PURPOSE

The document describes the procedure for an accreditation body to submit an application for EA membership.
Authorship
The publication has been written by the EA Executive Committee.

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

Category: Secretariat Management System and Related Documents

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Date of Implementation: immediate.
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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.

2 ELIGIBILITY FOR MEMBERSHIP

Accreditation Bodies 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.
3  PROCEDURE FOR DEALING WITH REQUESTS FOR FULL OR ASSOCIATE MEMBERSHIP OF EA

Application in writing to EA Secretariat according to rules described in relevant documents

Secretariat acknowledges receipt of application to accreditation body

Secretariat considers type of membership

Full Membership  Associate Membership

Secretariat forwards application + documents to MAC-Management Group (MG)

MAC-MG requests detailed information from applicant (if not already submitted)

MAC-MG studies documentation

Supplementary information and/or visit required?

Y

MAC conducts visit and/or requests further information

N

MAC submits report to the Executive Committee who will then recommend as appropriate to the GA

EA Secretariat informs applicant in writing of the decision by the GA
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:

Membership sought:  □ Full membership  □ Associate membership

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. Do not own shares, or otherwise have a financial or managerial interest, in a conformity assessment body:
   Y / N

6. Do not compete with other national accreditation bodies in accordance with the applicable legal, EA, IAF and ILAC rules:
   Y / N

7. Operate only across national borders, within the territory of another Member State*, 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, do you inform the national accreditation body of that Member State* and offer it to participate as an observer:
   Y / N

*Note: for Associate 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?

<table>
<thead>
<tr>
<th>Activity</th>
<th>Criteria</th>
</tr>
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<tbody>
<tr>
<td>Accreditation of calibration laboratories</td>
<td>ISO/IEC 17025</td>
</tr>
<tr>
<td></td>
<td>Other (specify below)</td>
</tr>
<tr>
<td>Accreditation of testing/medical laboratories</td>
<td>ISO/IEC 17025</td>
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<tr>
<td></td>
<td>ISO 15189</td>
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<tr>
<td></td>
<td>Other (specify below)</td>
</tr>
<tr>
<td>Accreditation of certification bodies for products</td>
<td>EN 45011 / ISO/IEC 17065</td>
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<td></td>
<td>Other (specify below)</td>
</tr>
<tr>
<td>Accreditation of certification bodies for persons</td>
<td>ISO/IEC 17024</td>
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<td></td>
<td>Other (specify below)</td>
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<tr>
<td>Accreditation of inspection bodies</td>
<td>ISO/IEC 17020</td>
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<tr>
<td></td>
<td>Other (specify below)</td>
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</tbody>
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The following documents need to be submitted (in an electronic format) in English, together with the completed application form to 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.

Date: __/__/__

Signature