	List of required documents for the accreditation as a Certification Body for Persons according to DIN EN ISO/IEC 17024	LI-EU_ZP_EN	
		Revision:	1.3
		Date:	03.07.2023
		Page:	1/3

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 certification body and of the granted/applied scope of accreditation (quality management manual, procedures, work instructions or other specifications with regard to the applied/accredited certification 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 17024 section 10.2.5.2 and 10.2.5.3
4.	Evidence of organisational structure, ownership and legal form of the certification body (trade register excerpt, list of shareholders, organisation chart(s)) <i>If the certification 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. Information on scopes with a statutory insurance obligation
6.	Current information regarding the number of employees ³ for all activities of the certification body broken down according to their function ⁴ (with information on qualification requirements for each function), working area ⁵ and the contractual binding ⁶ to the certification 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.	Standard contract with clients including current general terms and conditions and if applicable with existing liability limitation clauses
9.	Regulations for the use of marks according to ISO/IEC 17030 – if applicable

¹ The planning of the assessment for initial accreditation or extension of the certification 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. examiners, decider, administrative employees, etc.

⁵ e. g. depending on the certification programme within the scope of accreditation

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

 DAkkS Deutsche Akkreditierungsstelle	List of required documents for the accreditation as a Certification Body for Persons according to DIN EN ISO/IEC 17024		LI-EU_ZP_EN	
			Revision:	1.3
			Date:	03.07.2023
			Page:	2/3

No.	Document
10.	Rules of procedures of all established committees – if applicable
11.	Evidence of the obligation of the certification bodies top management regarding the impartiality according to DIN EN ISO/IEC 17024 section 4.3.1
12.	Up to date analysis of risks regarding the impartiality including the analysis of related bodies according to DIN EN ISO/IEC 17024 section 4.3.6 and 4.3.7
13.	List of valid certificates broken down by certification schemes and countries (only for cross-border certification)
14.	Documentation of certification rules and - procedures, submission of all certification schemes and notices of determination regarding the suitability for accreditation of certification schemes , if applicable
15.	Sample - Certificate for each certification programme
16.	Fee regulation or price list as well as all distribution agreements with third parties and performance-based remunerations of employees and contractual partner
17.	Structure of the certification body in terms of training and documented procedure (DIN EN ISO/IEC 17024, sect. 5.2.3)
18.	List of approved training institutes / training seminars including evidence of compliance with the relevant requirements and the result of the assessment (DIN EN ISO/IEC 17024, sect. 5.2.1)
19.	List of approved examiners, classified by skills and certification programs
20.	Procedure for monitoring the examiners
21.	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
22.	List of all field offices and test centres with the corresponding activities
23.	Filled Partial Assessment Report/Checklist DIN EN ISO/IEC 17024 <i>The template to be filled in is included in the zip-folder. Document will be submitted to DAkkS electronically (Word-document).</i>
24.	Submission of a copy of all certificate-relevant technical standards or standards which are referred in the certification schemes or to accredited activities stated in the certificate, as far as DAkkS does not determine a different regulation ⁷ . The provision is permitted license-free according to § 45 Copyright Act (§45 Urheberrechtsgesetz (UrhG)) Each standard (level 4 or 5) which is stated on the certificate must be submitted in copy for examination purposes. <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 certification body, only the normative documents concerning changes of the scope shall be submitted.</i>

⁷ Publicly freely accessible documents that are subject to the accreditation scope do not have to be submitted.

	List of required documents for the accreditation as a Certification Body for Persons according to DIN EN ISO/IEC 17024	LI-EU_ZP_EN	
		Revision:	1.3
		Date:	03.07.2023
		Page:	3/3

Documents for the performance of witness examinations

No. Document	
1.	List of Candidates
2.	Results of application review listed by candidates (DIN EN ISO/IEC 17024, section 9.1.3)
3.	Information about the test centre (address, possibly directions, technical equipment if relevant)
4.	Schedule of the examination
5.	Evidence of qualifications, training, independence, monitoring, exchange of experience of the examiners, examination supervision
6.	Current examination and certification procedure
7.	Examination questions - please a complete set of examination questions for the DAkkS-Assessor - Handover at the start of the examination
8.	Documentation of the examination – after completion of the examination (including documentation of the certification decision, certificates, statistical analysis)