

## Application form for Certification & Inspection Body Accreditation

**Revision 05**

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AUTHOR	REVIEWER	APPROVER
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## 1. Bangladesh Accreditation Board

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 related 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. Accreditation fee excluding VAT and Tax. Applicant shall pay VAT and Challan is to be submitted with payment
- 4.
5. 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.
6. Additional information may be obtained from the BAB website.
7. Award of accreditation will be subject to the applicant organization agreeing to and complying with the Accreditation Criteria, the BAB Terms and Conditions (SP01), and the other components of the BAB Contract for Accreditation. The meaning and scope of such Accreditation Criteria and Contract are defined in the BAB Terms and Conditions (SP01) available on the BAB website at <http://www.bab.org.bd>
8. Please refer to relevant BAB policies, mandatory and guidance documents available from the BAB website.

## 2. Scope

This application form is used by all Conformity Assessment Bodies applying either for the first time accreditation or in connection with the extension of accredited scope. This application form covers all schemes where BAB is providing accreditation services.

## 3. Application

The application form is divided into three sections:

### Section 1. Information part

This part is completed by all applicants regardless if they are new applicants or accredited organization.

### Section 2. Scheme specific information

This part is intended for the submission of scheme specific information. For each scheme a separate annex has been developed. The applicant has to select the annex appropriate to its application.

### Section 3. General information for the submission of application

This part provides guidelines to applicants about BAB requirements for submission of application.

## Section 1. Information part

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.		

If the organization is operating at multi sites, then complete 2 under. If not then go to 3

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 ? (click the appropriate box)	Yes	No	Quality Manual Clause Reference
	Mark as X		
a. Owned by an individual:	<input type="checkbox"/>	<input type="checkbox"/>	
b. Owned by a private company of partnership:	<input type="checkbox"/>	<input type="checkbox"/>	
c. Owned by a public limited company:	<input type="checkbox"/>	<input type="checkbox"/>	
d. Owned by an organization with activities /products /services, other than those subject to the application for accreditation: (if yes please complete 4)	<input type="checkbox"/>	<input type="checkbox"/>	
e. Owned by an academic institution:	<input type="checkbox"/>	<input type="checkbox"/>	

f.	Part of a learned or professional institution:	<input type="checkbox"/>	<input type="checkbox"/>	
g.	Owned by a public body or nationalized industry:	<input type="checkbox"/>	<input type="checkbox"/>	
h.	Another category? If so, please specify:	<input type="checkbox"/>	<input type="checkbox"/>	
i.	Company Registration / License:	<input type="checkbox"/>	<input type="checkbox"/>	
<b>4. If the answer to 3.d is YES, please answer the following questions otherwise mention in the blank section N/A.</b>				
a.	What are the other activities/products/services?			
b.	Are the activities/products/services provided for the parent company or outside organization? If outside then provide the details:			
c.	Are they certified or accredited? If answer is yes, please provide the details along with certification and certification numbers.			

<b>5. Name and position of the organization's representative with authority to commit the applicant organization to the requirements for accreditation.</b>	
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 Accreditation 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:

**6. The scheme for which the application is sought, please cross the appropriate box**

ISO/IEC 17024: Conformity assessment - General requirements for bodies operating Certification of persons. Complete Annex III

- Assessment (new applicant)
- Extension in scope [(in existing or new technical field (s))]
- Re-assessment (in connection with renewal of accreditation)

ISO/IEC 17020: General criteria for operation of various types of bodies performing inspection. Complete Annex IV

- Assessment (new applicant)
- Extension in scope [(in existing or new technical field (s))]
- Re-assessment (in connection with renewal of accreditation)

ISO/IEC 17065: General requirements for bodies operating product Certification systems. Complete Annex V

- Assessment (new applicant)
- Extension in scope [(in existing or new technical field (s))]
- Re-assessment (in connection with renewal of accreditation)

ISO/IEC 17021: General requirements for bodies operating assessment and **certification/registration of quality systems Annex VI**

- Full assessment (new applicant)
- Extension in scope [(in existing or new technical field (s))]
- Re-assessment (in connection with renewal of accreditation)

**7. 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:

**8. 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:
Mobile:	E-mail:

**9. Invoicing Contact Name, address, telephone, fax and e-mail**

Name:	
Position:	
Address (business postal):	
Telephone:	Fax:
Mobile:	E-mail:

**10. Additional information**

Is the Quality Manual attached with Application form submission:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
If yes, how many copies are attached (BAB requires 2 copies of quality manual)					
If no, please give the reason					

**11. Application Fee (Please note that BANK DRAFT/PAY ORDER is the only method for payment)**

Is the Bank Draft/Pay Order attached?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
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):					

**12. Legal Documents**

Registraion No:	
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	Is the Document of Registraion attached?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
	License No:					
	Is the Document of License attached?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
	If the Inspection Body is part of government, mention the Act on which the Inspection Body has been established					
<b>14 Other Documents</b>						
a						
b						
c						

<b>15</b>	<b>Completed by those applicants that have been accredited earlier by foreign Accreditation Body (AB)</b>	
	Name and address of Accreditation body:	
	Date of last surveillance visit by foreign AB	
	Accreditation number (unique identification of accreditation)	
	Scope of accreditation, Please the standard against which accreditation has been granted (see section 6)	
	Do you wish BAB to conduct pre-assessment prior to Assessment:	Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>16.</b>	<b>Declaration/undertaking</b>	
	The applicant is familiar with, and will follow the requirements for accreditation as given in BAB terms and condition SP01 and BAB's general guidelines. The applicant will give BAB the possibility to ensure that the requirements for accreditation are fulfilled. The applicant will give the personnel from BAB – including hired assessors – access to documents, personnel and accommodations that are considered necessary by BAB. The applicant accepts the economic conditions given in BAB SP04 (accreditation fees schedule) and will meet its contractual obligations independent of an accreditation being granted or not. The undersigned is authorised to sign on behalf of the applicant.	
	Name and authority of signing person	Signature with date

## SECTION 2

### Annex VI:

### ISO/IEC 17021: General requirements for bodies providing audit and certification of Management systems

1. Scope of accreditation (check the box)	
<input type="checkbox"/>	Quality Management System: ISO 9001:2008
<input type="checkbox"/>	Environmental Management System: ISO 14001
<input type="checkbox"/>	Food Safety Management System ISO/TS 22003
<input type="checkbox"/>	Information Security Management System ISO/IEC 27006
<input type="checkbox"/>	Occupational health and safety management system OHSAS 18000
<input type="checkbox"/>	Ship Recycling Management Systems ISO 30000
<input type="checkbox"/>	Energy Management System ISO 50000
<input type="checkbox"/>	Food Safety Management System: HACCP (Hazard Analysis & Critical Control Point)
<input type="checkbox"/>	Service Management System (SMS) ISO/IEC 20000-1
<input type="checkbox"/>	Halal Food Certification
<input type="checkbox"/>	Other, Please specify

### 2. Requirements on documents to be provided to BAB

1. CV for auditors;
2. Reports from earlier audits;
3. Procedure for performing audit;
4. Reason for change of branch code (if relevant);
5. Issued certificates;
6. Competence requirements of audit team;
7. Calculation of audit time according to IAF MD 11 for integrated systems;
8. Calculation of sampling according to IAF MD 1;
9. For ISO 9001 and ISO 14001, calculation of days for audit according to IAF MD5;
10. Quality management system along with procedure that describe the certification activities;
11. Management review;
12. Any other relevant document of organisation to be audited.

3. Critical (geographical) locations included in the accreditation*		
Name of the location	Address	Branches

\* To be filled in if the applicant has more critical locations performing key activities. Key activities is one or more of the following: Issuing of offer/contract, approval of managing documents qualification of personnel, selection of auditors for specific tasks, decision regarding certification. It shall also give information about if there are different branches that shall be certified from different locations



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

**5. Questionnaire**

Branch number \_\_\_\_\_ (consult SP XXX)

Questions	Answer (attachments)
(only for accredited CAB) Do you want an assessment of the branch in combination with the next visit? (Combinations is often cost reducing if done in connection with regular visits)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Who is defining the requirements for competence of the professional auditors in the branch?  <b>EMS:</b> Who is defining the requirements for personnel who shall have competence within environment for the branch?  <b>FSMS/OHSAS/ISMS:</b> Who is making the audit procedures/ checklists for the branch?  Who is selecting and competence and evaluation of the professional auditor?  <b>EMS:</b> Who is selecting competence and of the professional auditor for environment?  <b>FSMS/OHSAS/ISMS</b> Who is giving branch specific instructions to the auditor?	
Include (or reference) documentation that shows that the person(s) mentioned above is competent to the given function.   Give information about whether this person is permanent staff/employed. In the case of contractor enclose the agreement that	

<p>ensures the availability of the competence.</p>	
<p>State who in the board/professional board that is considered to have an overall interest in the given branch. State if necessary, why this person is considered to be interested in this branch.</p>	
<p>Enclose documentation that shows the certification body's requirements for professional auditors/experts that is applicable for the branch, and documentation for qualification of the personnel.</p> <p>Enclose the agreement with the person who has the professional competence if this person is hired. The agreement shall include availability and the commitment</p> <p><b>EMS:</b>        Enclose documentation that shows the certification body's requirements for professional auditors/experts within environment that is applicable for the branch, an example of a CV and documentation for qualification of the personnel.</p> <p><b>FSMS/OHSAS/ISMS:</b>        Enclose documentation that shows the certification body's requirements for professional auditors/experts that is applicable for the branch, an example of a CV and documentation for qualification of the personnel.</p>	
<p>Exists, branch specific criterions, that holds broad acceptance in the branch for example guidelines as ISO 9000-3, 9004 part 2, guidelines given by the branch co operations or authorities?</p> <p>If yes, how committing are the certification body's procedures for the auditors to comply with these?</p>	
<p>Include documentation that shows the branch expert has evaluated the criterions. His competence of the expert must be documented.</p>	
<p>Has the applicant certified companies in this branch or where parts of the company's activities are within the branch? In such cases, and if necessary, give a brief explanation on how these activities are related</p>	
<p><b><u>Remarks / additional information</u></b>        Additional information, remarks or other information that is suitable for the application such as accreditation by other accreditation bodies, accreditation for other area or application with other accreditation bodies.</p>	

## Annex IV:

### ISO/IEC 17020: General criteria for operation of various types of bodies performing inspection.

1. Type of Organization (check the box)	
	Type A (Clause 4.1.6.a of ISO/IEC 17020)
	Type B (Clause 4.1.6.b of ISO/IEC 17020)
	Type C (Clause 4.1.6.c of ISO/IEC 17020)

2. Fields of Inspection <u>ILAC P15:06/2014 Application of ISO/IEC 17020:2012 for the Accreditation of Inspection Bodies</u>		Check the appropriate box
2.1	Vehicles carrying hazardous materials by road and railway (ADR, RID)	
2.2	Movable pressure equipment	
2.3	Measuring instruments	
2.4	Vehicles	
2.5	Petroleum and chemistry	
2.6	Lifts and lifting mechanisms	
2.7	Environment of working place	
2.8	Products fit for human consumption, including food	
2.9	Equipment used in potentially explosive environment	
3.0	Agricultural products, including animal feed	
3.1	Building products and constructions	
3.2 a	Textile and textile products	
3.2b	Leather and leather products	
3.3	Electrical products and equipment, telecommunications, electronics	
3.4	Fire safety	
3.5	Protective devices and equipment	
3.6	Occupation health and safety	
3.7	Pressure equipment	
3.8	Organic production	
3.9	Other; please specify	

**4, Scope of Accreditation**

Please specify as precisely as possible the scope of accreditation sought

ILAC P15:06/2014 Application of ISO/IEC 17020:2012 for the Accreditation of Inspection Bodies

S.N.	Field of inspection (Materials or Products Inspected e.g. Textile, leather and leather Products etc)	Type and Range of Inspection (e.g. In-service Inspection or Inspection of New Product, or pre-shipment inspection)	Inspection Methods and Procedures (e.g. Standards, regulations, specifications or internal procedures)	Branches No. (if applicable & refer to B5?????)

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

**2. Questionnaire**

	It is expected that the applicant organization should be able to give affirmative answers to most of the questions and quote a relevant clause in its quality manual which confirms the point. Explanation will be required for negative answers.	Yes	No	Quality Manual Reference or other relevant reference
		Mark as X		
7.01	Has the organization taken all measures to ensure impartiality and independency of all personnel that are involved in inspection activities?	<input type="checkbox"/>	<input type="checkbox"/>	
7.02	Has the organization ensured adequate provision to cover the liabilities?	<input type="checkbox"/>	<input type="checkbox"/>	

7.03	Has responsibilities and reporting structure been identified and documented?	<input type="checkbox"/>	<input type="checkbox"/>	
7.04	Has the organization nominated technical manager (s)?	<input type="checkbox"/>	<input type="checkbox"/>	
7.05	Has the organization defined and documented competence requirement for all personnel involved in inspection activities?	<input type="checkbox"/>	<input type="checkbox"/>	
7.06	Has procedure for selection, training, formally authorization and monitoring of inspectors been prepared?	<input type="checkbox"/>	<input type="checkbox"/>	
7.07	How the system for payment of salary to inspectors been developed?	<input type="checkbox"/>	<input type="checkbox"/>	
7.08	Are the facilities and equipment suitable for inspection activities?	<input type="checkbox"/>	<input type="checkbox"/>	
7.09	Has plan for calibration of equipment been established?	<input type="checkbox"/>	<input type="checkbox"/>	
7.10	Are the reference standards used for Inspection traceable to national or international standards?	<input type="checkbox"/>	<input type="checkbox"/>	
7.11	Are procedures for handling of defect equipment and effect of on the use of defect equipment on previous inspection established?	<input type="checkbox"/>	<input type="checkbox"/>	
7.12	Has organization been using subcontractor and if so how the approval for use of subcontractor is obtained from the client?	<input type="checkbox"/>	<input type="checkbox"/>	
7.13	How procedures for inspection method have been documented?	<input type="checkbox"/>	<input type="checkbox"/>	
7.14	Are non-standard Inspection techniques or Inspections used by the Inspection Body fully documented and appropriately validated?	<input type="checkbox"/>	<input type="checkbox"/>	
7.15	Has procedure for handling of inspection items and samples been established?	<input type="checkbox"/>	<input type="checkbox"/>	
7.16	Do test reports/Inspection certificates contain all the information required in ISO/IEC 17020 section 13?	<input type="checkbox"/>	<input type="checkbox"/>	
7.17	Are arrangements in place to ensure the effective resolution of complaints received from clients or other parties?	<input type="checkbox"/>	<input type="checkbox"/>	
7.18	Do fully documented procedures exist to ensure adequate control of non-conforming Inspection and/or Inspection work?	<input type="checkbox"/>	<input type="checkbox"/>	
7.19	Does the Inspection Body operate a program of preventive action to identify needed improvements and potential sources of non-conformances?	<input type="checkbox"/>	<input type="checkbox"/>	
7.20	Is procedure for management review of quality management system established and implemented?	<input type="checkbox"/>	<input type="checkbox"/>	
7.21	Are records of management reviews maintained?	<input type="checkbox"/>	<input type="checkbox"/>	

## SECTION 3

### General information for submission of application

#### 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 Inspection Inspection Body 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 Inspection Body accreditation area, for Inspection and Inspection Body, BAB accreditation services are as follows:

N.B: A separate application is required for each site of Inspection.

BAB also offers 'corporate accreditation' covering multi-program, multi-field and/or multiple site organisations. 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 organization. This person must formally accept the nomination by signing the Acceptance of Nomination part of application. 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 organization's activities and the standard of its performance.

The organization may nominate one person as the Authorized Representative for more than one site, or, or for more than one BAB accreditation schemes. 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. Organization Contact person

It is possible to list a contact person for the organization 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 organization's activities (i.e. from potential clients).

#### 5. Application Fee

Details of the application fees can be found in BAB's Fee Schedules (SP04), 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 submission of an application for accreditation, you should closely examine the following documents:

- a. BAB Accreditation Procedure (AP01);
- 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 (SP01).

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.

## 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.