**FM 027- IAAC APPLICATION FORM**

**FOR FULL MEMBERSHIP**

Eligibility for IAAC membership is based on requirements established in the IAAC Bylaws (Article 4.1). The IAAC Membership Application Procedure is provided in document IAAC PR 013.

|  |
| --- |
| **SECTION 1****APPLICANT INFORMATION** |
| **Full Name of Organization** |  |
| **Acronym** |  | **Website** |  |
| **Address** |  |
| **Phone** |  |  |  |
| **Type of membership requested** | [ ] Full member |  |  |

###### Person to sign the IAAC MoU and Declaration

|  |  |
| --- | --- |
| **Name** |  |
| **Position** |  | **E-mail** |  |
| **Phone** |  |
| **Signature** |  | **Date** |  |

**Contact person for inquiries (if different from above)**

|  |  |
| --- | --- |
| **Name** |  |
| **Position** |  | **E-mail** |  |
| **Phone** |  |  |  |

# SECTION 2

# FULL MEMBERSHIP APPLICANTS

1. **What bodies or systems does the applicant accredit?**

|  |
| --- |
| **[ ]  Calibration laboratories (ISO/IEC 17025)** |
| **[ ]** Laboratory medicine - ISO 15195 (Med Lab) |
| **[ ]  Testing laboratories (ISO/IEC 17025)** |
| **[ ]** International Standard for Laboratories (ISL) – WADA |
| **[ ]  Medical / clinical laboratories (ISO 15189)** |
| **[ ]** Point-of-care testing - ISO 22870 (POCT) |
| **[ ]  Biobanking (ISO 20387)** |
| **[ ]  Proficiency Testing Providers (ISO/IEC 17043)** |
| **[ ]  Reference Material Producers (ISO 17034)** |
| **[ ]  Inspection bodies (ISO/IEC 17020)** |
| **[ ]  Product Certification Bodies (ISO/IEC 17065)** |
| **[ ]** Global G.A.P. |
| **[ ]  Persons Certification Bodies (ISO/IEC 17024)** |
| **[ ]** International Personnel Certification Association – IPC-PL-11-006 |
| **[ ]  GHG Validation / Verification bodies (ISO 14065)** |
| **[ ]  Validation and Verification – ISO/IEC 17029 (V/V)** |
| **[ ]  Management Systems Certification - ISO/IEC 17021-1 (MS)** |
| **[ ]** QMS (ISO 9001) | **[ ]** MDMS (ISO 13485) |
| **[ ]** EMS (ISO 14001)  | **[ ]** EnMS (ISO 50001) |
| **[ ]** FSMS (ISO 22000) | **[ ]** FSSC 22000  |
| **[ ]** ABMS (ISO 37001) | **[ ]** ISMS (ISO/IEC 27001) |
| **[ ]** OH&SMS (ISO 45001) |  |
| **Others:** |

1. **What types of accreditation programs does the applicant operate /intends to operate?**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of accreditation programs** | **Accreditation criteria (e.g., ISO/IEC guides or standards, including date of issue)** | **Date program started / Plans to start** | **Number of accreditations issued** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## List the countries or territories where the applicant operates accreditation programs.

## Is the applicant a third party accreditation body?

## [ ]  Yes [ ]  No

## Is the applicant legally established and operating in nations, or blocs of nations of the Americas?

## [ ]  Yes [ ]  No

## Does the applicant operate according to the requirements of the most up to date version of ISO/IEC 17011 and use the most up to date versions of the relevant ISO/IEC guides and standards and international documents, taking into account any applicable transition requirement issued by IAAC, ILAC or IAF?

## [ ]  Yes [ ]  No

## When does the applicant plan on submitting an application to join an IAAC MLA?

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| [ ]  | Within a year | [ ]  | In 2 years | [ ]  | In 3 years | [ ]  | In 4 years or more |

## Indicate in which accreditation associations the applicant is a member or affiliate:

|  |  |
| --- | --- |
| **ASSOCIATION** | TYPE OF MEMBERSHIP / AFFILIATION |
| [ ]  | IAF |  |
| [ ]  | ILAC |  |
| [ ]  | APAC |  |
| [ ]  | Other (specify) |  |

i) Indicate which Mutual Recognition Arrangements or Multilateral Recognition Arrangements the applicant has signed:

|  |  |  |
| --- | --- | --- |
| **Multilateral Recognition Arrangements**  | **ORGANIZATION** | SCOPE OF RECOGNITION |
| [ ]  | **IAF** |  |
| **[ ]**  | ILAC |  |
| **[ ]**  | APAC |  |
| **[ ]**  | Other (specify) |  |
| **Mutual Recognition Arrangements** | ORGANIZATION | SCOPE OF RECOGNITION |
|  |  |  |
|  |  |  |

1. Provide the following information:
* Legal status of Applicant (attach documentary evidence of legal identity -see ISO/IEC 17011 clause 4.1):
* History of the Applicant (Foundation date, operational period, pertinent historical background).
* Relationship between the applicant organization and any related bodies (see ISO/IEC 17011, section 4.4 and clause 5.3 ):

k) Describe the basis of the applicant’s authority for accreditation, whether derived through government or otherwise (see ISO/IEC 17011 clause 4.1 and 5.5)

l) Complete the Declaration on the following page.

m) Provide the following documentation:

• Form IAAC FM 003 provide a cross-reference table between each clause, sub-clause or specific requirement of ISO/IEC 17011, IAAC MD 002 section 2 and the mandatory documents of IAAC, ILAC and IAF and the documentation of the applicant.

• Organizational structure

• Impartiality policy

• Contract format with the CAB

• Listing or reference on the website of the accredited CABs, with name and accredited scope

• Accreditation procedure

• Decision making procedure

• Identify who makes the accreditation decision

• Quality manual

• Master list of AB documents

• Information about AB staff

• Information about AB evaluators and experts (evaluation team)

• Appeals and complaints procedure

• Management review procedure and most recent report

• Internal audit procedure and most recent report

• Last year’s financial statements

Please send your completed, signed, and dated membership application, along with all requested documents, to the IAAC Executive Secretary by e-mail, or other means, to: secretariat@iaac.org.mx.

## DECLARATION

I hereby declare that the above information is correct.

I declare that our organization operates according to the requirements of all applicable and most up to date versions of ISO/IEC guides and standards and relevant international documents and adopted IAAC requirements pertaining to IAAC MLA applicants.

I declare that, when IAAC, ILAC or IAF have agreed to a transition period for the implementation of a new version of an ISO/IEC standard or guide, our organization will comply with that transition policy.

I agree that, in the event that our application is accepted by IAAC, we shall be bound by and at all times abide by the IAAC Bylaws, Policies, and Procedures that are in force.

Without limiting the generality of the foregoing we shall, in particular, uphold and fulfill the following obligations:

* to abide by all IAAC MOUs and Arrangements to which IAAC is signatory;
* to abide by IAAC Policies and Procedures for a Multilateral Recognition (if applicable);
* to support the aims and objectives of IAAC including promotion of mutual recognition;
* to operate accreditation program(s) in compliance with the requirements set out in relevant standards established by appropriate international standards writing bodies such as the International Organization for Standardization (ISO) and the International Electro technical Commission (IEC);
* to return postal ballots on a timely manner;
* to respond to requests for review and comment within the prescribed timeframes;
* to pay annual fees and all other applicable fees in full promptly by the due date;
* to be represented, attend and support IAAC meetings, working groups and peer evaluation activities whenever appropriate or feasible;
* to organize and to arrange participation in proficiency testing programs wherever applicable;
* to contribute to the efficient resolution of any complaints received by IAAC in circumstances where our organization is involved;
* to uphold copyright on IAAC publications and security arrangements for internal/committee documents;
* to work actively to ensure there is no market confusion between our accreditation activities and activities of any related bodies;
* to clearly distinguish accreditation from certification;
* to not make any references which may be inferred that our organization has signatory status within an IAAC Multilateral Arrangement when such status is not conferred;

We agree to promptly provide to IAAC any information requested about the measures taken to fulfill the above obligations.

We also commit to informing the IAAC Executive Secretary promptly of any changes in our organization or in our compliance to the above requirements which could affect the status of our membership.

We understand that failure to uphold or fulfill the above obligations and any other requirements that may be established by IAAC for membership may result in termination of membership.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Signature**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and title of authorized executive Date