



**APPLICATION FOR LISTING AS AN ACCREDITED TEST HOUSE AND LABORATORY**

**Notes on completing this form**

- 1 Read the form carefully before filling it in.
- 2 Please fill in with black or dark blue pen.
- 3 Photocopies of sample certificates supporting your application and your Terms & Conditions must be supplied with the completed form
- 4 You should not necessarily confine your remarks to this form and you may include an organisation structure if you wish to show your relationship to other organisations connected to your business.
- 5 An application form for accreditation cannot be accepted unless it is accompanied with the full application fee..
- 6 When completed, this document must be sent to The Administration Manager of QABCB. at info@qabcb.com. Photocopies of sample certificates should also be included.
- 7.....In submitting this application the applicant agrees to abide by the terms and conditions of QABCB, amended if appropriate, if a contract is entered into.

**NAME OF FIRM**.....

**LEGAL STATUS** .....

*E.G. Ltd = Limited Company, ST = Sole Trader, PT = Partnership, PLC = Public Limited Company, OT = Other.*

**NOTE: Organisation must be a legal entity.**

**SURNAME AND FORENAME OF PRINCIPLE CONTACT**.....

**WORKS-ADDRESS**.....

.....

.....

Post Code.....

**MOBILE**.....

PHONE.....

**FAX** .....

'E' Mail .....

**WEB**.....

<b>ORGANISATIONAL STRUCTURE</b>	
<b>Please attach an organisation structure</b>	
Managing Director	
Company Secretary	
Head of Testing	
Head of Calibration	
Note 1, full CV and evidence of skills and competence will be required for the above, and other key persons. Note 2, Add a separate organisation diagram. Note3, Please indicate family or similar relationships between the above	



Please advise if in the last two years, you have had a business relationship with any laboratory, test house or certification body. If so please give name and summary details. Please advise reason for not continuing that relationship.

Please advise, if in the last two years, you have had a business relationship with any other laboratory, test house or certification body that may have lost its accredited status. Please state your role in that organisation.

Please advise the reasons for seeking QABCB accreditation. (e.g. reputation, technical approach, market awareness, user-friendliness, cost effectiveness etc.).

Please advise any matter that may be deemed significant when adjudicating your application should it come to light at a later date.

Do you realise that it is a requirement for organisations seeking QABCB accreditation that they should be set up for, and implement a management system, in recognition of ISO 17025?.....

Do you have a documented management system for ISO 17025 at this time?.....  
If not, when will it be ready?.....

Do you have a documented management system in accordance with ISO 9001;2008 at this time?.....  
If not, when will it be ready?.....

How long have you been operating as a test house or a laboratory?.....

Do you have proof of your status as a legal entity? .....This should be provided.

Do you operate at sites other than the main address given on page 1.....

Where did you learn about QABCB .....

Have you worked with any other QABCB accredited organisation before .....

If yes, who .....

Do you realise that in order to be accredited there will need to be:

- (i) An extensive document review and examination of evidence which is only begun following receipt of the initial Administration Fee .....
- (ii) A visit by an QABCB officer(s) to your premises to verify the substance of documents and your arrangements as a test house or a laboratory.....
- (iii) Witness of your test and calibration activities .....
- (iv) Continuing levels of surveillance by QABCB.....
- (v) Travel and accommodation at your expense and paid for in advance of the activity.....
- (vi) An agreement for continuing payments to QABCB based upon a Memorandum of Understanding and a Contract? .....

Please confirm your understanding and agreement.....(sig) Date.....

Print Name .....



