



APPLICATION FORM FOR INSPECTION BODY ACCREDITATION

Revision 03

November 2018

AUTHOR	REVIEWER	APPROVER
Mohammed Abbas Alam Assistant Director	Md. Mahbubur Rahman Deputy Director/Quality Manager	Md. Monwarul Islam Director General



Application for Inspection Body Accreditation to ISO/IEC 17020:2012 -
“Conformity assessment - Requirements for the operation of various types of
bodies performing inspection”

Bangladesh Accreditation Board (BAB) is the National Accreditation Authority established in 2006 as an autonomous organization **for** upgrading the quality infrastructure and conformity assessment **system** 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 **relevant** international, **national standards**.

Instructions:

1. This application form should be completed in full and returned with **one copy of** Quality Manual, application fee and other **associated** documents.
2. Application fee shall be made in Bank Draft / Pay Order in favor of 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** information may be obtained from the BAB website.
5. Applicant CAB shall comply a **legally enforceable agreement** including BAB Accreditation Criteria, the BAB Terms and Conditions, and applicable other requirements as determined by BAB time to time.

For guidance on completing Application Form

Please follow the Appendix attached



Section A

General Information

A.1 Name, address, telephone, fax and e-mail of the applicant (see appendix attached)

Name of the CABs:

Postal Address:

Post code:

Telephone:

Fax:

Mobile:

E-mail:

Note: these details will be used by BAB on BAB directories, certificates etc.

A.2 Name of the facility/site, address, telephone, fax and e-mail of the applicant

Name of the facility/sites:

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.

A.3 What is the legal status of the organization?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Quality Manual Clause Reference

Mark as X

a. Owned by an individual:

b. Owned by a private company or 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:

h. Another category? If so, please specify:

i. Company Registration / License:



A.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?

A.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.

A.6 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 3**). The applicant hereby agrees to be bound by the Bangladesh Accreditation Act, 2006, Regulations, Terms and Condition for Accreditation SP01 and other applicable requirements as determined time to time by BAB.

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, Terms and Condition for Accreditation SP01 and other applicable requirements as determined time to time by BAB. 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:

A.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:

A.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 is unavailable).

Name:

Position:

Address (business postal):

Telephone:

Fax:

Mobile:

E-mail:

A.9 Numbers of staff employed by the applicant organization in the fields where accreditation is sought.

a. Technical:

b. General:

c. Other (incl. Secretarial and support staff):

A.10. Invoicing Contact Name, address, telephone, fax and e-mail

Name:

Position:

Address (business postal):

Telephone:

Fax:

Mobile:

E-mail:

A.11. The names, technical qualifications and experience of the following staff:

a. Technical Manager (ref: ISO/IEC 17020 Sect. 6.3):

b.	Deputy Technical Manager (ref: ISO/IEC 17020 Sect. 6.5):		
c.	Quality Manager (ref: ISO/IEC 17020 7.4):		
d.	Deputy Quality Manager (ref: ISO/IEC 17020 Sect. 6.5):		
e.	Authorized staffs of the Inspection Body to sign in Inspection Report or Certificate for scope of accreditation sought:		
S.N.	Name	Designation	Academic, Professional & Technical qualification

Section B	Scope of Accreditation
(Please see the section 02 of Appendix -01)	
For details of scope (Please fill in the scope of accreditation in this Section and Appendix-02)	
Please specify as precisely as possible the scope of accreditation sought (Please follow the Appendix-02 for your clarification)	
Inspection Body Addresses and contact details:	



Head Office or primary location		Additional Locations (If different from Head Office)			
Type (A,B,C)	Inspection Category(Produ ct, Process, Services or Installation)	Inspection Field (and sub-fields)	Range of inspections	Stage of inspection	Inspection requirements or criteria
				1	
				2	
				3	

Section C		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		
C.1	Are procedures for the operation of the Inspection Body set out in the Quality Manual?			
C.2	Does the inspection body identify and mitigate risks to its impartiality on an ongoing basis, including those risks that arise from its activities, or from its relationships, or from the relationships of its personnel?			
C.3	Is an organization chart contained in the quality manual? If not, please attach.			
C.4	Has the officer responsible for quality and authority to identify quality problems and initiate effective solutions?			
C.5	Do procedures exist to control all documents that form part of the Inspection Body's quality system?			
C.6	Do fully documented procedures exist to ensure review of requests, tenders and contracts?			
C.7	Are records maintained of all reviews of requests, tenders and contracts?			
C.8	Does the Inspection Body ever use sub-contractors for Inspection/Inspection or associated technical services in connection with any of the work for which accreditation is being sought?			
C.9	Are all sub-contracted results clearly identified on test reports?			
C.10	Do procedures exist for the purchase, reception and storage of reagents, supplies and Inspection Body consumable materials that affect the quality of tests and/or Inspections?			
C.11	Are arrangements in place to ensure the effective resolution of complaints and appeals received from clients or other parties?			
C.12	Are there procedures in place to ensure that the client is given full co-operation by the Inspection Body on all Inspection/Inspection matters?			
C.13	Do fully documented procedures exist to ensure adequate control of non-conforming Inspection and/or Inspection work?			
C.14	Does the Inspection Body operate a program of preventive action to identify needed improvements and potential sources of non-conformances?			

C.1 5	Is a record maintained of all equipment including Inspection results?		
C.1 6	Are there arrangements for ensuring the accuracy, completeness and confidentiality of all relevant records?		
C.1 7	Does the Inspection Body retain the original recorded observations and derived data?		
C.1 8	Are there procedures in place to ensure the appropriate identification, collection, indexing, access, filing, storage, maintenance and disposal of quality and technical records?		
C.1 9	Where computers or automated equipment is used for the acquisition, processing, recording, reporting, storage or retrieval of test or Inspection data has the software been validated?		
C.2 0	Is there a prescribed audit procedure for checking quality systems?		
C.2 1	Is management review held at least once a year?		
C.2 2	Are records of management reviews maintained?		
C.2 3	Have appropriate standards of qualifications and experience been prescribed for technical and managerial posts?		
C.2 4	Are the necessary training arrangements available to maintain the required quality of Inspection/Inspection?		
C.2 5	Are adequate facilities and environments provided for Inspection, handling, control, storage and maintenance of all Inspection and measuring equipment?		
C.2 6	Is provision made to ensure that environments in which tests/Inspections are undertaken are suitable for the measurements undertaken?		
C.2 7	Is there control of access to relevant sites involved in the inspection process?		
C.2 8	Is provision made to prevent deterioration of damage to materials, samples and equipment both before and after tests/Inspections?		
C.2 9	Are storage methods prescribed, including special environments if necessary?		
C.3 0	Are there procedures for the inspection of samples in storage?		
C.3 1	Are there documented procedures for calibrating all equipment and reference standards covering the method of Inspection, uncertainty of measurement, maximum interval between Inspection and (where appropriate) the sealing of equipment after Inspection?		
C.3 2	Are manuals, procedures and regulations for the tests/Inspections performed available to staff?		

C.3 3	Are formal specifications available for each test/Inspection?		
C.3 4	Are non-standard Inspection techniques or Inspections used by the Inspection Body fully documented and appropriately validated?		
C.3 5	Are the standard methods used by the Inspection Body the latest valid editions?		
C.3 6	Does the Inspection Body have a policy and procedure to address uncertainty of measurement for test methods/Inspections?		
C.3 7	Are observations and calculations recorded in permanent workbooks or controlled forms?		
C.3 8	Are the reference standards used for Inspection traceable to national or international standards?		
C.3 9	Do internal quality control procedures exist for monitoring the validity of tests and Inspections undertaken?		
C.4 0	What external proficiency testing (inter-laboratory comparisons) schemes does the Inspection Body participate in (if appropriate)?		
Scheme Name	Inspection Covered		
C.4 1	Do test reports/Inspection certificates contain all the information required in ISO/IEC 17020 section 13?		
C.4 2	Is there any Inspection Body policy in relation to opinions and interpretations on test reports/Inspection certificates?		
C.4 3	Do you consider that the Inspection Body complies at present with ISO/IEC 17020 Conformity assessment -- Requirements for the operation of various types of bodies performing inspection and "Regulations for BAB accredited organizations"?		
C.4 4	Is there any special urgency for achieving BAB accreditation? If so, please give the reason.		
<u>Independence of Inspection Body (clause 4.1.6 and Annex A of ISO/IEC 17020) - Select One Only</u>			
C.4 5	Is the Inspection Body going to operate as a Type A Inspection Body ?	<input type="checkbox"/>	
C.4 6	Is the Inspection Body going to operate as a Type B Inspection Body ?	<input type="checkbox"/>	
C.4 7	Is the Inspection Body going to operate as a Type C Inspection Body ?	<input type="checkbox"/>	



Section D		Attachment Information			
D.1 Quality Manual					
Is the Quality Manual attached with Application form submission:		Yes		No	
D.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:		Bangladesh Accreditation Board (BAB)			
Amount (in digit):					
Amount (in words):					
D.3 Legal Documents					
Registration No:					
Is the Document of Registration attached?		Yes		No	
License No:					
Is the Document of License attached?		Yes		No	
If the Inspection Body is part of government, mention the Act on which the Inspection Body has been established					
D.4 Other Documents (Regulatory Requirements)					
a					
b					
c					



Section E		For official (BAB) use only			
E.1	Inspection Body Name:				
	Assigned BAB Case Officer:				
	Assigned by:Quality Manager				
	Signature:	Date:			
E.2 Team Leader Assigned by BAB					
Name					
E.3 Assessors & Technical Assessors Assigned					
Name					
Name					
Name					
Pre-Assessment Required		Yes		No	
If yes, Date of Pre-assessment					
If No, Date of Assessment					

Checklist for application review

Note: This part should be completed by Case officer

No.	Particulars	Yes	No	Remark, if any
1	Application form , duly signed and completed			
2	Scope of accreditation sought attached and appropriately listed (as per appendix attached with Application form)			
3	Legal Status indicated (Company//Business Registration)			
4	Quality Manual submitted			
5	Standard Operating Procedure (quality and Technical) submitted (optional)			
6	Work Instruction submitted (optional)			
7	Information about key personnel and authorized signatories (ref: A.11)			
8	PT/ILC information (ref: C.40)			
9	Confirmation of Internal Audit			
10	Confirmation of Management Review			
11	Application Fee			

Case officer/Team Leader

assigned.....

Date.....

APPENDIX 01

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 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 field of accreditation:

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

Fields of Inspection	
3.1)	Pressure equipment
3.2)	Vehicles carrying hazardous materials by road and railway (ADR, RID)
3.3)	Movable pressure equipment
3.4)	Measuring instruments
3.5)	Vehicles
3.6)	Petroleum and chemistry
3.7)	Lifts and lifting mechanisms
3.8)	Environment
3.9)	Products fit for human consumption, including food
3.10)	Equipment used in potentially explosive environment
3.11)	Agricultural products, including animal feed
3.12)	Building products and constructions
3.13)	Textile, leather and clothing
3.14)	Electrical products and equipment, telecommunications, electronics
3.15)	Protective devices and equipment
3.16)	Organic production
3.17)	Other

N.B: A separate application is required for each Inspection Body facility.

BAB also offers 'corporate accreditation' covering multi-program, multi-field and/or multiple site organizations. 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 Inspection, 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.

7. Supporting Information

In order to process application for accreditation, BAB needs to know the scope of accreditation, and current information on the staffing, accommodation, equipment and administration of applicant facility. This information is normally provided when applicant complete and return the Assessment Information Document.

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.

Appendix02:

Table 1: Typical parameters for describing the scope of accreditation for inspection (see also application note in ILAC P15:5.1.3a.)

Parameters	Comment/explanation
a) Type (A, B, or C) (as defined in ISO/IEC 17020:2012 Annex A)	Each accredited inspection activity must meet the requirements of ISO/IEC 17020:2012: Annex A. It is possible for different inspection activities performed by the same inspection body to have different A, B or C types.
b) Inspection category i.e. product, process, service, or installation (as listed in the ISO/IEC 17020:2012 definition of inspection)	To be accredited to ISO/IEC 17020:2012 inspection activities must be attributable to one of these categories. See Notes on inspection categories and terminology following this table.
c) Inspection field e.g. Engineering, agriculture, cargo, commodities, manufactured products etc. Example subdivisions of the field of engineering: Mechanical Structural Electrical Chemical Example of subdivisions of Mechanical Engineering Pressure equipment Cranes and lifting gear Rotating machinery	The 'inspection field' is a broad area of inspection work and is required by ISO/IEC 17011:2017 clause 7.8.3(b). Accreditation bodies may choose to use as many levels of subdivision of fields as they consider appropriate for the areas of accreditation they offer. Accreditation bodies should be aware of the dangers of granting simple scopes of accreditation that cover wide fields of inspection. The implication is that the accreditation body has done sufficient assessment to justify their decision that the inspection body is competent to perform all inspections that could be covered by the inspection field descriptions in the published scope.
d) Range of inspection The range is generally the most detailed parameter defining the items that may be inspected under a specific accreditation scope item. Example of a range of inspection within the subfield of Cranes and sub-field Gantry Cranes	The 'range of inspection' defines limits of competence within a field or sub-field. Where no range is stated this implies that the inspection body is competent to inspect all objects of inspection that fall within the field or sub-field description.
< 100T SWL	
e) Stage of the product at which inspection takes place e.g. design stage, type examination, initial inspection, fabrication, installation, in-service inspection, repair or alteration, surveillance during manufacture, planting, harvest, storage, shipping (including container filling) etc. Tems for stages at which inspection takes place may vary from industry to industry. In some cases there may	Terms for stages at which inspection takes place may vary from industry to industry. In some cases there may be no stages. Stages are needed when different inspector competencies are required at different stages of a product.

<p>be no stages. Stages are needed when different inspector competencies are required at different stages of a product.</p> <p>f) Inspection requirements or criteria.</p> <p>Unambiguous reference to standards, specifications (including client or in house specifications and, where necessary, to inspection methods), regulations, inspection schemes or other documents that contain requirements against which inspection is performed.</p> <p>Where there are no published standards or specific criteria against which compliance is judged the term "general requirements" may be used.</p> <p>Examples of general requirements include statements of safety or compliance with good engineering practice which are reliant purely on professional judgment rather than comparison with any published criteria.</p>	<p>Inclusion of inspection criteria is required by ISO/IEC 17011:2017: clause 7.8.3(b). Where necessary, to avoid ambiguity, scopes of accreditation should include the date, revision numbers or other unique identifiers of standards, parts of standards, regulations, contractual requirements, scheme rules etc.</p> <p>Where there are large numbers of similar standards or specifications that require the same competence, these may be grouped using appropriate summary text.</p>
--	--

Annex A – Inspection category examples

Inspection category example from the engineering industry

- A pressure vessel may be inspected during fabrication as a product (the result of the process of fabrication) where the conformity assessment decision would be compliance with the approved design;
- The process of fabrication of a pressure vessel could be inspected, in which the accredited inspection body witnessed the implementation of a documented process, ensuring that appropriately qualified persons were involved and all records of materials, tests etc. were in place and recorded. This would be closer to a technical audit than a hands on inspection. The conformity assessment decision would be compliance with the approved process.
- A pressure vessel may be inspected as part of an installation, in which case the conformity assessment may relate to the safety or appropriateness of a vessel in a particular application, considering the associated equipment and process requirements.
- A pressure vessel may also be inspected as a product when in-service. In this case the product would be the result of the pressures, temperatures and materials in the vessel over time and the conformity assessment decision could be the estimated remaining life of the vessel or the current safety of the vessel.

In the four cases above, all of which could be related to the same pressure vessel, the competencies required are very different when inspecting the product of fabrication processes, a process itself or part of an installation. It is important that accreditation bodies differentiate these categories of inspection because, while one inspection body may have all the competencies required to justify a scope of "pressure vessel inspection" another inspection body may have competencies required for only one or two of these categories, in which case a scope of "pressure vessel inspection" would be misleading.

In the two product examples above the competencies involved are different because the stage

at which inspection takes place is different.

Inspection category example from the agricultural industry

In the agricultural industry the following inspections could all relate to many growing crops.

- Seeds may be inspected before sowing. In this case seeds are the product of a natural process and the conformity assessment decision would relate to the correct variety of seed, freedom from contamination, disease, damage etc.
- The process of growing crops may be inspected in which case the conformity assessment decision could be to confirm that water management, fertilizer management, pest and disease management etc. were appropriate or were following defined criteria such as those for organic production.
- The service provided by a contractor transporting harvested product could be inspected.

The conformity decision in this case might include the appropriateness of vehicles to prevent contamination, loss, spoilage etc. and the timeliness of transport in relation to contractual obligations.

- A food storage installation could be inspected to check it had appropriate facilities to prevent spoilage or loss, and to facilitate effective traceability and reconciliation of quantities in and out.

These four examples could all relate to the same crop, however; the competencies required of inspectors in each case would be different. In some cases the expertise required would be very specific to the crop in question, in others the competence required may apply to any crop or food product and in yet others the competence required may be related to vehicles, buildings, facilities or contract management and accounting which are not specific to any particular product or commodity.

It is for this reason that establishing which inspection category is appropriate is critically important in choosing an assessment team and also for providing clear and unambiguous information to the inspection body and to clients of accredited inspection bodies, regulators etc.

Annex B – Examples of inspection scope contents

Examples in this annex have been annotated to indicate different scope components as described in this document.

Text in *italics* does not form part of the scope statement – it is for annotation and explanatory purposes only.

These examples are not intended to provide any guidance on the layout of a scope statement or schedule.

These examples are intended to show how scopes may be formulated using the components detailed in this guidance document.

Many ABs issue separate certificates of accreditation and schedules of accreditation which may be many pages long. Technically a certificate and a schedule to the certificate are one document; however, for clarity this guidance does not imply or suggest that the detailed scope should be presented in a single page document.

Example-01

Name and logo of Accreditation Body]					
NAME of Inspection Body					
Accreditation No 1234					
Inspection Body Addresses and contact details					
Head Office or primary location	Additional Locations (If different from Head Office)				
		1			
		2			
		3			
Type (A,B,C)	Inspection Category	Inspection Field (and sub-fields)	Range of inspections	Stage of inspection	Inspection requirements or criteria