PURPOSE

The document describes the procedure for a national accreditation body (NAB) to submit an application for EA membership or for a cooperation agreement.
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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.

The same procedure is applied for applications for a cooperation agreement (COA) according to EA-1/13 *EA’s relationship with accreditation bodies of countries not being members of the EU or EFTA*.

2 ELIGIBILITY FOR MEMBERSHIP OR A COOPERATION AGREEMENT

National Accreditation Bodies (NABs) 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 or for a COA according to EA-1/13.
3 PROCEDURE FOR DEALING WITH REQUESTS FOR FULL OR ASSOCIATE MEMBERSHIP OF EA OR COOPERATION AGREEMENT WITH EA

Application in writing to EA Secretariat according to rules described in relevant documents

Secretariat acknowledges receipt of application to applicant within 2 weeks

Secretariat considers type of application

Full/Associate Membership  Cooperation Agreement

Secretariat requests detailed information from applicant (if not already submitted)

Secretariat studies documentation

Supplementary information and/or visit required

Yes  No

Secretariat requests further information.

Executive Committee may request the EA MAC to conduct a visit.

Secretariat submits report to the Executive Committee, incl. the visit report (if applicable)

Executive Committee recommends the General Assembly to accept the NAB as EA member (or not)

Decision by the General Assembly

Secretariat informs the applicant in writing of the decision by the General Assembly

Relevant documents:
- Regulation (EC) No 765/2008
- ISO/IEC 17011
- EA Articles of Association
- EA-1/17
- EA-1/17 S1
- EA 1/13 (for COA only)
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:

Application for: □ Full membership □ Associate membership □ Cooperation Agreement according to EA-1/13

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. Does not own shares, or otherwise have a financial or managerial interest, in a conformity assessment body:
   Y / N
6. Does not compete with other national accreditation bodies in accordance with the applicable legal, EA, IAF and ILAC rules:
   Y / N
7. Only operates across national borders, within the territory of another Member State¹, 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, informs the national accreditation body of that Member State* and offers it the opportunity to participate as an observer:
   Y / N

¹Note: for non-Full 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?

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<thead>
<tr>
<th>Accreditation of calibration laboratories</th>
<th>Accreditation of testing/medical laboratories</th>
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<tbody>
<tr>
<td>Criteria:</td>
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<td>ISO/IEC 17025</td>
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<tr>
<th>Accreditation of certification bodies for products, processes and services</th>
<th>Accreditation of certification bodies for management systems</th>
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<tr>
<td>ISO/IEC 17025</td>
<td>ISO/IEC 17021-1</td>
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<th>Accreditation of certification bodies for persons</th>
<th>Accreditation of validation/verification bodies</th>
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<td>ISO/IEC 17024</td>
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<th>Accreditation of inspection bodies</th>
<th>Accreditation of PT-Providers</th>
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<tr>
<td>ISO/IEC 17020</td>
<td>ISO/IEC 17043</td>
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<th>Other accreditation activities:</th>
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<td>Criteria:</td>
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<td>ISO 17034</td>
<td>ISO/IEC 17043</td>
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The following documents need to be submitted (in an electronic format) in English, together with the completed application form to 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.

I hereby declare that I have the authority to sign this application form on behalf of the applicant NAB and that the information provided in support of this application is correct to the best of my knowledge.

Date: __ / __ / __
Signature
Name