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 case manager. In individual cases documents must be submitted in hard copy. The case manager will inform you accordingly.

All documents/evidences must be submitted[1] before the assessment in due time[2]. By sending the documents the CAB ensures DAkkS the completeness of the submitted documents. If necessary, further documents may be required by the case manager 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
4.	With flexible scope of accreditation: 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).* Evidences about structure, ownership and legal structure of the integrated legal entities as well as information about further accreditations of these legal entities must be submitted.
6.	Risk analysis and liability estimation for the calculation of an appropriate level of insurance and evidence of a liability insurance or an equivalent solution (especially for financial loss). Information on scopes with a statutory insurance obligation
7.	List of employees stating their qualification/professional training/responsibilities at all levels of the activity of the laboratory
8.	Standard contract with clients including existing general terms and conditions and if applicable with existing liability limitation clauses
9.	Regulations for the use of marks [3] – if applicable
10.	List of existing contractual regulations with external personnel (e. g. external samplers), contractors (sub-contractors) and other cooperation partners as far as involved in the conformity assessment activities as well as samples of relevant contracts

[1] To submit documents incomplete or late can be punished as an administrative offence according to § 12 AkkStellG (Accreditation Body Act)

[2] The assessment for initial accreditation of the testing laboratory be scheduled not before the required documents are submitted completely. In case of surveillance, extension of accreditation or reaccreditation documents shall be submitted at least 6 weeks before the scheduled assessment.

[3] Only relevant if the testing laboratory issues its own marks for use by itself or its customers.

No.	Document
11.	Impartiality declaration of the top management
12.	Analysis of risks to impartiality, including analysis of related entities and presentation of the management of impartiality
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.	Copy of at least one original version of 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.	Last annual report with information on/data of the testing laboratory and the testing activities performed *The template to be filled in is included in the zip-folder.* *Document will be submitted to DAkkS electronically (Excel-document).*
20.	Completed Partial Assessment Report/Checklist for DIN EN ISO/IEC 17025:2018 *The template to be filled in is included in the zip-folder.* *Document will be submitted to DAkkS electronically (Excel-document).*

No.	Document
21.	If applicable, completed applications and checklists: (please send the completed applications also in Word format to the responsible case manager)
	– List of the testing procedures to be accredited according to the Trinkwasserverordnung (TrinkwV) possibly including a list of internal and external samplers used
	– List of testing procedures for Fachmodul Wasser
	– List of testing procedures for Fachmodul Abfall
	– List of testing procedures for Fachmodul Boden und Altlasten
	– Application for the scope of accreditation by EU-BauPVO (Annex V, Paragraph 3)
22.	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)
23.	For the accreditation according to Ordinance on Hazardous Substances: The number of measurement reports per group of substances depends on the requirements stated in DAkkS rule 71 SD 4 031 chapter 3.5.
24.	Further sector specific applications, if applicable (after consultation with the responsible case manager)
25.	**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[4]. 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 the scope of an existing accreditation with flexible scope shall be submitted[5]. (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 contained in 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.*

[4] 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.

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