HELLENIC
ACCREDITATION
SYSTEM

APPLICATION FOR THE ACCREDITATION OF AN INSPECTION BODY

Please write in CAPITAL LETTERS

Part 1 Body

Full Name: **Short Name:**
TYPE OF THE INSPECTION BODY:
Address: **Phone number:** **Fax number:** **Email:** **VAT:** **Revenue Office:**
Name of person in charge for contacts with ESYD:

1.1 Full name and position (Managerial level) of person authorized for this application

First name: **Surname:** **Position:**

1.2 Name and address of the parent or related company (in case it differs from above)

Name: **Address:** **Phone number:** **Fax number:**

1.3 Invoice mailing address (in case it differs from above)

Address: **Phone number:** **Fax number:**

Part 2 Personnel

2.1 Please state the name, the technical qualifications and other relevant experience of the following personnel:

Technical Manager

Full name	
Technical qualifications	
Experience	

Person responsible for the management of the Quality System of the Body

Full name	

Approved inspectors-signatories

Full name	**Signature**	**Technical qualifications**

Part 3.1 Scope of the applied accreditation for Inspection Bodies (as per ELOT EN ISO/IEC 17020)

Please complete the following table:

Field of inspection such as: Products, Process, Services, Product design, Plants	**Type and Nature of inspection such as Inspection of Installation and Products in use, Type approval, design approval, unit inspection e.t.c.**	**EC Directives, Regulations, Standards, In-house Methods & procedures.**

Part 3.2 LIST OF INSPECTED COMPANIES

Please complete the following table:

Regulation/Standard/Legislation	Company Name	Company's activity

Part 4 Implemented Quality System

You are kindly requested to answer each question, by adding remarks, where appropriate

A. General requirements

	Yes	No	Reference to the Quality Manual / other remarks
1. Independence, IB type (A,B,C)			
2. Identification and management of risks concerning impartiality			
3. Is there any related body, staff, subcontractor, which is involved in consulting			
4. Confidentiality provisions are in place			

B. Structural requirements

	Yes	No	Reference to the Quality Manual / other remarks
1. IB's legal status			
2. Documentation which describes IB's activities			
3. Provision covering liabilities			
4. The IB is organized and managed adequately for the inspection activities			
5. IB has technical manager			
6. There are relevant job descriptions			

C. Resource requirements

	Yes	No	Reference to the Quality Manual / other remarks
1. IB has defined competence requirements for personnel			
2. IB has procedures for selecting, training, authorizing, monitoring inspection personnel			
3. Personnel have duties, responsibilities and authorities			
4. IB has adequate facilities and equipment			
5. Are there any qualified subcontractors?			

D. Process requirements

	Yes	No	Reference to the Quality Manual / other remarks
1. IB has methods, procedures, contract or work order control system in place for inspection			
2. IB has methods for inspection planning and sampling			
3. IB uses information supplied by other party			
4. IB has instructions for providing inspection in a safe manner			
5. Items are uniquely identified			
6. Maintenance of inspection records			
7. Are there inspection certificate and report?			
8. IB has complaints and appeals procedures			

E. Management System requirements

	Yes	No	Reference to the Quality Manual / other remarks
1. IB has adequate quality manual and procedures			
2. IB maintains an ISO 9001 quality system			

F. Compliance with the Accreditation Standard ELOT EN ISO/IEC 17020 and ESYD Accreditation Regulations (ESYD RA)

1. Do you consider that your body complies with the Standard ELOT EN ISO/IEC 17 020 and ESYD Accreditation Regulations (ESYD RA)?

Yes ☐ No ☐

2. If not, in which areas are the IB not in compliance and when is it expected deficiencies to be resolved?

Deficiencies	Correction (date)

Part 5 Other Approvals

Please mention in detail other approvals granted to your body

Name and Address of the approval body	Scope of the accreditation / approval and certificate number (if exists)	Validity period of the accreditation certificate	
		Issuing date	Expiry date

Part 6 Declaration

1. The body is applying for accreditation by ESYD for the purpose specified below
   - ❑ Initial Accreditation
   - ❑ Extension of the scope of the existing Accreditation

2. The Body fully accepts the terms and the accreditation procedures and agrees to comply with the requirements set by EA, ILAC, ESYD

3. The following documentation is attached preferably in electronic form, otherwise in two copies

   1. Quality Manual
   2. Inspection Regulations
   3. Inspection Procedures
   4. Legal documents and certificates (see Annex A)
   5. A road map for access to the Body premises
   6. An Inspection Certificate for each Inspection type, issued by the Body
   7. Fees Policy of the Inspection Body
   8. A copy of the deposit of the application fee
   9. **Solemn Declaration (see Annex B)**

4. The Body fully understands and accepts the way the Accreditation System operates.

5. The Body declares that all information provided in the documents is correct.

6. The Body seeks pre-assessment* according to ESYD Accreditation Procedures (ESYD PA)

   Yes ☐ No ☐

7. The Body undertakes the payment of all fees to ESYD in accordance with the ESYD fees policy, regardless of granting accreditation certificate

**The pre-assessment is not mandatory and is carried out before the assessment, after the documented acceptance of the applicant. The pre-assessment is strongly recommended for avoiding further problems during the assessment*

Title of the Body:
Address:
Phone Number: Fax Number:
Email address:
Signature (director level) Full name:

Date: Position:

Legal Status:

INSTRUCTIONS

The present application applies to bodies which perform inspections

The accreditation in the above-mentioned case requires compliance with the ISO/IEC 17 020 Standard, as set out in this form.

An accreditation according to the ISO/IEC 17 020 Standard signifies that the body is accredited for granting certificates/reports of conformity for products according to standards, specifications or other documents related to requirements το which the products should adhere to. All these should be specified in the scope of application.

Before filling in the present application, it is crucial for you to read carefully the following documents:

- ESYD Informative Document for Applicants – ESYD DENHMER
- ESYD Accreditation Regulations - ESYD RA
- ESYD Accreditation procedures - ESYD PA
- International Standard to which the accredited bodies should comply with ISO/IEC 17 020
- Guidelines of EA/ILAC/ESYD for the above-mentioned standards.
- Fees policy adopted by ESYD.

ANNEX A

LEGAL DOCUMENTS AND CERTIFICATES

A. For Legal Entities under Private Law applying for Accreditation

1. Unified certificate of legal solvency of the company from the competent Court of First Instance (issued within the last two months).
2. Copy of the articles of incorporation and, if there have been amendments, the consolidated articles of association.
3. Certificate from the General Commercial Registry (GEMI) regarding amendments to the articles of association (issued within the last two months).
4. Certificate from the General Commercial Registry (GEMI) regarding the current legal representation (issued within the last two months).
5. Social Security Clearance Certificate.
6. Tax Clearance Certificate.
7. Liability insurance contract for the services provided, along with justification of the insured amount for the entire duration of the accreditation.

Additionally:

- For S.A. (Société Anonyme / Public Limited Companies): Announcement from the GEMI regarding the election of the members of the most recent Board of Directors and details concerning the company's legal representation.
- For General Partnerships and Limited Partnerships: Unified certificate of legal solvency from the competent Court of First Instance for the general partners (issued within the last two months).

B. For Legal Entities under Public Law applying for Accreditation

1. Government Gazette (FEK) of establishment and any amendments.
2. Appointment of the legal representative (as indicated either in the Government Gazette of establishment or in the relevant excerpt from the Board of Directors meeting minutes).
3. Declaration from the competent supervising authority covering liability insurance for the entire duration of the accreditation.

ANNEX B

SOLEMN DECLARATION
(Article 8 of Law 1599/1986)

The accuracy of the information submitted with this declaration may be verified based on records held by other services (Article 8, paragraph 4 of Law 1599/1986)

TO(1):							
Mr. – Ms Name:		Surname:					
Father's Full Name:							
Mother's Full Name:							
Date of Birth(2):							
Place of Birth:							
Identity Card Number:		Phone:					
Place of Residence:		Street:		No:		Postal Code:	
Fax Number:		Email Address:					

I hereby declare, on my own responsibility and being fully aware of the penalties (3 provided by the provisions of paragraph 6, article 22 of Law 1599/1986, that:

The conformity assessment body "……", its personnel, as well as its shareholders, do not provide consultancy services and are not affiliated with consultancy services related to the subjects of the requested accreditation.

Specifically, the above-mentioned conformity assessment body and any of its departments/branches/subsidiary Entities of the same legal entity do not include in their corporate objectives, do not provide, do not undertake, nor intend to undertake the provision and execution of any kind of consultancy services which fall under the fields of its accreditation and concern its activities as a conformity assessment body, in accordance with the requirements of the relevant accreditation standard.

The conformity assessment body, its managerial staff, and personnel shall not be the same as the designer, manufacturer, supplier, installer, purchaser, owner, user, or maintainer of the products they assess, nor the authorized representative of any of those parties. (4

Date: ……/ ……/ 20……..

The Declarant:……..

(Signature)

(1) It is stated by the interested citizen or the Authority or the Public Sector Service to which the application is addressed.

(2) It is written out in full (in words).

(3) "Anyone who knowingly declares false facts or denies or conceals the truth through a written solemn declaration under Article 8 shall be punished with imprisonment of at least three months. If the offender intended to obtain financial gain for himself or another by harming a third party or intended to harm another, he shall be punished with imprisonment of up to 10 years."

(4) In case of insufficient space, the declaration continues on the reverse side and is signed by the declarant.