

 DAkkS Deutsche Akkreditierungsstelle	List of required documents for the accreditation as an Inspection body according to DIN EN ISO/IEC 17020	LI-EU_IS_EN	
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Required documents shall preferably be submitted electronically, in the way that the numbering can directly be assigned to the relevant documents. For submission the Deutsche Akkreditierungsstelle GmbH (DAkkS) provides a **structured zip-folder** where the required documents should be stored electronically and resend to the DAkkS. In individual cases it may be necessary to submit documents in hard copy.

All documents/evidences must be submitted¹ immediately after request². By sending the documents the CAB ensures DAkkS the completeness of the submitted documents. If necessary, further documents may be required by DAkkS or the assigned assessor.

Documents must be submitted in German or English language.

No.	Document
1.	Complete documentation of the management system of the inspection body and of the granted/applied scope of accreditation (quality management manual, procedures, work instructions or other specifications with regard to the applied/accredited inspection schemes)
2.	List of all quality management (QM) documents (including version and/or date of validity)
3.	Most recent management review with contents according to DIN EN ISO/IEC 17020 section 8.5.2 and 8.5.3
4.	Evidence of organisational structure, ownership and legal entity of the inspection body (trade register excerpt, list of shareholders, organisation chart(s)) <i>If the inspection body is part of an organisation (within the legal entity or within a larger corporate structure) the ownership structure, the integration within the organisation and the relations to other organisational units must be submitted with appropriate information (e. g. with detailed organisational charts and lists of shareholders of all sub-organisations)</i>
5.	Coverage of existing liability risks, e. g. evidence of a liability insurance including information about the scope of insurance (liability and financial loss) or information on an equivalent solution
6.	Current information regarding the number of employees ³ activities of the inspection body broken down according to their function ⁴ (including information on qualification requirements for each function), working area ⁵ and the contractual binding ⁶ to the inspection body as well as model contracts for external employees
7.	List of contractors for external provided services (sub-contractors) and other cooperation partners as far as involved in the conformity assessment activities as well as relevant model contracts
8.	Current general terms and conditions, if available, model contracts for the order processing with clients as well as general descriptions of the order processing (if appropriate, reference to applicable QM documents)

¹ The planning of the assessment for initial accreditation or extension of the inspection body takes place immediately after confirmation of the application. The documents are requested with this confirmation and must be submitted immediately. If no documents are submitted, the application will be rejected.

Documents for surveillance and reassessment must be submitted immediately upon request.

² To submit documents incomplete or late can be punished as an administrative offence according to § 12 AkkStellG (Accreditation Body Act).

³ Regardless of the extent of employment, each employee counts.

⁴ e. g. inspectors, sampler, head of divisions, administrative employees, etc.

⁵ e. g. following inspection programmes within the scope of accreditation.

⁶ Permanent employees (internal) or further employees bound by contract (external).

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No.	Document
9.	Regulations for the use of marks ⁷ – if applicable
10.	Evidence of the obligation of the top management (type A, B, C) according to DIN EN ISO/IEC 17020 section 4.1.5
11.	Analysis of risks to impartiality, including analysis of related entities and presentation of the management of impartiality/independence according to DIN EN ISO/IEC 17020 section 4.1.3
12.	Explanation on used IT-systems and their function and a description of interfaces between those IT-systems as well as to external databases/archive systems including the process of release of those systems
13.	Range of services of the inspection body
14.	Sample of an inspection report for each accredited/applied inspection area/inspection scheme
15.	Documentation of inspection regulations and -procedures, submission of all inspection schemes and notices of determination regarding the evaluation of inspection schemes, if applicable
16.	List of testing, calibration and examination procedures used during inspections
17.	If applicable, documentation of in-house methods of tests and their validation
18.	If applicable, list of reference materials used
19.	Current list for participation in proficiency tests, such as ring and comparison tests according to DAkkS rule 71 SD 0 010 section 3.3.3 and 71 SD 0 010 appendix 2 (Submit only the list, no certificates of participation in individual proficiency tests)
20.	<p>Metrological traceability: List of equipment with in-house registration (including used rental equipment, used working standards as well as equipment/facilities which are not under permanent control of the CAB).</p> <p>Necessary information: Inventory-No., location, measurand (of which an evidence of the metrological traceability must be available), name of the equipment/type of equipment/object, producer, calibration-/functional checks interval, identification/name of the evidence(s) regarding metrological traceability, type of measurement traceability (regarding 71 SD 0 005_e).</p> <p><i>Optional specifications: Testing standard, serial number, responsible person for the equipment, and others</i></p>
21.	<p>Documents related to subcontracting (if applicable):</p> <ul style="list-style-type: none"> • Documented procedure on subcontracting, including criteria for the involvement of subcontractors for all activities subcontracted within the scope of inspection • List of subcontractors including of activities subcontracted structured according to the inspection programs in the area of application, if applicable • Objective evidences of competence of the subcontractors for the tasks performed (e.g. copies of an accreditation certificate with annex, audit reports or similar evidences) • All contracts with subcontractors
22.	Spatial plan indicating the work areas, including information with regard to the use of mobile facilities for inspection activities

⁷ Only relevant if the inspection body issues its own marks for use by itself or its customers. The internal regulations for the use of the accreditation symbol are not meant here.

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No.	Document
23.	<p>Filled Partial Assessment Report/Checklist DIN EN ISO/IEC 17020</p> <p><i>The template to be filled in is included in the zip-folder. Document will be submitted to DAkkS electronically (Word-document).</i></p>
24.	<p>Checklist/report according to DIN EN ISO/IEC 17025 <u>section 6 and section 7 filled</u> (documents will be submitted to DAkkS electronically (Word-document))</p> <p>only in case that the testing or calibration procedures performed within the scope of the inspections are not covered by an accreditation according to DIN EN ISO/IEC 17025</p> <p>Checklist/report according to DIN EN ISO 15189 <u>section 4.1 and section 5 filled</u> (documents will be submitted to DAkkS electronically (Word-document))</p> <p>only in case that the examination procedures performed within the scope of the inspections are not covered by an accreditation according to DIN EN ISO 15189.</p>
25.	<p>Normative documents within the scope of accreditation</p> <p>Submission of a copy of all technical standards or standards relevant to the documents for the activities of the inspection body in the accredited area, as far as DAkkS does not determine a different regulation.</p> <p>All standards, documents equivalent to standards, in-house methods, etc., which are applied for accreditation or are part of the scope of accreditation and that contain requirements for the performance of activities within the scope of accreditation, as well as other documents which are or should be listed in the annex to the certificate shall be submitted⁸.</p> <p>(The provision is permitted license-free according to § 45 Copyright Act (§45 Urheberrechtsgesetz (UrhG))</p> <p><i>These documents will be send separately from the other listed documents in a separate zip-folder. The identification of the normative documents is part of the respective file name. If the normative documents within the scope of accreditation have already been submitted by the inspection body, only the normative documents concerning changes of the scope shall be submitted.</i></p>

⁸ Publicly freely accessible documents that are subject to the scope of accreditation do not have to be submitted.