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## steps to accreditation

### 1. Can you be accredited?

Are you based in the UK? Do you provide testing, certification, calibration, inspection, or medical diagnostic services? If so, accreditation can benefit your business.



### 2. Buy the standard

You'll need a copy of the relevant international standard. UKAS accredits against standards which you can buy from the BSI website. Our website lists the relevant standards.

### 3. The requirements

Familiarise yourself with the clauses in the standard and see what you already have in place. Carry out a gap analysis to identify areas that may need addressing. Find the relevant supporting UKAS publications which may be required to gain accreditation. All available on the UKAS website.



### 4. Gather the information you need

To support your application, you will need information such as your certificate of incorporation, and your management system documentation.

### 5. Apply for your accreditation

Download the application forms from the UKAS website. Once complete, submit with your supporting documents and application fee to get the process started.



### 6. Meet your Assessment Manager

We'll assign you a UKAS Assessment Manager who will support and guide you through the whole process.

### 7. Pre-assessment review

Once we have received all your information, you may choose to have a pre-assessment where your Assessment Manager visits you and reviews what you have in place and identifies any gaps.



### 8. The formal assessment

Following an opening meeting to finalise all the arrangements, we review your procedures and records, meet your team and see how you work to the requirements of the international standard. At the end of the assessment we'll highlight your good work and tell you anything that needs to be addressed.

### 9. Grant of accreditation

We'll provide you with a detailed assessment report. You'll have up to 12 weeks to provide evidence that you have dealt with anything that needs improving. Your UKAS Accreditation will then be granted, and you will receive your certificate and a welcome pack.



### 10. Promotion of accreditation

Once you're accredited, you can use the UKAS symbols on your website, stationery and tenders. And if you trade overseas, you can use the ILAC or IAF mark to signal global acceptance. Best of all, you can start benefitting from the real commercial advantages of being UKAS accredited.

Standards make life  
safer, healthier and  
easier for people,  
organisations,  
and enterprises  
all over the world.

