EA Procedure

for application for EA membership or a cooperation agreement and application form

PURPOSE

The document describes the procedure for a national accreditation body (NAB) to submit an application for EA membership or for a cooperation agreement.
**Authorship**
The publication has been written by the EA Secretariat.

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

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**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](http://www.european-accreditation.org)

**Category:** Secretariat Management System and operational documents

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**Date of Implementation:** Immediate
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1 SCOPE

This document describes the EA procedure for dealing with applications for EA 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 (AoA), Article 5 and the EA Criteria for Membership set out in EA-1/17 Rules of Procedure Supplement 1, are eligible to apply for Membership as appropriate or for a COA according to EA-1/13.
3 **PROCEDURE FOR DEALING WITH REQUESTS FOR 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

- **Membership**
  - Secretariat requests detailed information from applicant (if not already submitted)
  - Secretariat studies documentation
  - Supplementary information and/or visit required
    - Yes: Secretariat requests further information.
    - No: Secretariat submits report to the Executive Board, incl. the visit report (if applicable)
      - Executive Board 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

- **Cooperation Agreement**
  - 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)
  - Executive Board may request the EA MAC to conduct a visit.
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:
☐ A Membership
  see AoA Article 5 (A)
☐ B Membership
  see AoA Article 5 (B)
☐ C Membership
  see AoA Article 5 (C)
☐ D Membership
  see AoA Article 5 (D)
☐ 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. 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, informs the national accreditation body of that Member State* and offers it the opportunity to participate as an observer: Y / N

*Note: For non-A Members, you may 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?

<table>
<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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<td>Accreditation of certification bodies for products, processes and services</td>
<td>Accreditation of certification bodies for management systems</td>
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<td>ISO/IEC 17065</td>
<td>ISO/IEC 17021-1</td>
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<td>Accreditation of certification bodies for persons</td>
<td>Accreditation of validation &amp; verification bodies</td>
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<tr>
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<td>ISO/IEC 17029</td>
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<td>Accreditation of inspection bodies</td>
<td>Accreditation of PT-Providers</td>
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<tr>
<td>ISO/IEC 17020</td>
<td>ISO/IEC 17043</td>
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Accreditation of RM-Producers

Criteria:
- ISO 17034
- Other (specify below)
- ……………………………………………
- ……………………………………………
- ……………………………………………

Accreditation of biobanks:

Criteria:
- ISO 20387
- Other (specify below)
- ……………………………………………
- ……………………………………………
- ……………………………………………

Other accreditation activities

Criteria:
- ……………………………………………
- ……………………………………………
- ……………………………………………

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
