BANGLADESH ACCREDITATION BOARD (BAB)

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APPLICATION FORM FOR TESTING & CALIBRATION LABORATORY ACCREDITATION

Revision 04

May 2018

AUTHOR	REVIEWER	APPROVER
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Application for Laboratory Accreditation to ISO/IEC 17025 *"General Requirements for the Competence of Testing and Calibration Laboratories"*

Bangladesh Accreditation Board (BAB) is the National Accreditation Authority established in 2006 as an autonomous organization upgrading the quality assurance infrastructure and conformity assessment procedures in Bangladesh and enhancing the recognition and acceptance of products and services in international, regional and domestic markets. This board offers accreditation for different types of Conformity Assessment Bodies in accordance with the international principles.

Instructions:

1. This application form should be completed in full and returned with two copies of the applicant organization's Quality Manual, application fee and other associated documents.
2. Bank Draft / Pay Order for the application fee should be made payable and other relevant documents submitted to:

   Bangladesh Accreditation Board (BAB)
3. Additional information may be provided by the applicant organization on supplementary sheets, which should be clearly cross-referenced with the question numbers to which they refer.
4. Accreditation fee excluding VAT and Tax. Applicant shall pay VAT and Challan is to be submitted with payment
5. Additional information may be obtained from the BAB website.
6. Award of accreditation will be subject to the applicant organization agreeing to and complying with the Accreditation requirements, the BAB Terms and Conditions, and the other components of the legally enforceable BAB agreement for Accreditation. The meaning and scope of such Accreditation Criteria and Contract are defined in the BAB Terms and Conditions available on the BAB website at **http://www.bab.org.bd**
7. Please refer to relevant BAB policies, mandatory and guidance documents available from the BAB website.

For guidance on completing Application Form

Please follow the Appendix attached

We apply for BAB accreditation of our Testing/ calibration Laboratory as per details given below:

☐ Initial Accreditation ☐ Renewal of Accreditation ☐ Extension of Scope					
Pre-Assessment Requested*	Yes	☐	No	☐	

* Note that all laboratories that have never been accredited MUST undergo a pre-assessment

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Section A	**General Information**

1.	**Name, address, telephone, fax and e-mail of the applicant (see appendix attached)**		
	Name:		
	Postal Address:		
	Post code:		
	Telephone:		Fax:
	Mobile:		
	E-mail:		
	Note: these details will be used by BAB on BAB directories, certificates etc.		

2.	**Name of the facility/site, address, telephone, fax and e-mail of the applicant**		
	Name of the facility/site:		
	Postal Address:		
	Post code:		
	Telephone:		Fax:
	Mobile:		
	E-mail:		
	Facility/site web address (optional):		
	Note: these details will be used by BAB on BAB directories, certificates etc.		

3.	**What is the legal status of the organization ?**	**Yes**	**No**	**Quality Manual Clause Reference**
		Mark as X		
a.	Owned by an individual:	☐	☐	
b.	Owned by a private company of partnership:	☐	☐	
c.	Owned by a public limited company:	☐	☐	
d.	Owned by an organization with activities/products/services, other than those subject to the application for accreditation:	☐	☐	
e.	Owned by an academic institution:	☐	☐	
f.	Part of a learned or professional institution:	☐	☐	
g.	Owned by a public body or nationalized industry:	☐	☐	

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h.	Another category? If so, please specify:	☐	☐	
i.	Company Registration / License:	☐	☐	

4.	**If the answer to 3.d is YES, please answer the following questions otherwise mention in the blank section N/A.**
a.	What are the other activities/products/services?
b.	Are the activities/products/services provided for the parent company or outside organization?
c.	Are they certified or accredited?

5.	**If the laboratory is part of a larger organization, what is the relationship to that organization? If the laboratory is part of Government, please define the relationship within Government. Please provide the name and other contact details of the parent organization, if any.**

6.	**Applied for Accreditation program/field (see appendix attached)**

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7.	**Name and position of the organization's representative with authority to commit the applicant organization to the requirements for accreditation.**	
	Name (nominated person):	
	Position:	
	Address (business postal):	
	Telephone:	Fax:
	Mobile:	E-mail:
	I hereby nominate the above person to be our authorized representative (see note 4). the applicant hereby agrees to be bound by the Bangladesh Aaccreditation Act, 2006, Regulations of BAB and the Terms and Condition for Accreditation SP01.	
	Name of Nominating Person:	
	Signature:	Date:
	Acceptance of Nomination (to be completed by the nominated authorized representative)	
	I, the above mentioned nominated person hereby accept nomination as the facility's authorized representative. I undertake to use my best endeavors to ensure compliance with the BAB Act 2006, Regulations of BAB and the Terms and Condition for Accreditation SP01. I am authorized, on the accreditation of the facility to enter my name, as the facility's authorized representative, in the register of members.	
	Signature of authorized representative:	Date:

8.	**Name and position of the applicant organization's main contact with Bangladesh Accreditation Board (BAB). (This is the person to whom all correspondence from BAB will be addressed).**	
	Name:	
	Position:	
	Address (business postal):	
	Telephone:	Fax:
	Mobile:	E-mail:

9.	**Name and position of the applicant organization's deputy contact with Bangladesh Accreditation Board (BAB). (This is the person to whom all correspondence from BAB will be addressed if main contact are unavailable).**	
	Name:	
	Position:	
	Address (business postal):	
	Telephone:	Fax:

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	Mobile:	E-mail:

10.	**Numbers of staff employed by the applicant organization in the fields where accreditation is sought.**	
a.	Technical:	
b	Clinical	
c	Other (incl. Secretarial and support staff):	

11.	**Invoicing Contact Name, address, telephone, fax and e-mail**	
	Name:	
	Position:	
	Address (business postal):	
	Telephone:	Fax:
	Mobile:	E-mail:

12.	**The names, technical qualifications and experience of the following staff:**
12.1	**Technical Manager** *(ref: ISO 17025 Sect. 4.1.5h):*
12.2	**Deputy Technical Manager** *(ref: ISO 17025 Sect.4.1.5j):*
12.3	**Quality Manager** *(ref: ISO 17025 Sect. 4.1.5i):*

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12.4	**Deputy Quality Manager** *(ref: ISO 17025 Sect.4.1.5j):*
12.5	**All other staff authorized by the laboratory to sign Test Reports for scope of accreditation sought:**

S.N.	Name	Designation	Academic, professional & Technical qualification	Experience

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Section B			**Equipment Information**	
B.1	List below the major items of laboratory equipment currently in use for the range of tests/calibrations. *(It is not necessary to list all the items)*			
S.N.	**Name of equipment**	**Model/ type/ year of make**	**Date of receipt and date placed in service**	**Range and accuracy**

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Section C						**Scope of Accreditation**
C.1	**In the table below specify as precisely as possible the scope of accreditation being sought.** ***Continue on supplementary sheets as necessary.***					
	Scope of Accreditation (For Testing Laboratories)*					
S.N.	Product/ materials of test	Specific tests performed	Specification against which tests are performed	Limit of its operation like (range of testing) limits of detection		
	Scope of Accreditation (For Calibration Laboratories)*					
S.N.	Field & parameter	Equipment	Model/type	Receipt date	Range	overall uncertainty in measurement
	*** Calibration laboratories to quote *calibration and measurement capability* (CMC). Testing laboratories to have available an estimate of the uncertainty of measurement and detection limits for the tests for which accreditation is sought.**					

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Section D		Questionnaire		
	It is expected that the applicant organisation should be able to give affirmative answers to most of the questions and quote a relevant clause in its quality	Yes	No	Quality Manual Reference or other relevant reference
		Mark as X		
D.1	Are procedures for the operation of the laboratory set out in the Quality Manual?	☐	☐	
D.2	Is an organization chart contained in the quality manual? If not, please attach.	☐	☐	
D.3	Has the officer responsible for quality and authority to identify quality problems and initiate effective solutions?	☐	☐	
D.4	Do procedures exist to control all documents that form part of the laboratory's quality system?	☐	☐	
D.5	Do fully documented procedures exist to ensure review of requests, tenders and contracts?	☐	☐	
D.6	Are records maintained of all reviews of requests, tenders and contracts?	☐	☐	
D.7	Does the laboratory ever use sub-contractors for testing/calibration or associated technical services in connection with any of the work for which accreditation is being sought?	☐	☐	
D.8	Are all sub-contracted results clearly identified on test reports?	☐	☐	
D.9	Do procedures exist for the purchase, reception and storage of reagents, supplies and laboratory consumable materials that affect the quality of tests and/or calibrations?	☐	☐	
D.10	Are arrangements in place to ensure the effective resolution of complaints received from clients or other parties?	☐	☐	
D.11	Are there procedures in place to ensure that the client is given full co-operation by the laboratory on all testing/calibration matters?	☐	☐	
D.12	Do fully documented procedures exist to ensure adequate control of non-conforming testing and/or calibration work?	☐	☐	
D.13	Does the laboratory operate a programme of preventive action to identify needed improvements and potential sources of non-conformances?	☐	☐	
D.14	Is a record maintained of all equipment including calibration results?	☐	☐	
D.15	Are there arrangements for ensuring the accuracy, completeness and confidentiality of all relevant records?	☐	☐	
D.16	Does the laboratory retain the original recorded observations and derived data?	☐	☐	
D.17	Are there procedures in place to ensure the appropriate identification, collection, indexing, access,	☐	☐	

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	filing, storage, maintenance and disposal of quality and technical records?			
D.18	Where computers or automated equipment is used for the acquisition, processing, recording, reporting, storage or retrieval of test or calibration data has the software been validated?	☐	☐	
D.19	Is there a prescribed audit procedure for checking quality systems?	☐	☐	
D.20	Is management review held at least once a year?	☐	☐	
D.21	Are records of management reviews maintained?	☐	☐	
D.22	Have appropriate standards of qualifications and experience been prescribed for technical and managerial posts?	☐	☐	
D.23	Are the necessary training arrangements available to maintain the required quality of testing/calibration?	☐	☐	
D.24	Are adequate facilities and environments provided for calibration, handling, control, storage and maintenance of all testing and measuring equipment?	☐	☐	
D.25	Is provision made to ensure that environments in which tests/calibrations are undertaken are suitable for the measurements undertaken?	☐	☐	
D.26	Is there control of access to laboratories?	☐	☐	
D.27	Is provision made to prevent deterioration of damage to materials, samples and equipment both before and after tests/calibrations?	☐	☐	
D.28	Are storage methods prescribed, including special environments if necessary?	☐	☐	
D.29	Are there procedures for the inspection of samples in storage?	☐	☐	
D.30	Are there documented procedures for calibrating all equipment and reference standards covering the method of calibration, uncertainty of measurement, maximum interval between calibration and (where appropriate) the sealing of equipment after calibration?	☐	☐	
D.31	Are manuals, procedures and regulations for the tests/calibrations performed available to staff?	☐	☐	
D.32	Are formal specifications available for each test/calibration?	☐	☐	
D.33	Are non-standard testing techniques or calibrations used by the laboratory fully documented and appropriately validated?	☐	☐	
D.34	Are the standard methods used by the laboratory the latest valid editions?	☐	☐	
D.35	Does the laboratory have a policy and procedure to address uncertainty of measurement for test	☐	☐	

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	methods/calibrations?			
D.36	Are observations and calculations recorded in permanent workbooks or controlled forms?	☐	☐	
D.37	Are the reference standards used for calibration traceable to national or international standards?	☐	☐	
D.38	Do internal quality control procedures exist for monitoring the validity of tests and calibrations undertaken?	☐	☐	

D.39 What external proficiency testing (inter-laboratory comparisons) schemes does the laboratory participate in?

Scheme Name	Test/Calibration Covered

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D.40	Do test reports/calibration certificates contain all the information required in ISO 17025 section 5.10.2?	☐	☐	
D.41	Is there any laboratory's policy in relation to opinions and interpretations on test reports/calibration certificates?	☐	☐	
D.42	Do you consider that the laboratory complies at present with ISO 17025 "General requirements for the competence of testing and calibration laboratories" and "Regulations for BAB accredited organisations"?	☐	☐	
D.43	Is there any special urgency for achieving BAB accreditation? If so, please give the reason.	☐	☐	

Section E		***Attachment Information***				
E.1	**Quality Manual**					
	Is the Quality Manual attached with Application form submission:	Yes	☐	No	☐	
	If yes, how many copies are attached					
	If no, please give the reason					
E.2	**Application Fee** (Please note that BANK DRAFT/PAY ORDER is the only method for payment)					
	Is the Bank Draft/Pay Order attached?	Yes	☐	No	☐	
	Bank Draft/Pay Order No:					
	Dated:					
	Name of Payer Bank:					
	Bank Draft/Pay Order issued to:	Director General, Bangladesh Accreditation Board (BAB)				
	Amount (in digit):					
	Amount (in words):					
E.3	Legal Documents					
	Registraion No:					
	Is the Document of Registraion attached?	Yes	☐	No	☐	
	License No:					

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	Is the Document of License attached?	Yes	☐	No	☐	
	If the laboratory is part of government, mention the Act on which the laboratory has been established					
E.4	Other Documents					
a						
b						
c						

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Section F						***For official (BAB) use only***
F.1						
	Laboratory Name:					
	Assigned BAB Accreditation Officer:					
	Assigned by:					
	Signature:	Date:				
F.2	Lead Assessor Assigned by BAB					
	Name					
F.3	Assessors & Technical Assessors Assigned					
	Name					
	Name					
	Name					
	Pre-Assessment Required	Yes	☐	No	☐	
	If yes, Date of Pre-assessment					
	If No, Date of Assessment					
F.4	Application Review					
	Please highlight any issues observed in the application form review:					

BAB Accreditation Officer	**Date**	**Lead Assessor**	**Date**
Authorized by		**Date**	

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APPENDIX

Notes for applicants
(Please retain this section for your information)

1. Applicant

The Applicant is the owner of the facility. It may be a Department of the Government or other instrumentality, organization, company or person operating a testing laboratory or related service facility. The name shown on the application form should be the full name in which the applicant is incorporated or otherwise recognized.

2. The scope of accreditation:

In the laboratory accreditation area, for testing and calibration laboratories, BAB accreditation services are as follows:

Fields of Testing	
3.1)	Biological Testing
3.2)	Chemical Testing
3.3)	Construction Materials Testing
3.4)	Electrical Testing
3.5)	Electro-technical Measurements Testing
3.6)	Food and Microbiological Testing
3.7)	Forensic Testing
3.8)	Information and Communications Technology Testing
3.9)	Environmental Testing
3.10)	Mechanical Testing
3.11)	Mechanical Measurements Testing
3.12)	Non-destructive Testing
3.13)	Plant Health Testing
3.14)	Textile Testing
3.15)	Veterinary Testing
3.16)	Metrology
3.17)	Optics & radiometry
3.18)	Heat & Temperature measurement
3.19)	Acoustic & vibration measurement
Fields of calibration + Metallurgical Testing	
3.20)	Mechanical Calibration
3.21)	Electro-technical Calibration
3.22)	Thermal Calibration

N.B.:

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- A separate application is required for each site for which you require accreditation.
- BAB also offers 'corporate accreditation' covering multi-program, multi-field and/or ultiple site laboratories. Special conditions apply to corporate accreditations.

3. Authorized Representative

The Authorized Representative is the person nominated by management to represent it in all matters relating to accreditation of its facility. This person must formally accept the nomination by signing the attached Acceptance of Nomination. A facility may nominate any of its employees as its Authorized Representative but BAB recommends the appointment of an officer of appropriate seniority who has an appreciation of and an interest in the facility's activities and the standard of its performance.

A facility may nominate one person as the Authorized Representative for more than one site, or in more than one field of testing, or for more than one BAB accreditation program. Often this arrangement enhances liaison with BAB. The functions of the Authorized Representative are distinct from those of an individual recognized by BAB for activities related to reporting or technical coordination (e.g. BAB approved signatory). The Authorized Representative may also have such responsibilities, but these are not essential for their role as the Authorized Representative.

4. Facility Contact

It is possible to list a contact person for the facility other than the Authorized Representative. The contact person is listed in the BAB Directory and in our records as the person to contact with inquiries about the facility's activities (i.e. from potential clients).

5. Application Fee

Details of the application fees can be found in BAB's Fee Schedules, available from the BAB website.

If an initial assessment has not been conducted within twelve months of the application date and the delay has been caused primarily by the applicant, an additional application fee will be charged. If the application is still pending two years after the application date, the application will lapse.

6. Information on BAB

Before lodging an application for accreditation, you should closely examine the following documents:

a. BAB Accreditation Procedure;
b. The international standard applicable to the accreditation;
c. The application document relevant to your area of operation;
d. BAB's Terms and Condition for maintaining Accreditation.

BAB staff will be pleased to answer any questions you may have on BAB's requirements for accreditation or the processing of your application for accreditation.

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7. Supporting Information

In order to process your application for accreditation, we need to know the scope of accreditation you require, and we must have current information on the staffing, accommodation, equipment and administration of your facility. This information is normally provided when you complete and return the Assessment Information Document.

8. Privacy

BAB respects and upholds the rights of individuals to privacy protection under the National Privacy Principles. A copy of BAB's Privacy Policy can be obtained from the BAB website. This policy describes how BAB manages the personal information we hold.