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| ORGANISATION Details |
| Organisation Name | Click here to enter text. |
| **UKAS Ref (Existing Customers Only)** | Click here to enter text. |

Is this application linked to an application to a UK competent authority for the purposes of appointment as an Approved Body (for GB market / UKCA Marking) or UK Notified Body (for Northern Ireland market / CE-UKNI Marking)? *(See UKAS publication GEN 5 for information including definitions)*

 **Yes\*** [ ]  **No** [ ]

If ‘Yes’ then please provide details: Click here to enter text.

\**Please ensure that your organisation has signed a* [*Confidentiality Waiver - Approved Bodies (F378)*](https://www.ukas.com/applications/) *allowing UKAS to share relevant information with the competent authority*

Scope(s) Requested:

Your application cannot be processed unless the relevant technical procedures are submitted. When in-house developed or non-standard methods are proposed, the validation data must also be supplied.

| **No.** | **Materials / Products Tested** | **Types of Test / Properties Measured / Range of Measurement1** | **Standard Specifications / Techniques Used2** | **Description of Equipment Used** | **Sector Scheme / Other** (if applicable e.g. DWTS, MCERTS) | O & I3 |
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1. Please indicate [with a ‘\*’] on the details above any tests you carry out at customers’ sites, or in temporary or mobile facilities. Please also indicate the type of site (e.g. mobile facility) and locations.
2. Standard specifications may include specifications issued by companies and other organisations both in the UK and foreign, as well as national and international standards. Reference numbers and dates of specifications must also be quoted. In the absence of standard specifications, documented in-house procedures may be quoted; cross-refer to your laboratory’s quality manual/procedures manual. Please indicate the measurement technique involved wherever possible.
3. For ISO/IEC 17025, please indicate if expression of opinions and interpretations in test reports is required by ticking the ‘O&I’ column, against the relevant parts of your required scope.

IN-HOUSE CALIBRATION:

Are there any in-house calibration(s) of equipment used for any measurement activities included in your scope of application?

**Yes** [ ]  **No** [ ]

*If ‘Yes’ please provide details below (refer to UKAS publication* [***TPS 41***](https://www.ukas.com/resources/publications/laboratory-accreditation/) *for information)*

| **No.** | **Measured Quantity / Instrument** | **Reference Standard Used** | **Procedure** | **Purpose (details of measurement activities that this supports)** |
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**MULTI-SITE APPLICATIONS:**

If your existing accreditation or proposed application covers activities performed at more than one site, details must be provided below.

| **Site No.** | **Site Location** | **Activities Performed at This Site** | **Contact Details** |
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**EXTENSIONS TO SCOPE ONLY:**

1. [ ]  I wish this extension to scope application to be processed now (and understand this may require an extra visit by UKAS).

**Desired Timeframe for Assessment:** Click here to enter a date.

###### Please note standard UKAS timeframe for the assessment of extensions to scope is 3 months from receipt of application

2. [ ]  I wish this extension to scope application to be processed with my next surveillance/re-assessment visit.

3. [ ]  I would like to propose that this extension to scope application is considered for desktop review

*(Please note that the decision on the applicability of this proposal will be made by UKAS based on a number of factors including existing scope of accreditation and competences demonstrated)*

**SUPPORTING DOCUMENTATION:**

*For an extension to scope to be progressed by UKAS the following documentation must, as a minimum, be supplied where it is applicable. Applications submitted with no supporting documentation will not be accepted.*

| **Documentation** | **‘Check’ if supplied** | **Justification for non-submission** |
| --- | --- | --- |
| Documented Technical Procedure | [ ]  | Click here to enter text. |
| Method Validation Data and Validation Summary | [ ]  | Click here to enter text. |
| Uncertainty of Measurement Budgets | [ ]  | Click here to enter text. |
| Detail of the Measurement Traceability Chain | [ ]  | Click here to enter text. |
| Other (please state)\* | Click here to enter text. | Click here to enter text. |

*For an extension to scope to be considered for* ***desktop*** *review the following documentation, in addition to that listed above, must be supplied, where it is applicable. Applications submitted with no supporting documentation will not be accepted.*

| **Documentation** | **‘Check’ if supplied** | **Justification for non-submission** |
| --- | --- | --- |
| Details of Internal Quality Control including control charts | [ ]  | Click here to enter text. |
| Proficiency Testing Scheme Data | [ ]  | Click here to enter text. |
| Training Records of Relevant Staff | [ ]  | Click here to enter text. |
| System Suitability Checks | [ ]  | Click here to enter text. |
| Other (please state) | Click here to enter text. | Click here to enter text. |

Declaration:

* I declare that I am authorised, on behalf of the organisation, to submit this application, and that the information contained herein is both correct and accurate to the best of my knowledge and belief.
* By submitting this application I acknowledge that I have read, understood and accepted UKAS’ [**Standard Terms of Business**](https://ukasonline.sharepoint.com/%3Aw%3A/r/sites/ManagementSystem/Shared%20Documents/FIN%201001%20UKAS%20Standard%20Terms%20of%20Business.docx?d=wadf17ab825b6423a82e739dbd4b75cc1&csf=1&web=1&e=1cxh2y).
* If this application relates to an extension to scope, I understand and accept that:
	+ An initial charge of 0.5 days at the standard day rate will apply to cover scoping of effort required
		- *This will not result in any additional charge to customers who proceed within 12 months of application. If a customer takes no action to progress an extension to scope application over a period of a year with no mitigating circumstances, UKAS reserves the right to withdraw the application. The initial charge is not refundable as it covers work already undertaken. Once an application is withdrawn, if the customer subsequently wishes to progress the extension to scope, they will need to reapply.*
	+ It may be necessary to revise our annual fees upon grant of the extension to scope

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| --- | --- |
| **Name:** | Click here to enter text. |
| **Position:** | Click here to enter text. |
| **Date:** | Click here to enter a date. |

Applications to be Submitted To:

**Email:** **apps@ukas.com**

#### Post: Applications Unit, United Kingdom Accreditation Service, 2 Pine Trees, Chertsey Lane, Staines-upon-Thames, TW18 3HR