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**Publication  
Reference**

**EA-0/07: 2017**

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# **EA Procedure for application for EA membership or a cooperation agreement and application form**

## ***PURPOSE***

The document describes the procedure for a national accreditation body (NAB) to submit an application for EA membership or for a cooperation agreement.

*Authorship*

The publication has been written by the EA Secretariat.

*Official language*

The text may be translated into other languages as required. The English language version remains the definitive version.

*Copyright*

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*Further information*

For further information about this publication, contact the EA Secretariat. Please check our website for up-to-date information <http://www.european-accreditation.org>

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## **1 SCOPE**

This document describes the EA procedure for dealing with applications for EA full or associate membership.

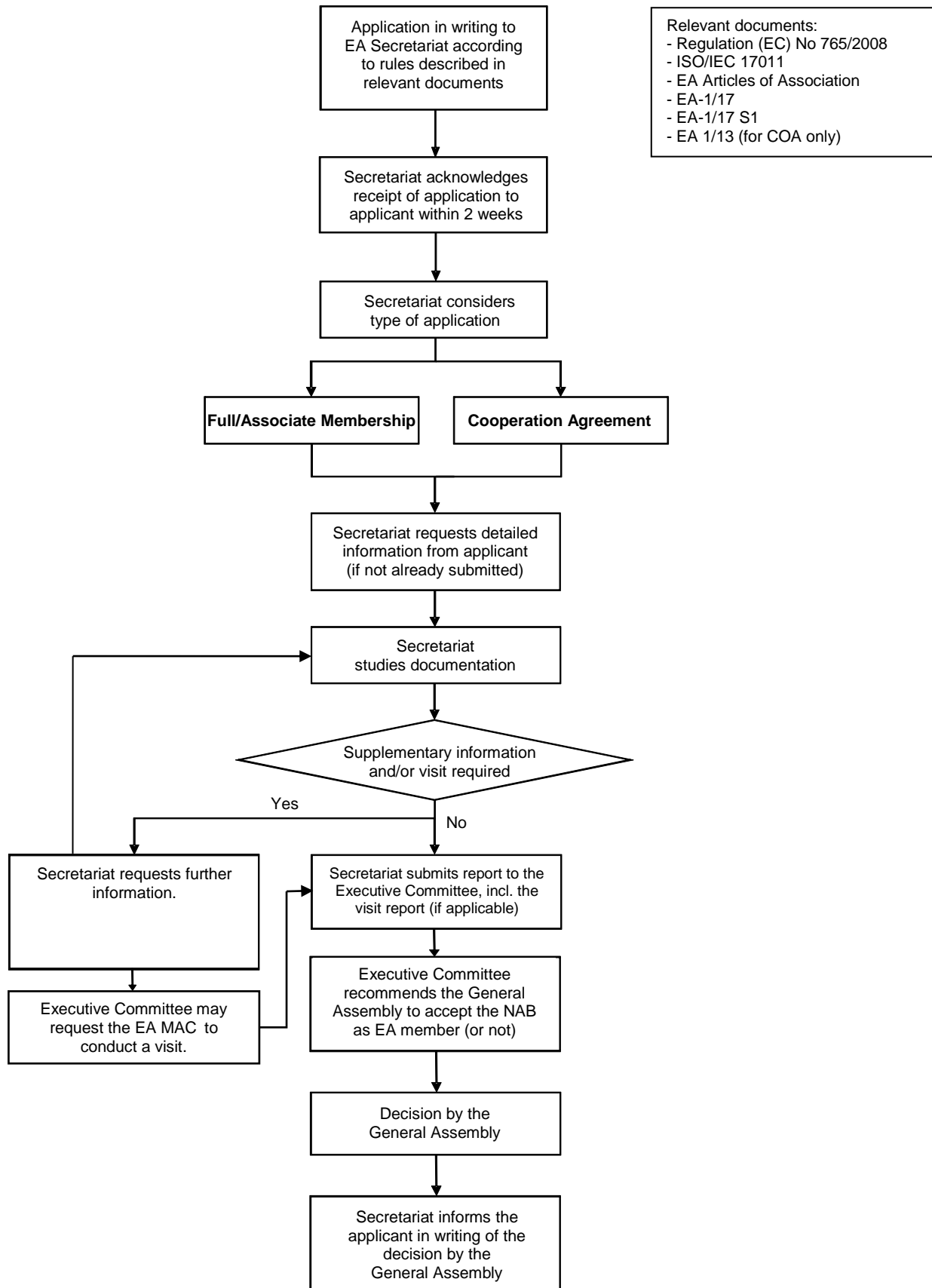
It provides information to applicants and describes the process for handling of applications.

The same procedure is applied for applications for a cooperation agreement (COA) according to EA-1/13 *EA's relationship with accreditation bodies of countries not being members of the EU or EFTA*.

## **2 ELIGIBILITY FOR MEMBERSHIP OR A COOPERATION AGREEMENT**

National Accreditation Bodies (NABs) that comply with the requirements set out in the EA Articles of Association, Article 5 and the EA Criteria for Membership set out in EA-1/17 Rules of Procedure Supplement 1, are eligible to apply for Full or Associate Membership as appropriate or for a COA according to EA-1/13.

### 3 PROCEDURE FOR DEALING WITH REQUESTS FOR FULL OR ASSOCIATE MEMBERSHIP OF EA OR COOPERATION AGREEMENT WITH EA



**APPENDIX 1 - APPLICATION FORM**

**Full name of applicant**  
**National Accreditation Body (NAB) and acronym :** .....

**Mailing address:** .....

**Phone number:** .....

**Fax number:** .....

**E-mail address:** .....

**Web-site address:** .....

**Authorised representative:** .....

**Position within organisation:** .....

**Application for:**             **Full membership**             **Associate membership**  
    **Cooperation Agreement according to EA-1/13**

**Does your NAB comply with the following criteria? (Yes/No)**

- 1. Appointed by the Member State\* as the single national accreditation body:            Y / N
- 2. Operate accreditation as a public authority activity with formal recognition by the Member State\*:            Y / N
- 3. Have clearly distinguished tasks and responsibilities from other national authorities:            Y / N
- 4. Operate on a not-for-profit basis:            Y / N
- 5. Does not own shares, or otherwise have a financial or managerial interest, in a conformity assessment body:            Y / N
- 6. Does not compete with other national accreditation bodies in accordance with the applicable legal, EA, IAF and ILAC rules:            Y / N
- 7. Only operates across national borders, within the territory of another Member State<sup>1</sup>, when the circumstances set out in the applicable legal, EA, IAF and ILAC documents are met:            Y / N
- 8. When operating cross-border, under the exceptions foreseen, informs the national accreditation body of that Member State\* and offers it the opportunity to participate as an observer:            Y / N

<sup>1</sup>Note: for non-Full Members, read 'country or economy' instead of 'Member State' in the criteria/requirement

Which of the following activities do you carry out and which criteria do you use?

**Accreditation of calibration laboratories**

**Criteria:**

ISO/IEC 17025   
 Other (specify below)

.....  
 .....  
 .....

**Accreditation of certification bodies for products, processes and services**

**Criteria:**

ISO/IEC 17065   
 Other (specify below)

.....  
 .....  
 .....

**Accreditation of certification bodies for persons**

**Criteria:**

ISO/IEC 17024   
 Other (specify below)

.....  
 .....  
 .....

**Accreditation of inspection bodies**

**Criteria:**

ISO/IEC17020   
 Other (specify below)

.....  
 .....  
 .....

**Accreditation of RM-Producers**

**Criteria:**

ISO 17034   
 Other (specify below)

.....  
 .....  
 .....

**Accreditation of testing/medical laboratories**

**Criteria:**

ISO/IEC 17025   
 ISO 15189   
 Other (specify below)

.....  
 .....  
 .....

**Accreditation of certification bodies for management systems**

**Criteria**

ISO/IEC 17021-1   
 Other (specify below)

.....  
 .....  
 .....

**Accreditation of validation/verification bodies**

**Criteria:**

ISO 14065   
 EMAS   
 Other (specify below)

.....  
 .....  
 .....

**Accreditation of PT-Providers**

**Criteria:**

ISO/IEC17043   
 Other (specify below)

.....  
 .....  
 .....

**Other accreditation activities:**

**Criteria:**

.....  
 .....  
 .....

The following documents need to be submitted (in an electronic format) in English, together with the completed application form to [Secretariat@european-accreditation.org](mailto:Secretariat@european-accreditation.org):

- ◆ Quality manual
- ◆ Evidence to support your responses to Points 1 and 2 of Clause 2.1 of EA-1/17 S1
- ◆ Statistical Information Table
- ◆ Other relevant documentation

EA reserves the right to request additional information/documentation.

I hereby declare that I have the authority to sign this application form on behalf of the applicant NAB and that the information provided in support of this application is correct to the best of my knowledge.

Date: \_\_\_ / \_\_\_ / \_\_\_

Signature \_\_\_\_\_  
Name