**FM 028 - IAAC APPLICATION FORM**

**FOR ASSOCIATE MEMBERSHIP**

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

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| **SECTION 1****APPLICANT INFORMATION** |
| **Full Name of Organization** |  |
| **Acronym** |  | **Website** |  |
| **Address** |  |
| **Phone** |  |  |  | Fax |  |

###### 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

# ASSOCIATE MEMBERSHIP APPLICANTS

## Which of the following categories applies to applicant?

|  |  |
| --- | --- |
| [ ]  | Accreditation bodies established in the nations of the American Region that do not yet operate according to the requirements of ISO/IEC 17011. |
| [ ]  | Nations or blocs of nations of the American Region that do not have an established accreditation body. |
| [ ]  | Other international, regional and national organizations that are interested in conformity assessment and are not included in the description for IAAC Stakeholder members as stated in the IAAC Bylaws. |

## If the applicant is a regional accreditation association, provide the following information

|  |  |
| --- | --- |
| **List of Member bodies** | **Nature of their activities** |
|  |  |
|  |  |
|  |  |
|  |  |

1. **Provide the following information:**
* **Legal status of the Applicant - attach documentary evidence of legal identity ( accreditation bodies 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 (accreditation bodies see ISO/IEC 17011 clause 4.4 and 5.5)**
1. **If the applicant operates an accreditation program, describe the basis of the applicant’s authority for accreditation decisions, whether derived through government or otherwise. (see ISO/IEC 17011 clause 4.1 and 5.5)**
2. **If the applicant operates an accreditation program, provide information on the criteria used for accreditation and the number of accredited bodies for each field of conformity assessment.**

**f) Complete the Declaration on the following page.**

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

**DECLARATION**

## I hereby declare that the above information is correct.

## I declare that our organization intends to operate according to the requirements of all applicable and most up to date versions of ISO/IEC guides and standards,

## 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 the IAAC MOU;

## to support the aims and objectives of IAAC including promotion of mutual recognition;

## to prepare 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 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 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;

## in case the applicant is an accreditation body, 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.

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 Signature of authorized executive

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Name and title of authorized executive Date