

# A simple guide on how to become a UK Approved Body via UKAS accreditation



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From 1st January 2021 the full effect of the UK's exit from the European Union came into force. No longer part of the EU's single market, the UK government introduced its own regulatory regime for placing certain manufactured goods on the GB market using the UK Conformity Assessed (UKCA) mark (and similar markings). With the EU's CE Mark being phased out across Great Britain to be replaced by the UKCA mark, a system of conformity assessment bodies (Approved Bodies) has been established to meet the needs of the GB market of the future.

This leaflet is aimed at applicants who wish to become an Approved Body via UKAS accreditation and also applies to similarly appointed bodies, i.e. UK Notified Bodies (for Northern Ireland for CE+UKNI marking), Recognised Third Party Organisations (RTPOs), User Inspectorates (UIs) and Technical Assessment Bodies (TABs).



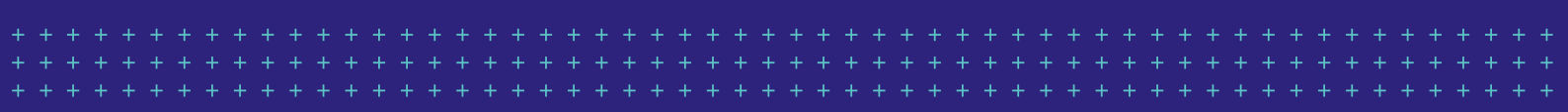
## What is a UK Approved Body?

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A UK Approved Body is a conformity assessment body (e.g. certification or inspection body) that has been officially appointed to undertake conformity assessment activities to demonstrate that specified goods meet the essential health and safety requirements required by regulations to be placed on the GB market. The work of UK Approved Bodies enables goods to have the UKCA mark affixed to provide confidence that the goods meet these requirements.

UK Approved Bodies are appointed by UK Government through the relevant Competent Authorities, and for the purpose of this leaflet is based on their accreditation from the UK's National Accreditation Body - UKAS.

All UK Approved Bodies are included in the UK Market Conformity Assessment Bodies (UKMCAB) database ([www.gov.uk/uk-market-conformity-assessment-bodies](http://www.gov.uk/uk-market-conformity-assessment-bodies)).



# What are the fundamental principles for being a UK Approved Body via UKAS accreditation?

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With the exception of pyrotechnic articles\*, a UK Approved Body must:

- a. be a registered UK legal entity (via [Companies House](#) or equivalent) with a registered UK office. It shall be this legal entity that holds UKAS accreditation and which shall be appointed as an Approved Body.

In addition, the UK legal entity must meet the following criteria:

- b. possess rights and duties to perform conformity assessment activities, e.g. as specified in the company's articles of association.
- c. hold adequate public liability and professional indemnity insurance for the scope of UKCA activities they wish to carry out.
- d. be able to demonstrate that it holds full responsibility for the contracts, activities and decisions that it undertakes/makes.
- e. take full responsibility for the performance and outcome of UKCA activities, i.e. have full operational control over these activities. To this end, the registered legal entity shall have appropriate technical competence and the resources to assure control over the full scope of accreditation, and to take responsibility for:
  - i. the competence and resources used;
  - ii. the rules and procedures applied;
  - iii. the consistency obtained, and quality achieved through the application of these rules and procedures;
  - iv. the impartiality displayed applying these rules and procedures; and,
  - v. the contents of issued reports and/or certificates.
- f. own and operate an effective management system that clearly covers the activities of the UK Approved Body, including identified persons responsible for maintenance of the management system.
- g. define and document the organisational structure for the UK Approved Body, showing all persons involved in relevant activities and their reporting lines.
- h. all documents, policies and procedures to be available in English
- i. identify the Technical Management responsible for the UKCA activities, and demonstrate that such persons are contracted by and act as employees of that UK Approved Body.
- j. hold descriptions of the responsibilities and relevant authorisations of persons:
  - i. approving policies and instructions for UKCA activities,
  - ii. approving authorities and responsibilities of personnel involved in UKCA activities, and
  - iii. authorising certificates and reports
- k. where resources are contracted in from other legal entities, contracts shall be in place with those legal entities covering release of that person to work for the UK Approved Body, and also have a contract with the individual person(s) covering matters such as confidentiality and impartiality.
- l. issue correspondence including contracts, certificates and reports under the name of the UK Approved Body only.
- m. hold contracts with the customer which bind the assessment activities to UK Law \*\*
- n. meet all requirements for impartiality and independence, in accordance with the regulations and the requirements for accreditation.

In summary, an appointed Approved Body must be a UK legal entity that exercises management control of the activities, have technical capability and carry out its final assessment functions within the jurisdiction of the United Kingdom. It may conduct technical activities, or have technical activities conducted on its behalf, outside the jurisdiction of the United Kingdom.

All Approved Bodies are strongly encouraged to participate in appropriate coordination activities where available.

\* UK legislation allows Approved Bodies for pyrotechnic articles to be established outside of the UK. However, any non-UK conformity assessment bodies shall still be required to hold UKAS accreditation in order to be appointed as a UK Approved Body.

\*\* This includes English law, Scottish law and Northern Ireland law e.g. an Approved Body established in England shall have contracts drawn up subject to English law.

# How do you become a UK Approved Body?

All UK Approved Bodies are required to have demonstrated technical competence to undertake specified UKCA activities by gaining accreditation from the UK's National Accreditation Body, i.e. UKAS. Applications must be submitted to UKAS in the first instance following the standard [UKAS application process](#). At the same time that an application is made to UKAS, the applicant should also inform the relevant competent authority (see UKAS GEN 5 for contact details).

Following assessment by UKAS, clearance of any nonconformities raised, and grant of accreditation the applicant should then submit an application for appointment to the relevant competent authority. The application should describe the conformity assessment procedures, activities and the products for which the applicant wishes to be appointed and should be accompanied by the accreditation certificate, schedule, final assessment report issued by UKAS and evidence of the applicant's insurance cover.



## Further Information:

UK Government Guidance:

- [Apply to be a UK CAB for product safety and metrology](#) - Requirements for conformity assessment bodies (CABs) certifying for the GB and NI market
- [Guidelines on the appointment of UK Conformity Assessment Bodies](#) - Requirements for conformity assessment bodies certifying for the GB and NI market from 1 January 2021
- [UK Conformity Assessment](#) - Information for businesses on the regulatory framework and transitional arrangements during 2021
- [Company registration and filing](#) - Starting a UK company: detailed information

UKAS Publications:

- [GEN 5](#) - Accreditation for the Purposes of Appointment as an Approved Body under the UKCA System

## Get in touch

For UK Competent Authorities please refer to [Appendix 1 of GEN 5](#)

For UKAS:

sales@ukas.com

+44 (0) 1784 429000

[ukas.com](#)