|  |  |  |
| --- | --- | --- |
|  | Accreditation application |  |

The applicant is submitting:

|  |  |
| --- | --- |
| [ ]  an initial accreditation application |  |
| [ ]  an application to extend the scope of accreditation No.:  |  |
| [ ]  an application to transfer**[[1]](#footnote-1)** accreditation No.:  |  |  |
|  |  |

for :

[ ]  inspection activities according to standard **ISO/IEC 17020**.

[ ]  validation and verification activities according to standard **ISO/IEC 17029**

COMPOSITION OF THE ACCREDITATION APPLICATION FORM

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# Part 0: Information on completing and returning the application

1. Check on the www.cofrac.fr website that you are using the latest version of the accreditation application form.
2. Aside from the text fields that are to be completed, do not modify or delete any sections or text in this form.
3. The completed application file is to be returned to Cofrac:
* in printed format to the postal address: Cofrac – Section Inspection –

 52, rue Jacques Hillairet, 75012 Paris,

or

* in digital format (zip folder less than 8MB in size) as an email attachment sent to the address Section.Inspection@cofrac.fr, or to the address of the person managing your file for an accreditation extension application**[[2]](#footnote-2)**.
1. Cofrac is entitled to stop the accreditation applications process in the event of fraudulent behaviour on the part of the applicant, or if it proves that the candidate body has intentionally withheld information or given false information.
2. Receipt of this form counts as application for accreditation. The costs resulting from the examination of the application remain payable to Cofrac whatever the result of the application examination.

# Part 1: Information concerning the applicant

This part aims to:

* Identify the applicant who is responsible for the activities presented for accreditation
* Gather the information required for subsequent exchanges with the applicant
* Gather the information required for invoicing the costs relating to the accreditation process

|  |
| --- |
| *For* ***extension applications****, only fill in the sections and transmit the associated documents in the event of any changes concerning the most recent information sent to the person managing your accreditation file* |

## 1.1. The legal entity responsible for the activities concerned by the application

|  |  |
| --- | --- |
| Designation of the legal entity**[[3]](#footnote-3)**: |  |
| Address (head office): |  |
| Legal status**[[4]](#footnote-4)**: |  |
| Legal registration No.**[[5]](#footnote-5)**: |  |
| Name of legal representative**[[6]](#footnote-6)**: |  |
| Function of the legal representative: |  |
| Global headcount: |  |

*☞ Enclose proof of registration of the applicant body***[[7]](#footnote-7)** *and proof of the legal responsibility of the body for the activities presented for accreditation***[[8]](#footnote-8)**

## 1.2. The body conducting the activities concerned by the application[[9]](#footnote-9)

|  |  |
| --- | --- |
| Designation of the body**[[10]](#footnote-10)**:*(if different from 1.1)* |  |
| Main address:*(if different from 1.1)* |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Website\*: |  | Phone\*: |  | E-mail\*: |  |

*\*This (optional) information will be included in the register of accredited bodies on www.cofrac.fr*

Activities other than those presented for accreditation**[[11]](#footnote-11)**:

|  |
| --- |
|  |

If the body does not represent the entire legal entity designated in 1.1 but only a part of it (for example, a department/division/unit), describe the position of the certification body within this entity (or refer to an appended organisation chart ):

|  |
| --- |
|  |

## 1.3. Representative of the designated body for subsequent contact with Cofrac[[12]](#footnote-12)

|  |  |
| --- | --- |
| Title SURNAME Forename |  |
| Job title: |  |
| Address (*if different from address in 1.1*): |  |
| Phone: |  |
| E-mail: |  |

## 1.4. Invoicing information

|  |  |
| --- | --- |
| * Invoicing address

(*if different from address in 1.1*): |  |
| * Contact for invoicing

(Title SURNAME Forename): |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: |  | E-mail: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| * Is a prior **P**urchase **O**rder required?
 | [ ]  | NO | [ ]  | YES |

|  |  |
| --- | --- |
| If so, PO to be sent to: |  |

|  |
| --- |
| * If the applicant is a local authority, a public company or a State service, state the following:
 |
| CHORUS PRO service code No.: |  |

# Part 2: Accreditation scope applied for

This part aims to:

* express the accreditation scope, i.e.: the activities for which the applicant wishes its competences to be recognised, and the locations where these activities are proposed or conducted;
* confirm that the applicant is authorised to carry out the activities presented for accreditation, and is insured for these activities;
* gather information about the practice of the activities that is useful for organising the applicant's assessment.

## 2.1 Claimed competences and associated sites

|  |  |
| --- | --- |
| Activities presented for accreditation*(Describe the activities\*)* | Sites proposing or conducting these activities |
| Name | Contact details (address, phone No., e-mail) | SIRET No. |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

\* You may refer to document INS INF 06 defining the accreditation scope, a document available on the www.cofrac.fr website

*☞ If administrative authorisation or authorisation from the accreditation prescriber is a condition of applying for accreditation or exercising the activities presented for accreditation, please enclose a copy of this authorisation***[[13]](#footnote-13)***.*

## 2.2 Type of independence claimed with regard to standard ISO/IEC 17020

## -> This point should not be completed by bodies applying for accreditation only for validation / verification activities according to standard ISO / IEC 17029

|  |
| --- |
| [ ]  **Type A**  |
| If necessary, specify the activities concerned: |
| *Case of bodies providing third-party inspections.**The inspection body and its personnel must not exercise any incompatible activities (design, manufacturing, supply (marketing), installation, purchasing, possession, use, maintenance) for the categories of objects for which accreditation is requested. If applicable, the body must not be part of a legal entity conducting incompatible activities. Neither must it have any links (contractual, equity, shared personnel, etc.) with one or more legal entities conducting incompatible activities.* |
| [ ]  **Type B** |
| If necessary, specify the activities concerned: |
| *Case of bodies providing inspections only for the organisation of which they are part, and whose inspection service constitutes a distinct and identifiable entity (e.g., internal inspection department).**Only the inspection department and its staff are prohibited from conducting incompatible activities.* |
| [ ]  **Type C** |
| If necessary, specify the activities concerned: |
| *Case of bodies involved in incompatible activities that may provide services to all types of clients (internal or external).**The body must have put in place mechanisms guaranteeing separation of responsibilities in terms of inspection and in terms of incompatible activities.* *A person cannot conduct the inspection of an object once they have conducted an incompatible activity for this same object (unless authorised by the regulations).* |

|  |
| --- |
| *In the case of an* ***extension application****, the applicant will update the answers if they differ from those provided for the previous application.* |

## 2.3 Information concerning the activities presented for accreditation

|  |  |  |  |
| --- | --- | --- | --- |
| 2.3.1 | Do access to premises/data and witnessing by the assessors of the activities presented for accreditation require particular conditions (specific clearance, vaccines, etc.)? If so, give details. | [ ]  Yes | [ ]  No |
|  | *Comments*: |
|  |

|  |  |
| --- | --- |
|  |  |

# Part 3: Functioning of the certification body

This part aims to

* collate practical information for personalising the applicant's assessment;
* check that the accreditation requirements are taken into account in the way the body operates, and that the body is capable of demonstrating this.

|  |
| --- |
| *In the case of an* ***extension application****, the applicant will update the answers if they differ from those provided for the previous application.* |

## 3.1 Organisation

|  |  |  |  |
| --- | --- | --- | --- |
| 3.1.1 | Does the body have a common management system for all the activities and sites presented for accreditation? If not, give details: | [ ]  Yes | [ ]  No |
|  | *Comments*: |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| 3.1.2 | Are certain operations associated with the activities presented for accreditation conducted on sites other than those listed in 2.1[[14]](#footnote-14)?If so, give details in the table below, in which examples of operations are given: | [ ]  Yes | [ ]  No |

|  |  |  |  |
| --- | --- | --- | --- |
| *Operation* | *Conducted by the applicant (cited in 1.1)* | *Conducted by another legal entity* | *Address of operation**(if different from the address stated in 1.2)* |
| *Entity name* | *Accreditation No. (if any)* |
| Personnel management (training, qualification) |  |  |  |  |
| Equipment management (purchasing, calibration, in-service verification, etc.) |  |  |  |  |
| Purchasing management (products, services) |  |  |  |  |
| IT resources management |  |  |  |  |
| Management system management |  |  |  |  |
| Customer contracts management |  |  |  |  |
| Inspection, validation, verification planning |  |  |  |  |
| Issuing inspection reports, validation/verification statements |  |  |  |  |
| Other (give details)  |  |  |  |  |
| Other (give details) |  |  |  |  |
| Other (give details) |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 3.1.3 | For the activities presented for accreditation, does the applicant carry out metrology operations on equipment (e.g., calibration, initial or in-service verification)? | [ ]  Yes | [ ]  No |
| If so, specify, for each activity concerned, the types of equipment concerned and if the calibration is conducted internally or outsourced. |
|  | *Comments*: |
|  |

## 3.2 Personnel involved in the activities

|  |  |  |
| --- | --- | --- |
| Activities presented for accreditation | Number of qualified people to carry out inspection or validation / verification activities | Non-salaried personnel of the entity (cited in 1.1) |
| Yes/No | Positions concerned\* | % per position concerned |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\* Positions involved in the inspection or validation / verification activities (e.g. inspectors/verifiers, technical manager, person in charge of planning, person in charge of drafting reports, etc.)

If several activities presented for accreditation:

|  |  |
| --- | --- |
| Total number of qualified people to carry out inspection or validation / verification activities |  |

## 3.3 Integration of the accreditation requirements by the body

|  |  |
| --- | --- |
| For an initial application or major extension**[[15]](#footnote-15)** according to the standard: | Enclose, duly completed, the form: |
| ISO/IEC 17020:2012 | INS FORM 86 |
| ISO/IEC 17029 | INS FORM 90 |

## 3.4 Access to information

|  |  |  |  |
| --- | --- | --- | --- |
| 3.4.1 | Are certain documents / records relating to the activities presented for accreditation only available for consultation on the body's premises for the purposes of the assessment? If so, state which**[[16]](#footnote-16)**. | [ ]  Yes | [ ]  No |
|  | *Comments*: |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| 3.4.2 | Are the documents and records related to how the body operates with regard to the activities concerned available in French? If not, specify the language | [ ]  Yes | [ ]  No |
|  | *Comments*: |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| 3.4.3 | Does the body possess the material resources for partially conducting the assessment remotely (accessing documents and records, interviewing staff members, etc.)?If so, specify any limits and the sites concerned  | [ ]  Yes | [ ]  No |
|  | *Comments*: |
|  |

## 3.5 Any other accreditations

|  |  |  |  |
| --- | --- | --- | --- |
| 3.5.1 | Does the body designated in 1.1 or one of the sites declared in 2.1 have other accreditations from Cofrac or another accreditation body?If so, specify the corresponding accreditation number(s) | [ ]  Yes | [ ]  No |
|  | *Comments*: |
|  |

# Part 4: Undertaking of the applicant

The entity

|  |
| --- |
| *Corporate name of the legal entity* |

 Represented by

|  |  |
| --- | --- |
| *Forename SURNAME* | *Position* |

* Hereby declares that they are familiar with the accreditation regulation**[[17]](#footnote-17)** and, in particular, with the rights and obligations of accredited bodies and candidates for accreditation as described in this document and the documents that it cites;
* Hereby declares that they are familiar with and accept the pricing rules**[[18]](#footnote-18)** and current prices**[[19]](#footnote-19)** relating to the accreditation process and accreditation maintenance;
* Hereby declares that they satisfy all legal obligations for conducting the activities for which accreditation is requested;
* Hereby undertakes not to communicate any information concerning the accreditation process until the accreditation decision is issued;
* Hereby certifies the truthfulness of the information and authenticity of the documents provided for this accreditation application file;
* Hereby undertakes to inform Cofrac of any changes concerning the information provided in this accreditation application file.

|  |  |  |  |
| --- | --- | --- | --- |
| Date: |  | Signature: |  |

*By submitting this form, you agree that Cofrac may record and process your personal data for the purposes strictly necessary to examine and manage your request, and, where applicable, authorize Cofrac to process the personal data of persons that you provide to us. In this case, you undertake to have obtained their consent and to inform them expressly and in advance of the communication of their personal data to Cofrac, of the purpose of this communication and of the rights pertaining thereto, under the conditions provided for by Regulation (EU) No. 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data.*

*Personal data will not be communicated to third parties unless such communication is necessary for the processing of your request, for the fulfilment of Cofrac's legal obligations or for the performance of the missions that have been conferred upon it.*

*In accordance with abovementioned Regulation (EU) No. 2016/679, as well as Law No. 78-017 of 6 January 1978 on Data Processing, Data Files and Individual Liberties,**you are entitled to a right of access, rectification, limitation, withdrawal of consent and opposition to the processing of data concerning you. You may exercise all these rights by sending your request by post to the following address Cofrac, 52 rue Jacques Hillairet - 75012 Paris, or by e-mail: contact.rgpd@cofrac.fr. You also have the right to lodge a complaint with the Commission Nationale Informatique et Libertés (CNIL).*

# Part 5: List of documents to be attached to the accreditation application

|  |
| --- |
| *Please enclose the following documents with this application form, depending on the type of application.* |

* For an **initial accreditation request**:

|  |  |
| --- | --- |
| *Type of documents requested* | *Ref.**Item in this document* |
| Proof of registration of the legal entity making the applicationE.g.: company registration certificate (Kbis or Lbis extract), record of registration in the SIRENE directory, publication of the association in the Journal Officiel and registration number in the national associations register (RNA), etc. | [1.1](#_1.1._L’entité_juridique) |
| Proof of legal responsibility of the entity for the activities presented for accreditationE.g.: company registration certificate (Kbis extract), company/association Articles of association, contract linking the head of the organisation to its members for bodies structured as a network, etc. | [1.1](#_1.1._L’entité_juridique) |
| *Case of bodies exercising inspection, validation or verification activities which only constitute a part of the entity making the accreditation application (e.g., department, division, unit, etc.):* Organisation chart presenting the position of the body within the entity  | [1.2](#_1.2._L’organisme_réalisant) |
| *When this is a condition for applying for accreditation or exercising the activities presented for accreditation:*Administrative authorisation or authorisation from the accreditation prescriber E.g.: provisional approval/designation from the administrative authority for verification activities involving regulated measurement instruments (legal metrology) | [2.1](#_2.1_Compétences_revendiquées) |
| Form relating to the processing of accreditation requirements (INS FORM 86 / INS FORM 90 ) | [3.3](#_3.3_Prise_en) |

When the exercise of activities presented for accreditation is dependent on recognition of the **operational admissibility** of the organisation in place by Cofrac, additional documents may be required depending on the scope of accreditation requested. You will be asked for these in the course of examination of your application by the person managing your file.

Furthermore, it is incumbent on the applicant to provide proof that they have taken out "civil liability" insurance covering the risks associated with the activities for which accreditation is requested, by providing a certificate issued by the insurance company with which they are insured. This **insurance certificate** may be submitted with the initial accreditation application file and must be submitted by no later than the date of the initial assessment.

* For a **major extension application** to the scope of accreditation:

|  |  |
| --- | --- |
| *Type of documents requested* | *Ref.**Item in this document* |
| Proof of registration of the legal entity making the application*☞ to be provided only if there have been changes since the last application was sent to Cofrac*E.g.: company registration certificate (Kbis or Lbis extract), record of registration in the SIRENE directory, publication of the association in the Journal Officiel and registration number in the national associations register (RNA), etc. | [1.1](#_1.1._L’entité_juridique) |
| Proof of legal responsibility of the entity for the activities presented for accreditationE.g.: company registration certificate (Kbis extract), company/association Articles of association, contract linking the head of the organisation to its members for bodies structured as a network, etc. | [1.1](#_1.1._L’entité_juridique) |
| *Case of bodies exercising inspection, validation or verification activities which only constitute a part of the entity making the accreditation application (e.g., department, division, unit, etc.):* Organisation chart presenting the position of the body within the entity  | [1.2](#_1.2._L’organisme_réalisant) |
| *When this is a condition for applying for accreditation or exercising the activities presented for accreditation:*Administrative authorisation or authorisation from the accreditation prescriber E.g.: for verification activities on regulated measurement instruments (legal metrology): up-to-date approval/designation from the administrative authority or acknowledgement of receipt from the pilot administrative authority confirming that the approval/designation will be updated once accreditation has been obtained for the requested extension | [2.1](#_2.1_Compétences_revendiquées) |
| Undertaking from the applicant detailing the integration of the activities requested for extension in the management system assessed as part of the body's other accredited activities | [3.1.1](#_3.1_Organisation) |
| Form relating to the processing of accreditation requirements (INS FORM 86 / INS FORM 90) | [3.3](#_3.3_Prise_en) |

When the exercise of activities presented for accreditation is dependent on recognition of the **operational admissibility** of the organisation in place by Cofrac, additional documents may be required depending on the scope of accreditation requested. You will be asked for these in the course of examination of your application by the person managing your file.

Furthermore, if the insurance certificate provided for the previous application does not cover the object of this extension request, it is incumbent on the applicant to provide proof that they have taken out "civil liability" insurance covering the risks associated with the activities for which the accreditation extension is requested, by providing a certificate issued by the insurance company with which they are insured. This **insurance certificate** may be submitted with the accreditation extension application file and must be submitted by no later than the end of the extension assessment.

* For a **minor extension application** to the scope of accreditation:

|  |  |
| --- | --- |
| *Type of documents requested* | *Ref.**Item in this document* |
| *When this is a condition for applying for accreditation or exercising the activities presented for accreditation:*Administrative authorisation or authorisation from the accreditation prescriber E.g.: for verification activities on regulated measurement instruments (legal metrology): up-to-date approval/designation from the administrative authority or acknowledgement of receipt from the pilot administrative authority confirming that the approval/designation will be updated once accreditation has been obtained for the requested extension | [2.1](#_2.1_Compétences_revendiquées) |
| Undertaking from the applicant detailing the integration of the activities requested for extension in the management system assessed as part of the body's other accredited activities | [3.1.1](#_3.1_Organisation) |

The following documents will also be necessary for determining whether or not the accreditation extension is to be granted. They may be provided at a later date:

|  |
| --- |
| *Type of documents requested* |
| Record demonstrating compliance with all the requirements of the accreditation standardE.g.: detailed internal audit report |
| Record demonstrating the qualification of people to carry out inspection, validation or verification activitiesE.g.: qualification certificate, authorisation certificate, etc. |
| *When the extension relates to activities requiring fixed installations or equipment:* Record demonstrating the presence and suitability of the necessary installations or equipment E.g.: proof of equipment purchased, proof of metrological follow-up (initial or in-service verification, calibration), etc. |
| *When the extension relates to new activities:* Record demonstrating the existence of an inspection method, validation/verification programm for the activity for which extension is requestedE.g.: inspection procedure, validation/verification programm, technical instruction, operating procedure, etc. |

Furthermore, if the insurance certificate provided for the previous application does not cover the object of this extension request, it is incumbent on the applicant to provide proof that they have taken out "civil liability" insurance covering the risks associated with the activities for which the accreditation extension is requested, by providing a certificate issued by the insurance company with which they are insured. This **insurance certificate** may be submitted with the accreditation extension application file and must be submitted by no later than the end of the examination of the documents requested above.

* For an **accreditation transfer request**:

|  |  |
| --- | --- |
| *Type of documents requested* | *Ref.**Item in this document* |
| Proof of registration of the legal entity making the applicationE.g.: company registration certificate (Kbis or Lbis extract), record of registration in the SIRENE directory, publication of the association in the Journal Officiel and registration number in the national associations register (RNA), etc. | [1.1](#_1.1._L’entité_juridique) |
| Proof of legal responsibility of the entity for the activities presented for accreditationE.g.: company registration certificate (Kbis extract), company/association Articles of association, contract linking the head of the organisation to its members for bodies structured as a network, etc. | [1.1](#_1.1._L’entité_juridique) |
| *Case of bodies exercising inspection*, validation or verification *activities which only constitute a part of the entity making the accreditation application (e.g., department, division, unit, etc.):* Organisation chart presenting the position of the body within the entity  | [1.2](#_1.2._L’organisme_réalisant) |
| *When this is a condition for applying for accreditation or exercising the activities presented for accreditation:*Administrative authorisation or authorisation from the accreditation prescriber E.g.: provisional approval/designation from the administrative authority for verification activities involving regulated measurement instruments (legal metrology) | [2.1](#_2.1_Compétences_revendiquées) |
| Impact analysis of accreditation transfer on: - the management system, - the personnel involved in the inspection, validation or verification activities,- the installations or equipment required for conducting the inspections, validations or verifications. | / |

Additional documents may be required depending on the nature and extent of the modifications leading to the accreditation transfer request. You will be asked for these by the person managing your file. Examination of all the elements will culminate in determining how the accreditation transfer is to take place (documentation examination only or coupled with on-site assessment).

Furthermore, it is incumbent on the applicant to provide proof that they have taken out "civil liability" insurance covering the risks associated with the activities for which the accreditation transfer is requested by providing a certificate issued by the insurance company with which they are insured. This **insurance certificate** may be submitted with the accreditation transfer request file and must be submitted by no later than the end of the accreditation transfer process.

1. This corresponds to a change of legal responsibility for the activities concerned by the granted accreditation [↑](#footnote-ref-1)
2. A message acknowledging receipt is systematically sent upon receipt of the accreditation request. If no such message is received, please contact the division/addressee of the application to confirm its receipt. [↑](#footnote-ref-2)
3. This will be the future beneficiary of the accreditation. [↑](#footnote-ref-3)
4. State the legal form (e.g.: EURL, EI, EIRL, SARL, SA, SAS, SASU, Association loi 1901, GIE, etc.). [↑](#footnote-ref-4)
5. In general, in France, this is the SIRET No. [↑](#footnote-ref-5)
6. This will be the name stated on the contractual documents with Cofrac. [↑](#footnote-ref-6)
7. This involves checking the legal existence of the applicant and of the establishments concerned by the application, and identifying them as unique: company registration certificate (Kbis or Lbis extract), or record of registration in the SIRENE directory, or publication of the association in the Journal Officiel and registration number in the national associations register (RNA), or other official proof serving this purpose. [↑](#footnote-ref-7)
8. This involves checking that the applicant is actually responsible for the activities presented for accreditation, and identifying the legal representative. This information is generally transmitted via the Kbis (company registration certificate) or the Articles of Association of the company/association.

In the case of bodies with a network structure (network head, with members which are therefore separate legal entities), the agreement between the network head and its members may also meet this objective. [↑](#footnote-ref-8)
9. This means the department/division/unit/other of the entity cited in 1.1 which exercises the activities presented for accreditation. [↑](#footnote-ref-9)
10. This is the name under which the entity proposes/conducts the activities concerned by the accreditation application. [↑](#footnote-ref-10)
11. For example: design, manufacturing, distribution or maintenance of products, training, consulting, etc. [↑](#footnote-ref-11)
12. This will be the point of contact for subsequent exchanges relating to the examination of the application, the assessments, and the accreditation decisions in particular. [↑](#footnote-ref-12)
13. This involves checking that the applicant is duly authorised to exercise the activities presented for accreditation. [↑](#footnote-ref-13)
14. This may involve operations conducted by the legal entity requesting accreditation but outside the body (when the body constitutes just one part of the applicant: department/division/unit/other), or operations assigned to entities external to the applicant. [↑](#footnote-ref-14)
15. Major type of extension defined in §10.2.1 of accreditation regulation INS REF 05 [↑](#footnote-ref-15)
16. NB: If the body has a policy of not transmitting documents to assessors, the on-site assessment duration will be extended to enable these documents to be consulted. [↑](#footnote-ref-16)
17. Document INS REF 05 available from www.cofrac.fr [↑](#footnote-ref-17)
18. Document INS REF 06 available from www.cofrac.fr [↑](#footnote-ref-18)
19. Document INS REF 07 available from www.cofrac.fr [↑](#footnote-ref-19)