



**UNITED STATES ACCREDITATION BOARD**

**APPLICATION FOR LISTING AS AN ACCREDITED PRODUCT CERTIFICATION ORGANISATION  
RE: ISO/IEC 17065:2012**

**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 USAB at [info@usab.us.org](mailto: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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### Box 1

ORGANISATIONAL STRUCTURE Please attach an organization structure	
Managing Director	
Company Secretary	
Head of Certification	
<p><b>Note 1.</b> Full CV and evidence of skills and competence will be required for the above, and other key persons.</p> <p><b>Note 2.</b> Add a separate organization diagram.</p> <p><b>Note 3.</b> Please indicate family or similar relationships between the above</p>	

Please advise if in the last two years, you have terminated 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.

### Box 2

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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.

### Box 3

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

### Box 4

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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.

**Box 5**

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/IEC 17065?.....

Do you have a documented management system for ISO/IEC 17065 at this time?.....  
If not, when will it be ready?.....

Do you have a documented management system in accordance with ISO 9001:2015 at this time?.....  
If not, when will it beready?.....

How long have you been operating as a product certifier?.....

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.....

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 product certifier.....
- (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? .....



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

Date.....

Print Name .....

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.

**Box 6**

PRODUCT TYPE	APPLICABLE STANDARD	DESCRIPTION OF ACTIVITIES DIRECTIVE

Please attach a plant list of test equipment.....

Please describe the product certification procedures exercised within your organization.  
(Attach appropriate or sample procedure if more convenient.)

**Box 7**

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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.

**Box 8**

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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 made or arranged for payment?	
4	Have you read the Terms & Conditions and Operation Conditions for Product Certifiers?	
5	Have you attached a plant list of test and calibration equipment	
6	Have you retained a copy of all pages of this form?	
Signed		Date



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**Receipts/invoices will be sent upon request**

**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 AND  
GUIDE FOR TERMS AND CONDITIONS**

**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](mailto:info@usab-us.org)**

**Website: - [www.usab-us.org](http://www.usab-us.org)**



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