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 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 testing laboratory and of the granted/applied scope of accreditation (quality management manual, procedures, work instructions or other specifications with regard to the applied/accredited test methods)
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.	For testing laboratories with a flexible scope: A current list of all applied testing methods within the flexible scope of accreditation (incl. the marking of the last changes)
5.	Evidence of organisational structure, ownership and legal form of the testing laboratory (trade register excerpt, list of shareholders, organisation chart(s)) *If the testing 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 all activities of the laboratory 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 testing laboratory as well as model contracts for external employees
8.	List of contractors for external provided testing 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 testing 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. laboratory technician, sampler, head of division, etc.

[5] e g. microbiology, inorganic, organic, depending on the organisation of the laboratories working areas.

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

No.	Document
10.	Regulations for the use of marks [7] – if applicable
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 test report for each testing field applied for accreditation
15.	If applicable, list of reference materials used
16.	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)
17.	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). **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: Testing standard, serial number, responsible person for the equipment, and others*
18.	Spatial plan indicating the test areas including information on the use of mobile equipment for the test activity
19.	Completed Partial Assessment Report/Checklist for DIN EN ISO/IEC 17025 *The template to be filled in is included in the zip-folder.* *Document will be submitted to DAkkS electronically (Excel-document).*
20.	If applicable, further sector-specific checklists: (documents after consultation with the responsible case manager)
21.	For the accreditation according to the Module Immission Control: – Three measurement reports per applied area (by letter) for the technically responsible person and his representative (reports not older than three years before the application was filed) – Area emissions and immissions of noise and vibration: 5 test reports (noise) or 3 test reports (vibrations); selections according to the requirements of the currently valid version of the Module Immission Control (reports not older than three years)
22.	For the accreditation according to Ordinance on Hazardous Substances:

[7] Only relevant if the testing laboratory 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.

No.	Document
	The number of measurement reports per group of substances depends on the requirements stated in DAkkS rule 71 SD 4 031 chapter 3.5.
23.	**Normative documents within the scope of accreditation** Submission of a copy of all certificate-relevant technical standards or standards for the activities of the testing laboratory in the accredited area, unless the DAkkS has determined deviating regulations[8]. All standards, documents equivalent to standards, in-house procedures, etc., which are applied for accreditation or belong to the scope of accreditation and contain requirements for the performance of testing 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 testing laboratory as "accredited service" within an existing accreditation with flexible scope shall be submitted[9]. (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 testing laboratory, only the normative documents concerning changes of the scope shall be submitted.*

[8] Currently, the German standard methods for the examination of water, waste water and sludge (DEV Methods) and the official collection of methods for sampling and analysis of foodstuffs, consumer products, cosmetics, tobacco products and feedstuffs (ASU Methods) are exempt from the submission requirement.

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