



Application for Listing as A Certifying Body (ISO/IEC 17021)

Refer To Guides 32 & 59 for information on becoming accredited

Notes on completing this form

1. Please read the form carefully before filling it in.
2. Copies of sample certificates supporting your application and your Terms & Conditions must be supplied with the completed form.
3. When completed, this document must be sent to The Administration Manager of GBAR (admin@gbar-ab.org).
4. In submitting this application, the applicant recognizes that they will be required to abide by the terms and conditions of GBAR if a contract is entered into.

SECTION 1			
NAME OF BUSINESS *:			
LEGAL STATUS (<i>LLC, Corporation, Ltd, Pvt, Sole Trader, Partnership, PLC, Other (please describe):</i>)			
MAIN ADDRESS *:			
SURNAME AND FORENAME OF PRINCIPLE CONTACT *:			
PRINCIPLE CONTACT EMAIL:			
EMAIL FOR GENERAL ENQUIRES *:			
TELEPHONE *:		MOBILE *:	
WEBSITE *:			
<i>* This information will appear on any accreditation statement on the GBAR website.</i>			



TRADING STYLES

TRADING STYLE OR 'DOING BUSINESS AS' NAME

Click or tap here to enter text.

Scope of Activities

List standards / Activities that you wish to certificate.
NOTE, there is a separate application fee for each standard.

CERTIFICATION STANDARD

Click or tap here to enter text.

STANDARD YOU WISH TO BE AUDITED AGAINST

ISO 17021:2015

NOTE: Organisation must be a legal entity

HISTORY

Please advise if this business has been involved with consultancy in the last two years. If so, please explain how consultancy and certification are to be separated.

**SECTION 2 ORGANISATIONAL STRUCTURE**

Please attach an organisation structure chart

TITLE	NAME	YEARS EXPERIENCE
Managing Director		
Certification Manager		
Chair of Impartiality Committee		
Administration Manager		
Audit Manager		
Management Rep. for Quality		

Note 1. Full CV and evidence of skills and competence will be required for the above, and other key persons.

Note 2. Add a separate organisation diagram.

Note 3. Please indicate family or similar relationships between the above

SECTION 3 (i) EQUITY Please name principal shareholders and % shares held

POSITION	NAME	% SHARES

SECTION 3 (ii) Revenue Streams Please state if you have other revenue streams that sustain your current standard of living.

- _____ (a) Revenue from QA and similar non-certification activities such as consultancy
_____ (b) Revenue from other business activity
_____ (c) Revenue from unaccredited certification activities.
_____ (d) Unearned income stream
_____ (e) No other revenue

SECTION 4 OTHER CBs (i) Please advise if, in the last two years, any of the persons named in box 2 above have had a business relationship with any other certification body that may have lost its accredited status or if your employment with any other certification body has been terminated. Please state your role in that organization.

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SECTION 4 OTHER CBs (ii) Please advise if any of the persons named in box 2 above have had a business relationship with any other certification body IN ANY CAPACITY in the last two years. Please state their role in that organization.

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SECTION 5. EMPLOYMENT HISTORY Please advise all current (or within two years) business interests or employment, that the persons named in Section 2 have been involved with. If previously employed, please state the reasons for terminating that employment. If relevant include persons not named above

POSITION	NAME	CURRENT & LAST TWO YEAR HISTORY
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President/Managing Director/CEO		
Certification Manager		
Chair of Impartiality Committee		
Administration Manager		
Audit Manager		
Management Rep' for Quality		
Other senior management (please list)		

SECTION 6. REASON: Please advise the reasons for seeking GBAR accreditation. (e.g., reputation, technical approach, market awareness, user-friendliness, cost-effectiveness etc.).

SECTION 7. INTEGRITY: Please advise any matter concerning persons named in Sections 2 and 4 that may be deemed significant when adjudicating your application should it come to light later.

(Be advised that GBAR aspires only to the highest levels of impartiality with the certification process. In this respect, applicants' integrity and ethical history and all members of their teams and owners are deemed very important. Not declaring what may be considered significant will be viewed as an inability or unwillingness to adopt principles of honesty, integrity and ethical behavior and a failure to participate in continuing professional development.)

SECTION 8. PAST PERFORMANCE: Please advise any outstanding matter related to non-conformity within your organization or customer complaints regarding your services. Please report if any government, local authority or professional body has ever investigated your organization **or** any persons named above.

SECTION 9. GENERAL

**Answer
Yes or No**

9.1 Do you realize that it is a requirement for all organizations to be set up for and implement a management system in recognition of recognized standards for bodies certifying management systems?



9.2	Do you accept that your application and payment of non-refundable administration fees do not guarantee that accreditation will be achieved?	
9.3	Do you currently have a documented management system for bodies certifying management systems?	
	If not, when will it be ready?	
9.4	Have you described any association with consultants or consultancy?	
9.5	How long have you been operating as a Certification Body?	
9.6	Do you have proof of your status as a legal entity? This should be provided.	
9.7	Where did you learn about GBAR?	
9.8	Have you worked with any other GBAR-accredited organization before?	
	If yes, who?	



SECTION 10. CONFIRMATION:

I understand, confirm and accept that to be accredited by GBAR, our organization:

1. Will need an extensive document review and examination of evidence, which is only begun following payment of the initial non-refundable Administration Fee.
2. Will need a review and continuing research into our activities and the principal members of our management team pursuing technical, professional and ethical lines of inquiry.
3. Will need a visit by an GBAR officer(s) to our premises to verify the substance of documents and our arrangements as a certification body,
4. Will need to have our certification activities witnessed at our clients' sites,
5. Will need continuing levels of surveillance by GBAR,
6. Will need to provide the travel and accommodation costs of GBAR at our expense and paid for in advance of the activity.
7. Will agree to list all certificates and renewals at the GBAR-nominated listing website (currently www.gbar-ab.org), for which initial and annual fees are payable.
8. We have read, understood and accepted the General Terms & Conditions, and are you familiar with the appropriate accreditation standard?
9. We have read, understood and accepted document GBAR (G)32 regarding our authority and acknowledge that GBAR accreditation services are independent of any government.
10. We understand that you agree to register all your certificates at www.gbar-ab.org upon their issue and that this will require you to pay an initial listing and annual renewal fee for each existing client certificate (as per GBAR (G)72).
11. We understand that a contract agreement will be necessary before we proceed with a document review. A sample contract is available upon request.

Please confirm your understanding, and agreement to the above statements, and declare that the information on this application form is correct to the best of your knowledge.:

Signature:

Print Name:

Date:

Position in the organization (job title):

SECTION 11. RESUME: To assist us, please give a brief and concise résumé of your organization. State each type of service offered on a separate line, listing relevant standards you may observe. Attach a copy of the standards if they are unlikely to be recognized nationally. Indicate how long you have been trading. If a start-up, demonstrate previous experience or attach a CV.

Use continuation sheets if necessary

SECTION 12. DOCUMENTATION REGISTER

Please read this section's information carefully, as it is an area of common mistake.

The documents listed in this section will likely contain sufficient evidence for a successful document assessment. However, when submitting each document, applicants must check to ensure the document(s) provide evidence of compliance with the

ISO 17021 clause numbers in the columns to the right.

You must complete the **APPLICANT'S DOCUMENT NAME** and **DOCUMENT NUMBER** for each document demonstrating your responses to the ISO 17021 clause listed. Further documents/evidence may be required during the assessment process.

NOTE: Applicants don't need documents of the same name and title as shown below, instead must have documents that perform the same function as that implied by the document names below. Copies of all documents must be submitted to GBAR secure registry before a decision on accreditation is made.

DOCUMENT	APPLICANT'S DOCUMENT NAME	APPLICANT'S DOCUMENT NUMBER	TYPE	ISO 17021 Clause	ISO 17021 Clause	ISO 17021 Clause	ISO 17021 Clause	ISO 17021 Clause	ISO 17021 Clause
Appeals Procedure			P	9.7.1					
Attendance list			F	9.4.7.1					
Audit Plan			F	9.2.1.1/2	9.2.3.1	9.2.3.3	9.3.1.2.2	9.4.1	
Audit report			F	9.1.4.3	9.3.1.2.3	9.4.7.1	9.4.8.1/2		
Auditor Contract			F	7.3					
Certificate & schedules.			F	8.2.1	A sample certificate should be included with this application				
Certification Procedure			P	9.5.1.1	9.5.2				
Client contract			F	5.1.2	8.3.4	8.4.2	8.5.2		
Client process / audit procedure			P	9.1.3.1/2	9.1.4.1	9.2.1.1/2	9.2.3.3	9.3.1.2.2	9.4.1
Client Records			F	9.1.1					
Complaints Procedure			P	9.8.5					
Conflict of Interest procedure			P	5.2.2	5.2.3				
Control of remote offices procedure and risk assessment.			P	6.2.1					
Copy of Legal document establishing the certifier as a separate legal entity.			F	5.1.1	A copy of proof of legal status to be provided with this application				
Data and records control procedure			P	8.4.7	9.9.4	10.2.4			
Document control procedure			P	10.2.3					
Human Resource / Personnel procedure			P	7.1.1 - 3	7.2.5	7.2.8 - 10	Annex D		
Impartiality Policy			P	5.2.2	5.2.13				
Impartiality risk / threat procedure			P	5.2.13					
Information / communication procedure			P	8.1.1	8.4.2	8.5.2			
Initial Financial Risk Assessment			F	5.3.1/2					
Internal Audit Procedure			F	10.2.6.1					
Management Review Procedure			P	10.2.5.1	10.3.4				
Management Review Records			P	10.2.5.3					
Manual			F	10.2.1	10.2.2	10.3.1			
Non-conformance and Corrective action procedures			P	10.2.7					
Ongoing financial risk assessment			F	5.3.2					
Operations control procedure			P	6.2.2					
Organization chart Job Descriptions, authorities and responsibilities			F, P	6.1.1	6.1.4				
Outsourcing procedure			P	7.5.1	7.5.4				



Personnel records			F	7.4					
Staff Confidentiality agreement (Internal and external)			F	8.4.1					
Staff declaration of impartiality per contract.			F	5.2.13					
Suspension / withdrawal procedure			P	9.6.5.1					
Use of Marks & Logos contracts/instructions			P	8.3.1	8.3.2	8.3.3			

SECTION 13. CHECKS

1	Have you signed the confirmation section 10?	☐
2	Have you provided proof of legal identity or commercial licence?	☐
3	Have you provided a sample copy of a certificate (e.g., ISO 9001)?	☐
4	Have you provided a purchase order or have the necessary authorisation to make payment of an GBAR invoice?	☐
5	Have you sent CVs for each of the persons named?	☐
6	Have you completed all sections in the above form inserting N/A (Not applicable), if appropriate?	☐
7	Have you completed GBAR(F)80 Applicant self-review form?	☐



Further guidance

Receipts/invoices will be sent upon request.

This form will be returned if all sections are not appropriately completed.

Any section not applicable should be struck through and initialled.

Refer to GBAR(G)59 for information on becoming accredited.

Refer to GBAR(G)32 for information on our authority.

Next steps

Please scan and email this form to: admin@gbar-ab.org

For further guidance, contact us via:

E: admin@gbar-ab.org

URL: www.gbar-ab.org

GBAR,
1015 Main Street P.O. Box 156 West Barnstable, MA 02668-9998,
United States



GENERAL TERMS AND CONDITIONS

SYSTEM MANAGEMENT

GBAR require The Certifying Body to comply with this agreement, operating procedures and their assessment and certifying management systems. The Certifying Body shall supply such reasonable evidence of compliance as is deemed necessary by GBAR from time to time. Failure to submit satisfactory evidence may lead to additional accreditation services, including visits, which will be charged at the current rate defined in Clause 7 of the Agreement.

SCHEDULE

The activities for which The Certifying Body are shown in the Schedule (Page 2) of the **Accreditation Statement** visible at www.gbar-ab.org, and the Schedule (Page 2) of the **Accreditation Certificate** e-mailed to The Certifying Body via the same website.

The Certifying Body recognizes and accepts that while "Scope" (i.e. what the registrant does) is not defined, the Standard (i.e., the baseline document/standard against which certificates are issued) is defined. Therefore, The Certifying Body is not permitted to issue certificates for standards they are not accredited for, as described above.

CERTIFICATES AND LOGOS

The Certifying Body and its clients or registrants may only apply the GBAR logo and certificates in accordance with GBAR(I)01 as defined in Clause 7) b. The Certifying Body must ensure its clients are fully aware of the requirements of GBAR(I)01.

Use of the GBAR logo is allowed only once Provisional or Full Accreditation status has been granted and only the following payment to GBAR by The Certifying Body and for the duration of the period covered by the registration fees.

The Certifying Body is liable for the registration fee due in respect of every certificate they issue under the accreditation of GBAR or bearing the GBAR logo-

Use of any other logo in respect of GBAR, e.g., 'Crown and Tick', is not authorized and is outside the scope of GBAR jurisdiction.

Copyright and all other intellectual property rights deriving from our work and work performed and delivered and claimed by The Certifying Body as falling within the jurisdiction of GBAR accreditation services remain with GBAR unless otherwise agreed with us in writing.

NOTIFICATION



Any notice under this Agreement and General Terms and Conditions or requirement of the quality management system of GBAR and The Certifying Body shall be in writing and signed by or on behalf of the party giving it. Notification may be given either via email or post. Any notice served by post shall be deemed to have been served seventy-two hours from the time of posting or if outside of the United States, ten days from the posting date. In proving such service, it shall be sufficient to prove that the notice was properly addressed and posted.

All outstanding fees must be paid to GBAR before acceptance of notice.

TERMINATION OF THE CERTIFICATE AND REGISTRATION

GBAR will withdraw the certificate, which is always the property of GBAR, and the use of its logo from The Certifying Body if they do not comply with this Agreement and General Terms and Conditions.

Upon notification of the termination of accreditation services, the Certifying Body shall immediately discontinue the use of the GBAR accreditation services logo and all advertising matter which contains them or any reference thereto. In addition, any other documents in possession of The Certifying Body which bear reference to GBAR shall, if GBAR so desires it be so treated as to erase it.

ACCREDITATION

GBAR supplies accreditation services that are the opinion of GBAR. Such services extend to the obtaining of evidence of clients' and their registrants' ability to meet GBAR criteria for registration. Such opinion applies only to the certificate issue by The Certifying Body that has been advised to GBAR. Unless stated to the contrary, GBAR listings, statements and certificates signify that in the opinion of GBAR and its servants, The Certifying Body who is the subject of accreditation services registration, has demonstrated an acknowledgment of the benefits and desirability of being registered with regard to the scope of activities and standards specified on the certificate.

In issuing documents, GBAR confirms the registration of The Certifying Body and its registrants in the GBAR or other nominated lists of certifying bodies and organizations. The Certifying Body is advised that such listing does not guarantee public visibility of such listing. Still, that listing may be verified by The Certifying Body or registrant directly with the relevant registrar. They are further advised that GBAR accreditation decisions are based on sampling assessment methods, and therefore non-conformities may exist. The Certifying Body is advised that the opinion of any other organization or individual with regard to compliance with any standard that may be quoted in the scope of certificates or the inference of the term "accreditation" may be different from that of GBAR and its servants but compliance is not the subject of the certificate.

FURTHER ADVICE, AUTHORITY AND ACCREDITATION



The Certifying Body and their clients are advised to take expert advice when engaging accreditation services. The authority vested in GBAR is that assigned to them by The Certifying Body in respect of the accreditation services contracted, and no claim as to statutory, legislative, authority, prominence or right given by any other party unless specified by GBAR is claimed. Accreditation assessments and evaluations are based on sampling, and any statements made by GBAR in reports or other correspondence must not be interpreted as an indication of compliance with an organization's operation. The Certifying Body is instructed to avoid saying, implying or causing to be inferred that, under the auspices of GBAR registration they act with the support, approval or license of the United States government or any other statutory or government office of any nation, commission or state.

LAW

These conditions and the activities of GBAR are subject to the laws of Delaware, United States. GBAR shall not be liable retrospectively for consequences, costs or damages arising from changes or introduction of such laws or statutory government instruments which may subsequently invalidate GBAR activities.