



IRNAC
Application for Accreditation & Accreditation
Agreement

Document No:	IRNAC-FR.01
Release Date:	01/04/2023
Rev Date / No:	0

Applicant details:

Name of the organization <i>(same name may appear on the accreditation certificate upon grant of accreditation)</i>			
Address (physical & mailing)		Website:	
Application status		<input type="checkbox"/> New application <input type="checkbox"/> Application for extension of scope (existing location) <input type="checkbox"/> New Location for extension of scope	
Are you already accredited for the scope being applied?		Would you like IRNAC to consider your existing accreditation?	
Commercial registration number or Professional Licence No:			
Name of the contact person from Top Management		Position/Title:	
Contact Email:		Mobile:	
Name of the authorised representative:		Position/Title:	
Contact Email:		Office Telephone:	
Legal status (please tick one or more): <input type="checkbox"/> Private limited company <input type="checkbox"/> Private partnership <input type="checkbox"/> Public body <input type="checkbox"/> Public limited company <input type="checkbox"/> Sole trader <input type="checkbox"/> Part of a learned/technical institution <input type="checkbox"/> Part of an academic/ professional body <input type="checkbox"/> Other: Specify			
Are you part of a bigger entity? please name the bigger entity and describe the relationship			
Accreditation being sought for:			
<input type="checkbox"/> Product certification in accordance with ISO/IEC 17065 <input type="checkbox"/> Personnel certification body in accordance with ISO/IEC 17024 <input type="checkbox"/> Testing laboratory/ facility in accordance with ISO/IEC 17025 <input type="checkbox"/> Calibration laboratory/ facility in accordance with ISO/IEC 17025 <input type="checkbox"/> Inspection body in accordance with ISO/IEC 17020 <input type="checkbox"/> MS certification body in accordance with ISO/IEC 17021-1 <input type="checkbox"/> PT Provider in accordance with ISO/IEC 17043 <input type="checkbox"/> Medical laboratories in accordance with ISO 15189 <input type="checkbox"/> Halal Product Certification in accordance with GSO 2055-2 <input type="checkbox"/> Halal Product Certification in accordance with UAE.S 2055-2			
Any other:			
Other conformity assessment activities / services provided:			



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Is the accreditation being sought for multiple locations: <input type="checkbox"/> yes <input type="checkbox"/> No		<i>If the answer is "Yes" please provide us the below information:</i>		
Number of locations requested				
Name/address of all locations: 1).		2).		
3).		4).		5.)
Please specify locations at which the key activities are performed:				
Total number of employees and contractors in the applicant's organisation:				
Does the organisation carry out work outside the IRAQ: If so, please state where:		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Where did you hear about IRNAC's accreditation services?		<input type="checkbox"/> Reference from a regulator/regulation <input type="checkbox"/> Newspaper/Journal advertisements <input type="checkbox"/> Conference/Trade show. <input type="checkbox"/> Reference from another CAB <input type="checkbox"/> IRNAC's website <input type="checkbox"/> Other: Specify.....		



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Instructions on filling the scope table: The scope must be filled in the relevant table, you can insert as many rows as needed, for more than one location you can insert/copy another table accordingly, an example for each scope/scheme is pre-filled for your ease to follow, the test methods/standards must be stated along with their applicable edition or year or version number as applicable. *(only activities where the CAB can prove its competence to perform are included in the scope, which excludes externally provided activities on an ongoing basis).*
When filling the form for scope extension, type only parameters/activity for which extension of scope is being sought – do not type the already accredited scopes.

Testing laboratories/facilities (including medical testing)

Location#1 (Main): address/name (if different from the one stated on page 1 of this application):

TEST CATEGORY	ITEMS, MATERIALS OR PRODUCTS TESTED	SPECIFIC TESTS / PARAMETERS OR PROPERTIES, COMPONENTS, CHARACTERISTICS TESTED	SPECIFICATION, STANDARD TEST METHOD OR TECHNIQUE USED	Tests are performed at Permanent laboratory (P) or on-site (O)
Chemical testing	Drinking water	pH <i>(for microbiology parameters state detection or enumeration)</i>	APHA/AWWA 4500-H+B / 23 rd Ed 2017	P
Medical microbiology	Urine	Microscopy	Phase Contrast Examination of Uncentrifuged Urine Using Kova Slide As documented in LWI-M02 - 2018	P
Chemical pathology	Serum	Albumin	Bromocresol Green Method as documented in LWI-CP02 Hitachi 747/911 - 2018	P

For medical laboratories please provide details about the collection centres:

Calibration laboratories/facilities

For calibration laboratories/facilities seeking accreditation to ISO/IEC 17025 please indicate the field of calibration and all the measurement parameters for which you seek IRNAC (for example force, mass, pressure):

Measurand / Equipment	Measuring Range	CMC (k=2)	Method (standard/guide + internal procedure)	Calibrations performed at Permanent laboratory (P) or on-site (O)



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Instrument calibrators (DC Voltage)	1 – 10V	0.3mV	Euramet Guidelines ...	P

Inspection bodies

For inspection bodies seeking accreditation to ISO/IEC 17020 please indicate the scope(s) for which you seek IRNAC (see the relevant supplementary accreditation requirements for predefined scopes): Type A Type B Type C

Inspection Category	Items of inspection	Type of inspection	Reference standards / Regulations
Lifting Equipment	Mobile Crane	Initial and periodic inspections	BS 7121

Product certification bodies

For product certification bodies seeking accreditation to ISO/IEC 17065 please state the name of products and applicable standards and/or schemes against which you are applying for IRNAC Accreditation:

Product Category	Items, Materials or Products	Scheme Type	Specification, standard method or Technique used
HOUS	General Requirements for household appliances	G-mark scheme - GSO LVE BD-142004-01 / Type 1a	IEC 60335-1

Proficiency testing providers

For Proficiency testing providers, please complete the relevant table(s) for all proficiency testing schemes for which you seek IRNAC.



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Discipline	Sub- Discipline	Properties measured	Material, Matrix or Type	
Halal certification bodies				
Categories	Products	Scheme Type	Specification, standard method or Technique used	
Long shelf-life products (CAT E)	Canned products, biscuits, sugar, sault	GSO scheme SMIIC scheme	GSO 2055-1, GSO 993, OIC/SMIIC 1	
Management system certification bodies				
For management system certification bodies seeking accreditation to ISO/IEC 17021-1 please state applicable standards and IAF codes against which you are applying for IRNAC : (Please refer to IAF MDs for the codes, clusters and categories; IAF MD 16, IAF MD 17,..).				
Name of the standard	IAF Code / NACE code/ Category	Description of Industry / Sector /Subcategory		Product/Process/Service
ISO 9001:2015	IAF 30 / NACE 55, 56	Hotels & restaurants		Catering
Personnel Certification Bodies				
Sector (Industry, Field),	Category	Person Certified (title)		Scheme/ Standards/ Regulations
Lifting Equipment	Crane, Forklift ...	Crane operator / Forklift operator		
Health Clubs, Facilities Centres (life guarding)	Pools, beaches, ponds	Swimmer instructor / Pool Lifeguard / Beach lifeguard		



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For Testing & Calibration laboratories, Inspection bodies to provide below information:				
Do you perform in-house calibrations? (in relation to the scope of accreditation): Yes <input type="checkbox"/> No <input type="checkbox"/>				
Do you hold any valid accreditation for the in-house calibrations you perform: Yes <input type="checkbox"/> No <input type="checkbox"/> (if yes, please provide copy accreditation certificate and scope)				
Measurand / Equipment	Measuring Range	CMC (k=2)	Method (standard/guide + internal procedure)	Calibrations performed at Permanent laboratory (P) or on-site (O)
Incubator	30°C - 50°C	0.5°C	Euramet Guidelines ...	P

Policies:

- A. Confidentiality Policy:** I authorize IRNAC to release information regarding our application status. Yes No
- B. Language Policy:** All documentation & records must be provided in English. If required by IRNAC an appropriate translation of pertinent documentation must be provided as well as a translator, if needed, to facilitate an assessment. Where some documents/records are in language(s) other than the English the conformity assessment body shall provide translated copies in English language.
- C. Application Validity:** The application is valid for a period of 2 years from the date application invoice, all fees are non-refundable. The application will expire if no assessment is undertaken by the applicant within first 12 months. An accepted application may lapse in case of no follow-up or communication by the CAB for a period of 6 months. In case the accreditation was not granted IRNAC imposes a minimum of 3 months cool off period after which only CAB can re-apply for accreditation, new application fee will be charged if the duration of 2 years exceeded with ref. to the earlier application that resulted in decline of accreditation.
- D. Legally Enforceable agreement:** The annex -1 constitutes the legally enforceable agreement between IRNAC and the applicant in line with requirements of ISO/IEC 17011.

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Annex – 1 Accreditation Agreement

- 1. Conditions for Accreditation:** To attain and maintain accreditation, an applicant must agree to:
- a. Committed to fulfil continually the requirements for accreditation for the scope for which accreditation is sought (new applicant) or granted (already accredited) and to commit to provide evidence of fulfilment, these requirements for accreditation includes but not limited to e.g. compliance with accreditation criteria (scheme), requirements of IRNAC such as applicable technical notes, and requirements of international bodies such as ILAC, IAF, APAC. This also includes agreement to adapt to changes in the requirements for accreditation.
 - b. Cooperate as is necessary to enable IRNAC to verify compliance and fulfilment of requirements for accreditation;
 - c. Provide access to conformity assessment body personnel, locations (includes all as applicable e.g. CAB & customer premises, other sites for witnessing activities), equipment, information, documents and records as necessary to determine the compliance with requirements of accreditation thru assessments, (initial, surveillance, reassessment, follow-up, unannounced assessments..), resolution of complaints & investigations, and fulfillment of Mutual Recognition Arrangements (MRA/MLA) and/or specifier requirements. The CAB shall provide all the documents as necessary and specified by IRNAC (see annex-2) so it can perform document review in relation to any type of assessment to be conducted (including documents that provide insight into the level of independence of the applicant from any other related activities undertaken by their organization, where applicable), in case if a CAB doesn't wish to provide some documents, IRNAC will then accordingly determine the necessary increase in the duration of assessment to cover the review onsite.
 - d. Arrange the witnessing of conformity assessment activities (accredited or applied) when applicable and as requested by the IRNAC;
 - e. To have, where applicable, legally enforceable arrangements with their clients that commit the clients to provide, on request, access to accreditation body assessment teams to assess the conformity assessment body's performance when carrying out conformity assessment activities at the client's site.
 - f. To claim accreditation only with respect to the scope for which accreditation has been granted and which are carried out in accordance with these conditions.
 - g. Not use its accreditation in such a manner as to bring IRNAC into disrepute and not make any statement relevant to its accreditation which IRNAC may consider misleading or unauthorized;
 - h. Inform IRNAC within one week and in writing of changes or pending changes in any aspect of the organization's status or operation that affects the organization's legal, commercial or organizational or ownership status; organization or top management or key personnel (e.g., managerial staff); significant change to management system, and to where appropriate; premises (including relocation of premises), equipment, facilities, working environment or other resources, where significant; authorized signatories; or such other matters that may affect the organization's capability, or scope of accredited activities, or compliance with the criteria, requirements and conditions for accreditation;
 - i. Pay all necessary fees at the time of application and during the duration of accreditation services being invoiced by the IRNAC (Please refer to fee schedule available on website), all the fees applicable are to be paid upfront in advance before execution of the services unless special approval is given by IRNAC financial department.
 - j. Assist in the investigation and resolution of any accreditation-related complaints about the conformity assessment body referred to it by the IRNAC.

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- k. Carry out any adjustments to its procedures in response to due notice (by IRNAC publication, email and/or hardcopy) of any intended changes by IRNAC to the criteria, requirements, or conditions for accreditation, in such time as in the opinion of IRNAC is reasonable.
- l. Maintain impartiality and integrity
- m. Retain all quality and technical records (as defined in relevant management system standard such as ISO/IEC 17025, ISO 15189, ISO 17020, etc.) for at least 4 years.
- n. Not provide accreditation or certification services to any standard used by IRNAC as a basis for accrediting organizations (e.g., ISO/IEC 17025, 17020, 17065, 17043, ISO 15189) when those services may affect the impartiality of either party. (NOTE: It is recognized that an organization may have to evaluate subcontractors/external resources to confirm that they meet the organization's requirements, which may include accreditation standards such as ISO/IEC 17025. Documentation issued to subcontractors/external resources as a result of a successful evaluation shall clearly state that this is not certification or accreditation in accordance with ISO/IEC 17011).
- o. All the CABs are responsible for the activities they perform, IRNAC cannot be held responsible for anomalies, mistakes or errors arising from CAB's activities or operations.
- p. Accreditation is not provided for conformity assessment activities that are outsourced permanently.

2. Use of accreditation symbols and other claims of accreditation

To attain and maintain accreditation CABs need to comply with IRNAC requirements specified in "IRNAC-G-20 Guidelines for Using IRNAC Symbol by the Accredited Bodies", an applicant must agree to:

- a. Comply with the requirements of IRNAC when claiming and making reference to its accreditation status in communication media such as advertising, brochures,
- b. Endeavor to ensure that no certificate or report or unauthorized statement regarding its accreditation nor any part thereof, is used in a misleading manner(s).
- c. Upon suspension, withdrawal or expiration of its accreditation (however determined) discontinue its use of all advertising matter that contains reference thereto its accreditation, if required by IRNAC return accreditation certificates and scopes of accreditation to IRNAC.
- d. Does not refer to its accreditation in a way so as to imply that a product, process, service, management system or person is certified or endorsed or approved by IRNAC; informs its affected clients of the suspension, reduction or withdrawal of its accreditation and the associated consequences without undue delay.
- f) only uses the accreditation symbol and claims of accreditation status for the specific activities covered by the scope of accreditation.

To apply, the applicant's AUTHORIZED REPRESENTATIVE must agree to the above terms and must attest that all statements made on the application are correct to the best of his/her knowledge and belief. An organization's AUTHORIZED REPRESENTATIVE is an official who represents the organization in all matters related to maintaining *IRNAC*. This official is IRNAC's primary point of contact with the organization. An Accredited Organization's Authorized Representative shall be in a position of authority to ensure that the organization complies with the *IRNAC* criteria. Furthermore, this representative is responsible for ensuring that all of the relevant conditions for accreditation are maintained.

At any point in the application or assessment process, if there is evidence of fraudulent behaviour, if the conformity assessment body intentionally provides false information or if the CAB conceals information, deliberately violates accreditation requirements, *IRNAC* shall reject the application or terminate the assessment process, or in case of an accredited CAB, accreditation will be withdrawn and *IRNAC* also reserves the right to take any legal action. (Ref. to "IRNAC-G-28 Guidelines for Accreditation of Conformity Assessment Bodies" for Suspension, Reinstatement, Reduction and Withdrawal of Accreditation).

All contractual agreements and subsequent disputes between IRNAC & its accredited or applicant CAB or other parties shall only be dealt within the IRAQ laws & regulations.

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3. Liabilities and Remedies

IRNAC shall not be held liable for any loss or damage incurred by the CAB or its personnel due to any act of omission or error during the performance of accreditation process & services by IRNAC under the terms of this Accreditation Agreement.

In case when IRNAC essentially fails to provide agreed services as per the application or otherwise breaches its obligations under this Accreditation Agreement, the applicant or accredited CAB solitary and exclusive remedy in connection with any such failure is to allow *IRNAC* in its sole and absolute discretion, to:

- a. Within a reasonable period of time, remedy the deficiencies identified by the applicant or accredited CAB,
- b. Refund to the applicant or accredited CAB the fee related to the deficient services in question.

Nonetheless in the accreditation agreement or otherwise, *IRNAC* shall not be liable to applicant or accredited CAB or to any third party for any loss, consequential statutory, or exemplary damages of any nature whatsoever, including without limitation, damages related to loss of profit, loss of income or revenue, loss of goodwill, personal injury or wrongful death, even if it has been put on notice of the possibility of such damages. Without limiting or expanding the provisions of any of the sections of these terms and conditions, in no event shall IRNAC's liability for monetary damages exceed the amount actually paid by the organization for the services with respect to which such liability arose.

4. Indemnity

Applicant or Accredited CAB agrees and acknowledges that it shall indemnify and hold harmless the followings:

IRNAC and its employees and associated personnel (directors, managers officers, and shareholders, assessors/experts) from and against any and all claims, loss or damages, suits, liabilities, arising out of or related to, without limitation: losses incurred as a result of Applicant's or Accredited CAB's noncompliance with national, or federal laws, regulations, losses caused by its misconduct or negligence and any breach by it, the applicant or accredited CAB shall guard IRNAC against any such Claims and in any action or proceeding resulting directly or indirectly from its own acts or omissions.

Force Majeure: IRNAC shall not be liable in any aspect that prevented it or caused delays in providing its services and obligations hereunder in an unforeseen event that is beyond its control, this may include but not limited to e.g., fires, flooding's, accidents or other geographical or national or regional changes, acts of God, strikes, lockdowns, labor disruption, wars, terrorism, flights, riots, government allocations or priorities, severe weather conditions, and changes of law or regulation. (Refer to "IRNAC-P-11 Procedure for the Management of Extraordinary Circumstances Affecting Accredited Bodies")

5. Employment:

As an applicant or accredited CAB, it agrees to not to employ or make any contract with any of IRNAC's assessor/expert who on behalf of IRNAC conducted assessments for the CAB, for a period of one year from the date of assessment conducted and after this period a no-objection letter has to be obtained from IRNAC. In case of violation to this term, IRNAC will take necessary action for compensation to any image damage, loss of clients and losses related to non-availability of the mentioned employee/assessor/expert.

6. LAW and JURISDICTION:

In the event that any dispute arises between the two parties due to this agreement or the interpretation of any of its provisions, it shall be resolved amicably as much as possible. In the event that an amicable solution has not been reached after a month has passed from the emergence of the dispute, and the parties are not willing to resolve the issue amicably, the

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applicable law shall be the IRAQ law before the competent IRAQ courts, and either party has the right to refer the subject of the dispute for arbitration according to the IRAQ arbitration law, it shall be based in the IRAQ, in the city of Erbil, IRAQ.

Declaration

As the applicant Organization's Authorized Representative, I agree to the above conditions and obligations for accreditation. I attest that all statements made on this application are correct to the best of my knowledge and belief.

AUTHORIZED REPRESENTATIVE. NAME

AUTHORIZED REPRESENTATIVE. SIGNATURE

DATE

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Please return the filled application form to your IRNAC contact person or otherwise at: info@irnac.org



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Annex - 2

***List of required documents: to be submitted alongside with this filled and signed application form:**

Sr.#	Description / Title of the document	15189 Medical	17025 Testing & Calibration	17020 Inspection	17021-1 Management system Certification	17024 Personnel certification	17065 Product Certification	GSO/UAE 2055-2	17043 Proficiency Testing Provider
1	If you have existing accreditation and you wish it to be considered by IRNAC then please provide: a. Copy of Accreditation certificate b. Copy of Accreditation scope c. Copy of the last assessment report	If applicable	If applicable	If applicable	If applicable	If applicable	If applicable	If applicable	If applicable
2	For the accreditation for Notification Bodies (NANDO): (if Required) a. Copy of the Application form submitted to EA, b. Proofs of legal representation in the EA countries	NA	If applicable	NA	NA	NA	If applicable	NA	NA
3	Proof of organisation being legal entity (e. g. Trade license or Commercial Registration)	✓	✓	✓	✓	✓	✓	✓	✓
4	Proof of third-party liability insurance or equivalent provisions (if a liability insurance is required by law or other regulations)	If applicable	If applicable	✓	✓	✓	✓	✓	If applicable
5	Quality management system documentation a. Documented mechanism of quality policies & procedures e.g. Quality manual or procedural manual as applicable b. Quality procedures (management system procedures)	✓	✓	✓	✓	✓	✓	✓	✓
6	Master list(s) of all documentation of the management system	✓	✓	✓	✓	✓	✓	✓	✓
7	Organisational chart	✓	✓	✓	✓	✓	✓	✓	✓
8	List of concerned personnel for the scope of accreditation (e.g., Competence Matrix) List of approved signatories of the reports / certificates	✓	✓	✓	✓	✓	✓	✓	
9	Provide methods / procedures/ standards / SOPs in relation to the scope applied.	✓	✓	✓	✓	✓	✓	✓	✓



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Sr.#	Description / Title of the document	15189 Medical	17025 Testing & Calibration	17020 Inspection	17021-1 Management system Certification	17024 Personnel certification	17065 Product Certification	GSO/UAE 2055-2	17043 Proficiency Testing Provider
	<p>For PT providers: covering – Planning, Stability evaluation, Homogeneity evaluation, Choice of the statistical model, Preparation, storage and distribution of the PT items, Determination of reference value (assigned value) and evaluation criteria, (standard deviation for proficiency assessment), Performance evaluation of the participants</p> <p>Example: Test methods (testing laboratory) or Calibration procedures (calibration laboratory), product standard for product certification.</p> <p>Note: if in-house SOP (sometimes called work or test instructions) is used then provide both in-house SOP as well as the reference national/international standard.</p>								
10	<p>A copy of the original report or certificate for each major category for the applied scope of accreditation.</p> <p>For example, Testing Lab: test report for each testing field applied / accredited e.g., chemical tests in water, microbiological tests in food, Calibration Lab: calibration certificate for each measurand / calibration item, PT provider: One PT report for each PT field.</p>	If applicable	If applicable	If applicable	If applicable	If applicable	✓	If applicable	✓
11	Budget of measurement uncertainty for the scope of accreditation	If applicable	If applicable	NA	NA	NA	NA	NA	If applicable
12	List of reference materials/standards, & measurement standards (if applicable in relation to its scope of accreditation)	If applicable	If applicable	If applicable	NA	NA	NA	NA	If applicable
13	List of equipment items with in-house registry (if applicable, agreements for license equipment)	If applicable	If applicable	If applicable	If applicable	If applicable	If applicable	If applicable	If applicable
14	The last Management review report	✓	✓	✓	✓	✓	✓	✓	✓
15	The last internal audit Report	✓	✓	✓	✓	✓	✓	✓	✓
16	Impartiality documents (Risk analysis, top management declarations and mechanism)	If applicable	✓	✓	If applicable	If applicable	✓	If applicable	If applicable
17	Mark statute	NA	NA	If applicable	If applicable	If applicable	If applicable	If applicable	If applicable



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18	Fee regulation or price list	NA	NA	If applicable	If applicable	If applicable	If applicable	If applicable	If applicable
19	List of countries where certificates are granted indicating the number of certificates per country	NA	NA	If applicable	If applicable	If applicable	If applicable	If applicable	If applicable
20	List of countries where certification activities are performed by branch offices indicating the specific activities	NA	NA	If applicable	If applicable	If applicable	If applicable	If applicable	If applicable
21	List of countries where certification activities are performed by” remote personnel “(personnel, that is not working from a branch office of the certification body)	NA	NA	If applicable	If applicable	If applicable	If applicable	If applicable	If applicable
22	Critical locations according to IAF MD 12	NA	NA	If applicable	If applicable	If applicable	If applicable	If applicable	If applicable
23	Rules of the certification body for the management of branch offices abroad or” remote personnel “	NA	NA	If applicable	If applicable	If applicable	If applicable	If applicable	If applicable
24	List of all auditors/inspectors approved by the certification body indicating the scope and location (country)	NA	NA	If applicable	If applicable	If applicable	If applicable	If applicable	If applicable
25	Sample of all types of contracts for certification, for subcontracting and with auditors	NA	NA	If applicable	If applicable	If applicable	If applicable	If applicable	If applicable
26	List of the proficiency testing (PT) schemes organized within the last three years	NA	NA	NA	NA	NA	NA	NA	✓
27	One certificate / one Certificate of Attendance of a PT scheme for each of the fields applied for, when they are issued.	NA	NA	NA	NA	NA	NA	NA	✓

*Its mandatory to provide all the documents at the time of (before) initial assessment whereas in the subsequent assessment only updated/revised document are normally required to be provided however IRNAC reserves the right in asking for all the documents again as and if needed.

For IRNAC Use Only:

Application and Resource Review
<i>IRNAC Reviewed the application for completeness, including documents and information provided and that the application is signed, IRNAC did also review the resources, capabilities, competence, personnel and timeline to arrange assessment within 12months or earlier, other necessities checked – based on the above IRNAC Accepted / Rejected the application.</i>



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Reviewed by ASM /DM	
Name of File manager (if different)	
Date	
Remarks or notes (if any)	

This application covers a scheme that is mandatory scheme, the scheme corresponds to a conformity assessment activity listed as level 2, and it uses a standard listed as level 3 in the MRA/MLA structure. The scheme does not omit any requirement of the chosen standard.