



---

***Publication  
Reference***

**EA-0/07: 2011**

---

**EA Procedure**

**For application for EA membership**

**And application form**

***PURPOSE***

The document describes the procedure for an accreditation body to submit an application for EA membership.

*Authorship*

The publication has been written by the EA Executive Committee.

*Official language*

The text may be translated into other languages as required. The English language version remains the definitive version.

*Copyright*

The copyright of this text is held by EA. The text may not be copied for resale.

*Further information*

For further information about this publication, contact the EA Secretariat. Please check our website for up-to-date information <http://www.european-accreditation.org>

**Category:** Secretariat Management System and Related Documents

**Date of Approval:** July 2011

**Date of Implementation:** Immediate.

---

## **CONTENTS**

---

1	SCOPE.....	4
2	ELIGIBILITY FOR MEMBERSHIP .....	4
3	PROCEDURE FOR DEALING WITH REQUESTS FOR FULL OR ASSOCIATE MEMBERSHIP OF EA.....	5
	APPENDIX 1 - REQUEST FORM .....	6

## **1 SCOPE**

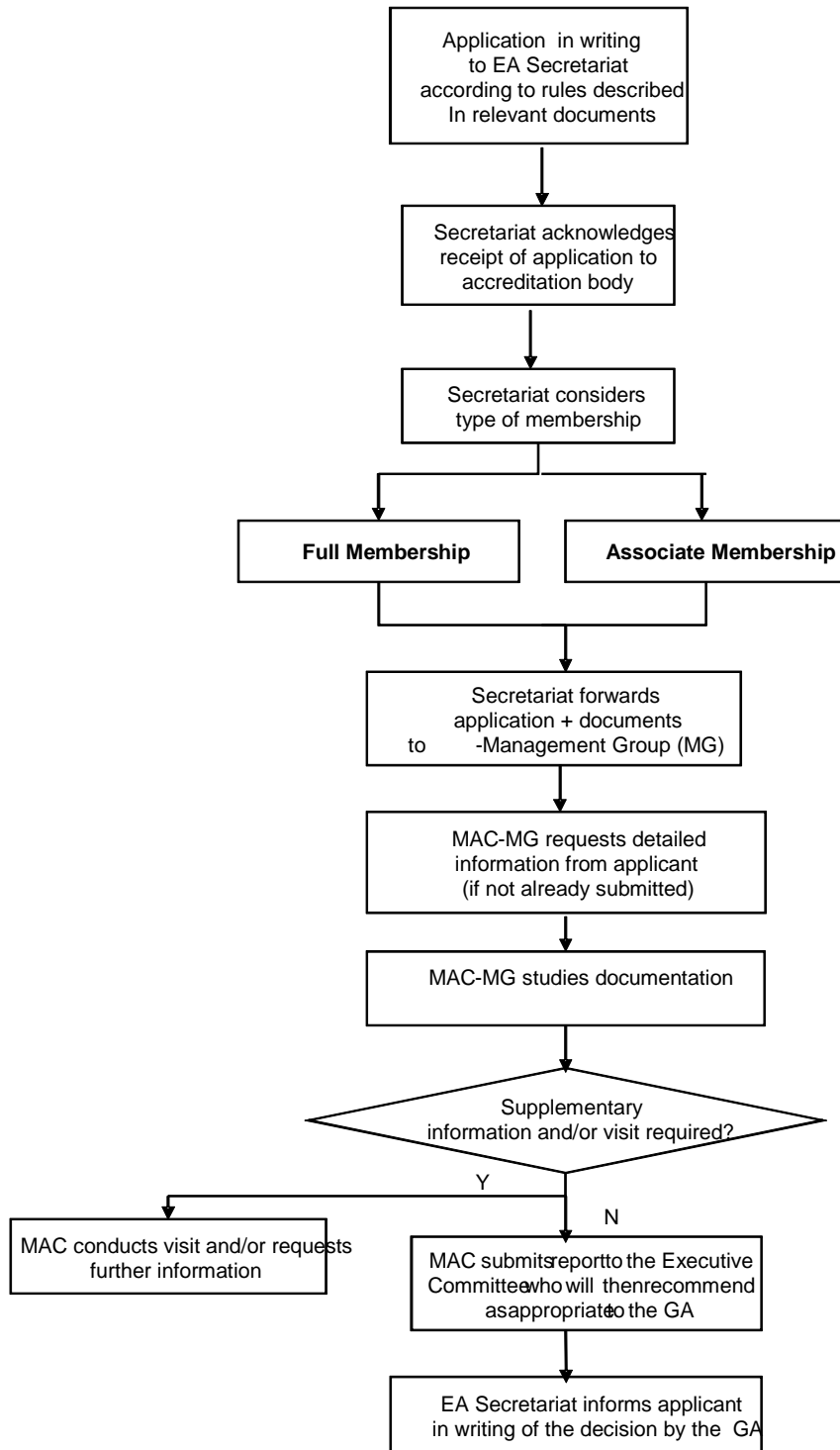
This document describes the EA procedure for dealing with applications for EA full or associate membership.

It provides information to applicants and describes the process for handling of applications.

## **2 ELIGIBILITY FOR MEMBERSHIP**

Accreditation Bodies that comply with the requirements set out in the EA Articles of Association, Article 5 and the EA Criteria for Membership set out in EA-1/17 Rules of Procedure Supplement 1, are eligible to apply for Full or Associate Membership as appropriate.

### 3 PROCEDURE FOR DEALING WITH REQUESTS FOR FULL OR ASSOCIATE MEMBERSHIP OF EA



## APPENDIX 1 - APPLICATION FORM

**Full name of applicant**  
**National Accreditation Body** .....  
**(NAB) and acronym :** .....

**Mailing address:** .....  
.....  
.....

**Phone number:** .....

**Fax number:** .....

**E-mail address:** .....

**Web-site address:** .....

**Authorised representative:** .....

**Position within organisation:** .....

**Membership sought:**       **Full membership**       **Associate membership**

### Does your NAB comply with the following criteria? (Yes/No)

- |   |       |
|---|-------|
| 1. Appointed by the Member State* as the single national accreditation body:  | Y / N |
| 2. Operate accreditation as a public authority activity with formal recognition by the Member State*:   | Y / N |
| 3. Have clearly distinguished tasks and responsibilities from other national authorities:   | Y / N |
| 4. Operate on a not-for-profit basis:   | Y / N |
| 5. Do not own shares, or otherwise have a financial or managerial interest, in a conformity assessment body:  | Y / N |
| 6. Do not compete with other national accreditation bodies in accordance with the applicable legal, EA, IAF and ILAC rules:   | Y / N |
| 7. Operate only across national borders, within the territory of another Member State*, when the circumstances set out in the applicable legal, EA, IAF and ILAC documents are met: | Y / N |
| 8. When operating cross-border, under the exceptions foreseen, do you inform the national accreditation body of that Member State* and offer it to participate as an observer:      | Y / N |

*\*Note: for Associate Members, read 'country or economy' instead of 'Member State' in the criteria/requirement*

Which of the following activities do you carry out and which criteria do you use?

<p><b>Accreditation of calibration laboratories</b> <input type="checkbox"/></p> <p><b>Criteria:</b>                  ISO/IEC 17025 <input type="checkbox"/>                  Other (specify below) <input type="checkbox"/>                  .....                  .....                  .....</p>	<p><b>Accreditation of testing/medical laboratories</b> <input type="checkbox"/></p> <p><b>Criteria:</b>                  ISO/IEC 17025 <input type="checkbox"/>                  ISO 15189 <input type="checkbox"/>                  Other (specify below) <input type="checkbox"/>                  .....                  .....                  .....</p>
<p><b>Accreditation of certification bodies for products</b> <input type="checkbox"/></p> <p><b>Criteria:</b>                  EN 45011 / ISO/IEC 17065 <input type="checkbox"/>                  Other (specify below) <input type="checkbox"/>                  .....                  .....                  .....</p>	<p><b>Accreditation of certification bodies for management systems</b> <input type="checkbox"/></p> <p><b>Criteria</b>                  ISO/IEC 17021 <input type="checkbox"/>                  Other (specify below) <input type="checkbox"/>                  .....                  .....                  .....</p>
<p><b>Accreditation of certification bodies for persons</b> <input type="checkbox"/></p> <p><b>Criteria:</b>                  ISO/IEC 17024 <input type="checkbox"/>                  Other (specify below) <input type="checkbox"/>                  .....                  .....                  .....</p>	<p><b>Accreditation of verification bodies</b> <input type="checkbox"/></p> <p><b>Criteria:</b>                  EMAS <input type="checkbox"/>                  ISO 14065 <input type="checkbox"/>                  Other (specify below) <input type="checkbox"/>                  .....                  .....                  .....</p>
<p><b>Accreditation of inspection bodies</b> <input type="checkbox"/></p> <p><b>Criteria:</b>                  ISO/IEC17020 <input type="checkbox"/>                  Other (specify below) <input type="checkbox"/>                  .....                  .....                  .....</p>	<p><b>Other accreditation activities:</b> <input type="checkbox"/></p> <p><b>Criteria:</b>                  .....                  .....                  .....</p>

The following documents need to be submitted (in an electronic format) in English, together with the completed application form to [Secretariat@european-accreditation.org](mailto:Secretariat@european-accreditation.org):

- ◆ Quality manual
- ◆ Evidence to support your responses to Points 1 and 2 of Clause 2.1 of EA-1/17 S1
- ◆ Statistical Information Table
- ◆ Other relevant documentation

EA reserves the right to request additional information/documentation.

Date: \_\_\_ / \_\_\_ / \_\_\_

\_\_\_\_\_ Signature