



UNITED STATES ACCREDITATION BOARD

APPLICATION FOR LISTING AS AN ACCREDITED TEST HOUSE AND LABORATORY

Notes on completing this form

- 1 Read the form carefully before filling it in.
- 2 Please fill in with black or dark blue pen.
- 3 Photocopies of sample certificates supporting your application and your Terms & Conditions must be supplied with the completed form
- 4 You should not necessarily confine your remarks to this form and you may include an organization structure if you wish to show your relationship to other organizations connected to your business.
- 5 An application form for accreditation cannot be accepted unless it is accompanied with the full application fee.
- 6 When completed, this document must be sent to The Administration Manager of United States Accreditation Board (USAB) at info@usab.us.org. Photocopies of sample certificates should also be included.
- 7 In submitting this application the applicant agrees to abide by the terms and conditions of USAB, amended if appropriate, if a contract is entered into.

NAME OF FIRM

LEGAL STATUS

E.G. Ltd = Limited Company, ST = Sole Trader, PT = Partnership, PLC = Public Limited Company, OT = Other.

NOTE: Organization must be a legal entity.

SURNAME AND FORENAME OF PRINCIPLE CONTACT

WORKS-ADDRESS

.....
.....

Post Code

MOBILE.....

PHONE.....

FAX.....

'E' Mail

WEB.....



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ORGANISATIONAL STRUCTURE Please attach an organization structure	
Managing Director	
Company Secretary	
Head of Testing	
Head of Calibration	
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 organization diagram. Note 3. Please indicate family or similar relationships between the above.	

Please advise if in the last two years, you have had a business relationship with any laboratory, test house or certification body. If so please give name and summary details. Please advise reason for not continuing that relationship.

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Please advise if in the last two years, you have had a business relationship with any other laboratory, test house or certification body that may have lost its accredited status. Please state your role in that organization.

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Please advise the reasons for seeking USAB accreditation. (E.g. reputation, technical approach, market awareness, user-friendliness, cost effectiveness etc.).

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Please advise any matter that may be deemed significant when adjudicating your application should it come to light at a later date.

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Do you realize that it is a requirement for organizations seeking USAB accreditation that they should be set up for, and implement a management system, in recognition of ISO 17025?.....

Do you have a documented management system for ISO 17025 at this time?

If not, when will it be ready?

Do you have a documented management system in accordance with ISO 9001;2008 at this time?.....

If not, when will it be ready?

How long have you been operating as a test house or a laboratory?

Do you have proof of your status as a legal entity? This should be provided.

Do you operate at sites other than the main address given on page 1.....

Where did you learn about USAB

Have you worked with any other USAB accredited organization before

If yes, who

Do you realize that in order to be accredited there will need to be:

- (i) An extensive document review and examination of evidence which is only begun following receipt of the initial Administration Fee
- (ii) A visit by an USAB officer(s) to your premises to verify the substance of documents and your arrangements as a test house or a laboratory
- (iii) Witness of your test and calibration activities
- (iv) Continuing levels of surveillance by USAB.....
- (v) Travel and accommodation at your expense and paid for in advance of the activity.....
- (vi) An agreement for continuing payments to USAB based upon a Memorandum of Understanding and a Contract?

Please confirm your understanding and agreement..... (Sig)

Date.....

Print Name



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State each type of service and applicable standards offered on a separate line. Attach a copy of the standards if they are unlikely to be recognized at a national level.

TEST OR CALIBRATION FUNCTION	APPLICABLE STANDARD	DESCRIPTION OF ACTIVITIES

Please attach a plant list of test and calibration equipment.....
Use continuation sheets if necessary



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Please describe the environmental controls exercised within your organization.
(Attach appropriate or sample procedure if more convenient.)

Please describe the traceability arrangements to national or international standards.
(Attach appropriate or sample procedure if more convenient.)

Please describe the methods to determine levels of uncertainty of measurements.
(Attach appropriate or sample procedure if more convenient.)

In order to assist us please give a brief and concise résumé of your organization. Please provide a description of your organizations mission and target market sectors and any other information that you may feel would be helpful to USAB in adjudicating your application. Indicate how long you have been trading. If you are a startup, indicate previous experience or attach a CV.

Turnover last FY:

Turnover this current FY:

Number of tests last FY:

Date trading started:

Number of tests this FY:

Typical value per test:

Other accreditations that are held:

Membership of trade and professional bodies:

Other information about your organization:



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CHECKS:-

1	Have you signed the confirmation on page 2?	
2	Have you provided proof of legal identity?	
3	Have you read the Terms & Conditions and Operation Conditions for Test Houses and Laboratories?	
4	Have you attached a plant list of test and calibration equipment	
5	Have you retained a copy of all pages of this form?	
Signed		Date

A quotation will be sent following review of the above.

**THIS FORM WILL BE RETURNED IF ALL SECTIONS ARE NOT
APPROPRIALY COMPLETED**

Any section not applicable should be struck through and initialled

REFER TO GUIDE FOR INFORMATION ON BECOMING ACCREDITED

PLEASE COPY / SCAN AND RETURN THIS FORM TO:

Company Name: - United States Accreditation Board LLC

Address: - Middletown 600 N Board Street, Middletown, DE 19709

Email: - info@usab-us.org

Website: - www.usab-us.org