAS services will be managed/controlled, and the geographic limits within which the work will be performed?

(It is important for UKAS to establish the span of your operation. Please list all the locations from which either all, or elements of, the services to be accredited will be managed and/or controlled. In addition to this, if you intend to operate accredited services outside of the UK, regardless of where they will be managed from, please indicate the countries in which you will, or intend to operate.)

1.8 I have enclosed supporting information for section 1 [you must include evidence of company status as indicated in section 1.4]

(It would be useful to UKAS to have a copy of any promotional material you may publish, and an annual report, if applicable, to provide additional explanatory information on your company. Please attach this with your application, and tick the box.)

Part 2: Staff Information

2.1 Total number of employees
(This number should be the total in the organisation to be accredited.)

2.2 Breakdown of location of *technical* staff to be covered by this application (The technical staff refers to assessors, auditors, technicians and/or test engineers involved in the activities to be covered by the UKAS services as detailed in the relevant AC insert. If any technical staff are not employees of the company, please provide a copy of any contract, or agreement terms that are in place with the contractor(s) (this includes any agency or franchise agreements you may have in place), and tick the box in 2.5.)

Location of site/branch/regional office/agent office	No. of <i>permanent</i> technical staff	No. of <i>contracted</i> technical staff

2.3 Manager with operational responsibility (*i.e. Technical Manager or Scheme Manager*)

Name

Qualifications

Relevant experience

2.4 Quality Manager (or equivalent)

Name

Qualifications

Relevant experience

2.5 I enclose supporting information for section 2 [*please tick if included*]

Part 3: Other Information

This information is useful to UKAS for establishing your experience levels in dealing with accreditation type activities.

3.1 Please detail all other current approvals held by your company

Name & location of approval body	Outline of scope covered

3.2 Please give details of any professional networks/associations and/or committees you are a member of, that you consider may be relevant to this application.

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Part 4: Declaration

The company/organisation applies for services provided by UKAS for the scope detailed in the Accreditation Category insert(s) enclosed with this form and listed below.

The company/organisation agrees to comply with the relevant European or International Standards, the applicable UKAS requirements, and UKAS Publications as listed on the website (www.ukas.com) and to adapt to any changes in the requirements.

I enclose:

- AC [] [] [] [] completed and the associated attachments required
- Quality Manual (or equivalent management system documentation)
- Articles of Association (if appropriate)
- The supporting information required in Parts 1 and 2 of the Application Form
- Two signed copies of the UKAS Agreement (for new or first accreditations with UKAS only. Not required for UK Regulations and EC Directives)
- Two signed copies of the UKAS Agreement Supplement (for new or first accreditations with UKAS only. Not required for UK Regulations and EC Directives)
- A cheque (payable to United Kingdom Accreditation Service) for the Application Fee of £1,200 + VAT. I understand that this fee is non-refundable.

Please check you have enclosed all the required documentation.
UKAS cannot proceed with your application until all of these items are present.

I declare that I am authorised, on behalf of the company/organisation, to submit this application, and that the information contained herein is both correct and accurate to the best of my knowledge and belief.

Signed

Date

Print name

Position