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| DAkkS_Logo600dpi |  |
| Deutsche Akkreditierungsstelle GmbH  **Antragsservice und Neukundenbetreuung**  Spittelmarkt 10  10117 Berlin | Case number: |
| (field to be filled in by DAkkS employee(s)) |

**- APPLICATION -  
for the Verification of Accreditation Suitability of Conformity Assessment Schemes**

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| **Important note!**   1. Please submit all application pages completely filled, signed und WITHOUT brackets! 2. No. 1 to 11 are mandatory to fill in. 3. To 1: A current evidence must be enclosed. 4. Please submit evidences and attachments **electronically** (by mail). |
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| **This application refers to the verification of the accreditation suitability of a conformity assessment scheme according to the internationally recognized standard:**  The conformity assessment procedure, underlying the scheme, falls within the scope of the following internationally recognized standard: |

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| **1. Legal statement applicant | legal form and registration number** | | | |
| Legal form**:** | Please select | Other legal form: |  |
| Registration number: |  | Other registration no: |  |
| Register court: | Local court | | |
| Group legal integration: | If applicable, **an organisation chart of the conformity assessment body and its legal entity must be submitted**. Alternatively, a description of the relationships with superordinate and/or subordinate organisations (legal entities, natural persons and/or (partially) legally capable associations of persons under domestic and foreign law, such as integration into corporate groups, subsidiaries) can be submitted. | | |

| **2. Name and address of applicant** | | | | | | | |
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| Name of organisation  according to legal statement: |  | | | | | | |
| Street: |  | | | | | | |
| Postal code: |  | Place: |  | | Federal State: |  | |
| Country: |  | | | | | | |
| **Registered office not in Germany** (only for applications outside of Germany with its registered office within the territorial scope of the EU regulation765/2008)[[1]](#footnote-1) | | | | | | | |
| VAT identification number (*only for applicants from Member States of the European Union*): | | | |  | | | |
| A confirmation of your national accreditation body, of the country your organisation is registered, must be enclosed, stating that this national accreditation body does not intent to carry out the accreditation procedure itself (see Art. 7 section. 1 Regulation (EG) No. 765/2008). | | | | | | | *attached to this application* |

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| **3. Usage of the conformity assessment scheme as a conformity assessment body [[2]](#footnote-2)** | | | | | |
| No | | | | | |
| YesNote: After the conformity assessment scheme has been confirmed, an application for the actual accreditation must be submitted. Mandatory declaration of the body to submit an application after the confirmation of the conformity assessment scheme.  If known: This declaration refers to the accreditation with the case number: ***-YYYYY-ZZ*** | | | | | |
| **The following information only if applicable** | | | | | |
| **Name and address of the conformity assessment body** | | | | | |
| **Identical with applicant information** | | | | | |
| **Otherwise please provide the following information here:** | | | | | |
| Name of the conformity assessment body: |  | | | | |
| Number of employees[[3]](#footnote-3): |  | | | | |
| Street and house number: |  | | | | |
| Postal code: |  | Place: |  | Federal State: |  |
| Country: |  | | | | |

| **4. Address for the delivery of the notification** | | | | | |
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| **Identical with applicant information** | | | | | |
| **Otherwise please provide the following information here:** | | | | | |
| Name: |  | | | | |
| Street and house number: |  | | | | |
| Postal code: |  | Place: |  | Federal State: |  |
| Country: |  | | | | |

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| **5. information about the conformity assessment scheme** |
| Name of conformity assessment scheme: |
| Short description regarding the purpose of the conformity assessment scheme: |

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| **6. Implementation of the conformity assessment scheme** |
| National (Germany)  Europe/EEA (considering EA 1/22)  International planned (IAF) |
| An application has already been send to another national accreditation body (NAB):  No  Yes Please state NAB and reference number: |
| **The following information only for scheme owners/open schemes** |
| The scheme is currently in use of one/several conformity assessment body/bodies with an accreditation of an EA or ILAC/IAF-Member:  No  Yes Please describe: |
| If the accreditation suitability of the applied conformity assessment scheme is determined, the applicant accepts the publication of the result on the DAkkS-Website or, if applicable, on the EA-Website:  No  Yes |
| Has the scheme owner defined program-specific requirements for the accreditation procedure and the surveillance of the CAB by DAkkS?  No  Yes |

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| **7. Confirmation/Recognition of the conformity assessment scheme** |
| In addition to the accreditation, the applicant intents its own confirmation/recognition, which allows a conformity assessment body to operate only within the scope of the scheme:  No  Yes |

| **8. Address for the delivery of notifications of charges/invoices** | | | | | | | |
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| **Identical with applicant information**  **Identical with information about the conformity assessment body** | | | | | | | |
| Name of organisation: | *max. 80 signs* | | | | | | |
| Department (optional): | *max. 50 signs* | | | | | | |
| Address **or** PO box |  | | | | | | |
| Postal code: |  | Place: |  | Federal State: | | |  |
| Country: |  | | | | | | |
| Contact person: | |  | | | E-Mail: |  | |
| Order number/reference: | |  | | | | | |
| **The following information only for Federal Authorities and ministries** | | | | | | | |
| Route-ID: | |  | | | | | |
| Portal used for e-invoices: | |  | | | | | |

| **9. Account details for credit notes** | | | | | |
| --- | --- | --- | --- | --- | --- |
| Name account holder: |  | | | | |
| IBAN: |  | BIC: |  | E-Mail: |  |
| Name of bank: |  | | | | |
| Contact person: |  | | | E-Mail: |  |

| **10. Contact details** | | | |
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| **Main contact for the scheme validation** | | | |
| Title, name, first name: |  | Tel.: |  |
| E-Mail: |  | Fax: |  |
| **Further contact** | | | |
| Title, name, first name: |  | Tel.: |  |
| E-Mail: |  | Fax: |  |

| **11. Proxies** | | | |
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| **No proxies** are granted.  I will **myself make** (amendments to the application, etc.) **and receive** (e. g. notices and reports) all **necessary declarations** within the procedure[[4]](#footnote-4).  I am **granting** the following **new proxies**: | | | |
| The person named below is hereby authorized by the signatory of this application to make (amendments to the application, etc.) and receive (e. g. notices and consultations) all declarations required in the course of the scheme validation procedure. This authorization may be revoked at any time by written declaration to DAkkS. | | | |
| **The main contact specified in point 10** | | | |
| **Additional contact specified in point 10** | | | |
| **Otherwise please provide the following information here** | | | |
| Title, name, first name : |  | Tel.: |  |
| E-Mail: |  | Fax: |  |

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| **Important note!**  All annexes must be **send electronically** (To: [a-nkb@dakks.de](mailto:a-nkb@dakks.de))!  On request you will receive a link for secure data transmission. |
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| **12. Necessary annexes to this application** |
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| **-Current legal notice** *(mandatory)* |
| **-Articles of association or partnership agreement of the applicant (depending on the legal form) (mandatory)** |
| **If applicable,** additional evidences  **Group legal integration** If applicable, the organisational chart of the conformity assessment body and its legal entity.  **Not registered in Germany** (only for applicants outside of Germany) Confirmation by the national accreditation body, of the country your organisation is registered, stating that they do not intent to carry out the accreditation procedure itself. |

| **Declaration to the application** |
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| By signing this declaration, the applicant agrees to comply with the following requirements: |
| 1. The scheme owner accepts DAkkS as the only contact regarding the scheme validation. |
| 1. The scheme owner shall recognise the results of CABs accredited by signatories to multilateral recognition agreements, provided that they meet the scheme requirements and the accrediting body meets the scheme requirements for accreditation. |
| 1. The scheme owner reserves the use of the scheme to accredited CABs with which it has entered into an agreement. Such an agreement shall, at a minimum, guarantee that the CAB will use the scheme as is, without any restrictions or additions. |
| 1. The scheme owner shall inform all „active“ accreditation bodies and accredited CABs of any relevant information and development regarding the scheme, particularly any proposed change in requirements. |
| 1. The scheme owner shall have the right to establish and modify conformity assessment scheme requirements. |
| 1. The scheme owner is entitled to represent the scheme to DAkkS. |
| 1. The applicant is aware that DAkkS charges fees for the scheme validation according to the Fee Regulation of the Accreditation Body (AkkStelleGebV). |

| **13. Authority to make this application** |
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| **I am/we are** authorised to submit this application **on behalf of the organisation**. **Note**: *If this declaration is not made, the authorization must be proven by appropriate documents.* |

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| **,** DD.MM.YYYY |  |  |
| Place, Date | **Signature applicant** | (Title) First name in clear |
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| **, DD.MM.YYYY** |  |  |
| Place, Date | **Signature applicant** | (Title) First name Name in clear |

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| **Important note:** This application must be submitted in accordance with Section 2 (1) of the Accreditation Body Act (AkkStelleG).  **The original must be signed and sent to DAkkS (written form requirement).**  According to Section 3a (2) VwVfG, the written form can be replaced electronically:  - with the qualified electronic signature (QES) ([a-nkb-qes@dakks.de](mailto:a-nkb-qes@dakks.de)).  - by using DE-Mail ([a-nkb@dakks.DE-MAIL.de](mailto:a-nkb@dakks.DE-MAIL.de)).  **Electronically printed signatures are invalid. Your application is considered as not submitted.** |

**Information about the processing of personal data**

As an authorized body of the Federal Government, DAkkS is responsible for the accreditation of conformity assessment bodies. As such, it is authorized to process the data required for accreditation in accordance with the legal basis § 1 Section 1 in conjunction with § 3 Section 1 of the Accreditation Body Act (AkkStellG). Exclusively for this purpose, DAkkS processes personal data of conformity assessment bodies and scheme owners. Within this framework, the scheme owner is obliged to provide the personal data required for the scheme validation.

For handling the personal data, DAkkS has taken technical and organisational measures in accordance with Art. 32 EUDSGVO in order to ensure data protection and data security.

The following data types/categories are subject of processing the personal data:

* Personal master data (name, address, date of birth, place of birth)
* Communication data (e.g. telephone, e-mail)
* Information on qualification and operations
* Name and function of employees
* Education or training certificates and CVs of employees
* Employment contracts, protocols
* Other personal data which must be processed within the scope of the application as well as for the case processing

Categories of data subjects affected by the processing include:

* Employees of the conformity assessment body/the scheme owner (internal and external)
* Other persons involved in the application and procedure

The personal data and business information submitted as part of the procedure will be collected, processed and stored to the extent necessary for processing the application. Within the scope of the scheme validation, these personal data and business information, in particular the application as well as the submitted evidence (see LI-EU\_KBP) and the procedural file for the review of the accreditation eligibility are made accessible to third parties. Third parties in this sense are publicly obliged technical experts, members of the scheme committee, the organisations EA, ILAC and IAF as well as the supervisory authorities responsible for the conformity assessment object in the federal and state governments including the federal ministries mentioned in § 2 AkkStelleG for the purpose of supervision.

Legal basis for the collection, processing, storage and transmission of personal data are Art 6 Section 1 lit. e) in conjunction with § 2 AkkStelleG.

The date is stored insofar as it is required for carrying out the scheme validation procedure. After completion of the respective procedure, the documents are retained to document the scheme validation procedure and are completely destroyed in accordance with data protection requirements after expiration of the statutory retention periods.

If you have any questions regarding this procedure, you may contact the data protection officer of DAkkS.

This person(s) can be reached by e-mail to [datenschutz@dakks.de](mailto:datenschutz@dakks.de).

DAkkS, responsible for the processing, can be reached by using the following contact:

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| Deutsche Akkreditierungsstelle GmbH  Spittelmarkt 10  10117 Berlin | Tel: +49 30 670591-0  [kontakt@dakks.de](mailto:kontakt@dakks.de) |

We would like to point out that you are free to lodge a complaint with the supervisory authority at any time and that you can obtain information about your personal data at any time and assert a right to correction, deletion and to restriction or objection to processing as well as a right to data portability.

1. EA Member/ EA MLA signatory (see https://european-accreditation.org/) [↑](#footnote-ref-1)
2. A conformity assessment body is a body that performs conformity assessment activities   
   e. g. laboratory, certification body, inspection body, validation-/ verification body. [↑](#footnote-ref-2)
3. Including external employees, external auditors, inspectors, sampler etc. [↑](#footnote-ref-3)
4. All activities clearly assigned by the case number over the time in connection with the scheme validation, starting with the application up to the notification of accreditation suitability. [↑](#footnote-ref-4)