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 submitted[1] immediately after request[2]. 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 calibration laboratory and of the granted/applied scope of accreditation (quality management manual, procedures, work instructions or other specifications with regard to the applied/accredited calibration 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 17025 section 8.9.2
4.	In the case of a flexible scope of accreditation: Current list of all calibration procedures used in the accredited area including the indication of the last modifications
5.	Evidence of organisational structure, ownership and legal form of the calibration laboratory (trade register excerpt, list of shareholders, organisation chart(s)) *If the* calibration laboratory *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)*
6.	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
7.	Current information regarding the number of employees[3] for activities of the calibration laboratory broken down according the their function[4], working area[5] and the contractual binding[6] to the calibration laboratory
8.	List of contractors for external provided calibration services (sub-contractors) and other cooperation partners as far as involved in the conformity assessment activities as well as relevant model contracts
9.	Current general terms and conditions and, 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 calibration laboratory 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. calibration employees, head of divisions, etc.

[5] E. g. location divisions and/or measurands depending on the organisation of the working areas of the laboratory.

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

No.	Document
10.	Contractual arrangements with external staff (e.g. external calibration representative or sales representatives), if involved in conformity assessment activities
11.	Evidence of the obligation of the laboratories top management regarding the impartiality according to DIN EN ISO/IEC 17025 section 4.1.2
12.	Analysis of risks to impartiality, including analysis of related entities and presentation of the management of impartiality according to DIN EN ISO/IEC 17025 section 4.1.4 and 4.1.5
13.	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. Procedure for the information management system of the laboratory according to DIN EN ISO/IEC 17025 section 7.11
14.	Sample of a calibration certificate for each calibration and measurement possibility of the laboratory intended for accreditation (CMC entry)
15.	When developing own or adapting normative or equivalent calibration procedures: Validation proofs according to DIN EN ISO/IEC 17025
16.	Measurement uncertainty balance for each CMC entry applied for
17.	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)
18.	Metrological traceability: List of equipment with in-house registration (including used rental equipment, used working standards, used reference materials, as well as equipment/facilities which are not under permanent control of the CAB) and including software and firmware version). **Necessary information:** Unique identification, 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).** *Optional specifications: Calibration standard, serial number, responsible person for the equipment, and others*
19.	Spatial plan indicating the calibration places, including information with regard to the use of mobile facilities for the calibration activities
20.	Filled Partial Assessment Report/Checklist DIN EN ISO/IEC 17025 *The template to be filled in is included in the zip-folder.* Document will be submitted to DAkkS electronically (Word-document).

No.	Document
21.	**Normative documents within the scope of accreditation** Submission of a copy of all certificate-relevant technical standards or standards which are referred in the calibration schemes or to accredited activities stated in the certificate, as far as DAkkS does not determine a different regulation. All standards, documents equivalent to standards, in-house methods, etc., which are applied for accreditation or belong to the scope of accreditation and that contain requirements for the performance of calibration activities, as well as other documents which are or shall be listed in the annex to the certificate and all above mentioned documents which are offered to the customers of the calibration laboratory as "accredited service" within an existing accreditation with flexible scope shall be submitted[7]. *(The provision is permitted license-free according to § 45 Copyright Act (§45 Urheberrechtsgesetz (UrhG))* *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 calibration laboratory body, only the normative documents concerning changes of the scope shall be submitted.*

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