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.	Part A - Documents for the assessment of the verification-/validation body
1.	**Complete** documentation of the management system of the verification-/validation body and of the granted/applied scope of accreditation (quality management manual, procedures, work instructions or other specifications with regard to the applied/accredited 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 17029 section 11.2.2
4.	Evidence of organisational structure, ownership and legal form of the verification-/validation body (trade register excerpt, list of shareholders, organisation chart(s)) *If the verification-/validation body is part of an organisation (within the legal entity or within a larger corporate 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)*
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 verification-/validation 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 modal 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.

[1] The planning of the assessment for initial accreditation or extension of the verification-/validation 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. management, verifier, reviewer, administrative employees, etc.

[5] e. g. depending on the verification programme within the scope of accreditation.

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

No.	Part A - Documents for the assessment of the verification-/validation body
8.	Model contracts with clients including current terms and conditions und if applicable with existing liability limitation clauses
9.	Regulations for the use of marks[7] – if applicable
10.	Evidence of the obligation of the top management regarding the impartiality according to DIN EN ISO/IEC 17029 section 5.3.5
11.	Analysis of risks regarding the impartiality including the analysis of related bodies and presentation of the mechanism for safeguarding impartiality according to DIN EN ISO/IEC 17029 section 4.3.7 and 5.3.3
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.	Procedures to ensure the confidentiality and data security of information obtained or created during the validation or verification activities – if not already included under 1
14.	Procedures/process description(s) for planning and carrying out verifications/validations - if not already included under 1
15.	Procedures for monitoring and maintaining the competence of the verification-/validation personnel – if not already included under 1
16.	Competence matrix of the verification-/validation personnel with indication of the respective scope of appointment (Lead auditor, independent reviewer, technical expert, verification areas EU-ETS with scopes, MRV-maritime transport, CORSIA, GHG-Inventories 14064-1/GHG-Projects 14064-2, BEHG)
17.	List of customers or verified/validated organizations, plants, plant operators, ships, projects, products (including for EU ETS in accordance with the EU template for notification in accordance with Art. 77 Regulation (EU) 2018/2067)
18.	Sample validation or verification report for each requested verification-/validation program, verification declaration or other certificate (e.g. DoC for MRV maritime traffic)
19.	Filled Partial Assessment Report/Checklist according to DIN EN ISO/IEC 17029 in conjunction with DIN EN ISO 14065 *The template to be filled in is included in the zip-folder.* *Document will be submitted to DAkkS electronically (Word-document).*

[7] Only relevant if the verification-/validation 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.

No.	Part A - Documents for the assessment of the verification-/validation body
20.	**Normative documents within the scope of accreditation** Submission of a copy of all technical standards or standards relevant to the documents for the activities of the verification-/validation body in the accredited area, 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 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 submitted[8]. 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 verification body, only the normative documents concerning changes of the scope shall be submitted.*

Documents to be submitted for witness audits

No.	Document
1.	Evidence of competence of the auditors including contact details and independent reviewer, confirmation/declaration of independence
2.	Offer and contract documents (including evaluation of independence and impartiality)
3.	Strategic analysis and risk analysis (note: for MRV maritime transport only risk analysis), methodological plan (EU-ETS)
4.	Complete verification plan (including verification programme, test or sampling plan)
5.	Information on the verification request (plant, ship, aircraft operator, product) or validation request (project), organisation – among others surveillance plan or monitoring concept, permits, calculation tables, logbooks, if applicable, previous year's emissions report, verification/audit report previous year
6.	Health and safety instructions, necessary PPE, information on the meeting point or location of the verification and contact persons on site, up-to-date information on access restrictions and other action plans
7.	Procedures of the verification body for carrying out verifications/validations
8.	Audit documentation (audit report, non-conformity reports, complete records, independent review) - after completion of verification/validation

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