HELLENIC
ACCREDITATION
SYSTEM

APPLICATION FOR THE ACCREDITATION OF A MANAGEMENT SYSTEM CERTIFICATION BODY ACCORDING TO THE STANDARD ELOT EN ISO/IEC 17021-1:2015

Please type or write in CAPITAL LETTERS

Part 1 Conformity Assessment Body - CAB

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1.0 CAB Data

Name of the CAB:
Address: **Phone number:** **Fax number:** **Email:** **Registration No:** **Revenue Office:**
Name of person in charge for contacts with ESYD:

1.1 Full name and position (Managerial level) of the legal representative of the Body

Name: **Surname:** **Position:**

1.2 Name and address of the eventual parent or related company (in case it differs from table 1.0)

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

1.3 Invoice mailing address (in case it differs from table 1.0)

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:

Personnel responsible for the Certification decisions (according to par. § 9.5.1.1 of ELOT EN ISO/IEC 17 021-1)

Full name and signature sample	
Technical qualifications	
Relevant experience	

Quality Manager

Full name	
Technical qualifications	
Relevant experience	

Part 3 Scope of the applied accreditation

Part 3.1 Quality Management Systems Certification Bodies - ELOT EN ISO 9001

Please complete the following table:

Activity code (EA/IAF) [1)]	**Subsection ESYD**[2)]	**Activity**[2)]

1) EA code according to IAF ID 1:2023

2) Subsection according to regulation "Subsections of Accreditation"

Part 3.2 Food Safety Management Systems Certification Bodies - ELOT EN ISO 22000

Please complete the following table:

Category*	**Activity**

*** Category (according to Table A.1 – Food chain categories – Annex A, ELOT EN ISO 22003-1:2022)**

Part 3.3 Environmental Management Systems Certification Bodies - ELOT EN ISO 14001, Regulation (EC) No 1221/2009

3.3.a Please complete the following table:

Activity code (IAF/EA[1] or NACE[2])	**Activity**

1) IAF/EA code, according to IAF ID 1:2023

2) NACE REV. 2.1, only for EMAS, (according to Regulation (EC) No 1221/2009 of the European Parliament and of the Council)

3.3.b Please analyze the environmental aspects of the activities, as shown in table 3.3.a:

Activity	**Environmental Aspects Analysis**

3.3.c Please refer to the necessary competence for environmental verification and the response to the environmental aspects of activities. Also give evidence of the availability of competence:

Necessary competence for environmental verification and relevant response	**Evidence of competence availability**

Part 3.4 Occupational Health and Safety Management Systems Certification Bodies - ELOT EN ISO 45001

Please complete the following table:

Activity code (EA/IAF) [1)]	**Risk Category**[2)]	**Activity** [1)]

1) IAF/EA code according to IAF ID 1:2023 & ESYD_GA-H&S

2) Risk category according to Presidential Decree 294/88 (GG 138/A/88), Law 3850/2010 (GG 84/A/02.06.10)

Part 3.5 Management System Certification Bodies according to the relevant modules (conformity assessment procedures through quality management system) of the New Approach Directives

Please complete the following table:

Certification subject	**Certification type***	**Standards / Technical Specifications / Regulations**

* Modules or annexes of new approach directives

Part 3.6 Management Systems Certification Bodies (e.g. Agro, ELOT EN ISO 27001, ELOT 1429, ELOT 1435, ELOT EN ISO 20000-1, ELOT EN ISO 22301, ELOT EN ISO 39001, ELOT EN ISO 13485, ELOT EN 15224 etc)

Please complete the following table:

Activity code*	Activity

***According to the relevant requirements of ESYD, EA, IAF or other regulatory documents.**

Part 4. List of certified Companies

4.1. Please complete the following table***** if the application refers to activities described in **part 3.1. (ELOT EN ISO 9001)**:

Activity Code EA/IAF[1)]	**Company name**	**Company activity**

1) IAF/EA code according to IAF ID 1:2023

* In case the above space is not sufficient, another table of identical type may be used.

4.2. Please complete the following table***** if the application refers to activities described in **part 3.2. (ELOT EN ISO 22000)**:

Category [1)]	**Activity**	**Company name**	**Company activity**

1) Category (according to Table A.1 – Food chain categories – according to ELOT EN ISO 22003-1:2022 - Annex A)

* In case the above space is not sufficient, another table of identical type may be used.

4.3. Please complete the following table***** if the application refers to activities described in

part 3.3. (ELOT EN ISO 14001, Regulation (EC) No 1221/2009):

Activity Code IAF/EA[1] or NACE[2]	**Company name**	**Company activity**

1) IAF/EA code according to IAF ID 1:2023
2) NACE REV. 2.1, only for EMAS (according to Regulation (EC) No 1221/2009 of the European Parliament and of the Council)

* In case the above space is not sufficient, another table of identical type may be used.

4.4. Please complete the following table***** if the application refers to activities described in **part 3.4. (ELOT EN ISO 45001)**:

Activity Code IAF/EA[1)]	**Company name**	**Company activity**

1) IAF/EA code according to IAF ID 1:2023 & ESYD_GA-H&S

* In case the above space is not sufficient, another table of identical type may be used.

4.5. Please complete the following table***** if the application refers to activities described in

part 3.5. Management System Certification Bodies according to the relevant modules (conformity assessment procedures through quality management system) of the New Approach Directives:

Certification subject	**Company name**	**Company activity**

* In case the above space is not sufficient, another table of identical type may be used.

4.6. Please complete the following table***** if the application refers to activities described in

part 3.6. Management Systems Certification Bodies (e.g., Agro, ELOT EN ISO 27001, ELOT 1429, ELOT 1435, ELOT EN ISO 20000-1, ELOT EN ISO 22301, ELOT EN ISO 39001, ELOT EN ISO 13485, ELOT EN 15224 etc.):

Activity Code [1)]	**Company name**	**Company activity**

1) According to the relevant requirements of ESYD, EA, IAF or other regulatory documents.

* In case the above space is not sufficient, another table of identical type may be used.

Part 5 Implemented Quality System

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

A. Organization and Administration

	Yes	No	Reference to the relevant documentation
1. Was a copy of the Quality Manual submitted along with your application? If not, please mention the reason.			
2. In which way is the independence of the CAB assured?			
3. Is there an independent Certification Council?			
4. Is there an affiliated organization, staff member or subcontractor of yours, who provide consulting services?			
5. Does your Quality Manual incorporate diagrams showing: the organizational structure of the CAB? the relationship among the activities related to the certification.			

B. Certification Personnel

	Yes	No	Reference to the relevant documentation
1. A list of personnel with the names and their qualifications*			
2. Is there a system for maintaining information regarding the qualifications, training and the experience of personnel?			
1. Are there documented guidelines available to personnel relevant to their duties and responsibilities?			
2. When work is assigned either by sub-contracting or to external associates, are there any procedures in place to ensure that the personnel involved satisfies the relevant requirements?			

*The CAB shall provide ESYD with a list of all the auditors including name/education/experience/knowledge/date of evaluation.

C. Documentation and control of changes

	Yes	No	Reference to the relevant documentation
Is there a system for controlling the documentation pertinent to the certification system?			

D. Files

	Yes	No	Reference to the relevant documentation
Are there files in which information pertinent to the certification or supervision activities exercised is maintained?			

E. Certification and surveillance procedures

	Yes	No	Reference to the relevant documentation
1. Are all the certification and surveillance procedures documented?			
2. Do the audits performed by the CAB of the supplier's quality system comply with the ELOT EN ISO/IEC 17021-1 standard?			

F. Legal responsibility

	Yes	No	Reference to the relevant documentation
Does the CAB cover its legal responsibility emanating from its activities?			

G. Necessary resources

	Yes	No	Reference to the relevant documentation
Does the CAB employ audit teams which cumulatively have the necessary capabilities to inspect all sectors for which accreditation has been applied for?			

H. Confidentiality

	Yes	No	Reference to the relevant documentation
Are there procedures for ensuring the confidentiality of the information obtained?			

I. Issue of List

	Yes	No	Reference to the relevant documentation
Does the CAB issue a list of the certified products or suppliers depending on the case, and is this list available to the public?			

J. Appeals

	Yes	No	Reference to the relevant documentation
Are there procedures for examining the appeals submitted against the decisions of the CAB?			

K. Internal audits and reviews

	Yes	No	Reference to the relevant documentation
Does the CAB carry out internal audits and reviews to verify its continuous conformity to ESYD requirements;			

L. Misuse of certificates, permissions and markings of conformity

	Yes	No	Reference to the relevant documentation
1. Does the CAB exercise control over the use of certificates, permissions and markings of conformity that grants;			
2. When misuse of certificates, permissions and markings of conformity that have been granted is ascertained, are corrective actions carried out?			

M. Complaints

	Yes	No	Reference to the relevant documentation
Are those certified required to maintain records of complaints and the respective corrective actions associated with the quality system or the certified products?			

O. Withdrawal and cancellation of certificates, permits and conformity markings

	Yes	No	Reference to the relevant documentation
Are there documented procedures for the suspension or the withdrawal of certificates, permissions and markings of conformity that have been granted?			

P. Compliance with the Standard ELOT EN ISO/IEC 17021-1 and ESYD Accreditation Regulations (ESYD RA)

Do you consider that your CAB complies with the ELOT EN ISO/IEC 17 021-1 Accreditation Standard, ESYD Accreditation Regulations (ESYD RA), ESYD Accreditation Procedures (ESYD PA), ESYD Accreditation Criteria (ESYD CAC), ESYD Guidelines (ESYD GA), the mandatory documents of IAF and EA, ELOT EN ISO 22 003-1 (for food safety management systems certification bodies), ELOT EN ISO/IEC 27 006 (for information security management systems certification bodies), ELOT EN ISO 50 003 (for energy management systems certification bodies), ELOT EN ISO/IEC 17 021-2 (for environmental management systems certification bodies), ELOT EN ISO/IEC 17 021-3 (for quality management systems certification bodies), ELOT EN ISO/IEC TS 17 021-10 (for occupational health and safety management system certification bodies).

Yes ☐

No ☐

If not, in which areas the CAB does not comply with and when the non-conformity is expected to be removed?

Non-conformity points	Correction (date)

Part 6 Other Approvals

Please mention in detail other approvals granted to your CAB.

Name and Address of the authorizing CAB	Scope of accreditation / approval and certification number (if exists)	Validity period of the accreditation certificate	
		Start	End

Part 7 Declaration

1. The CAB addresses its application for accreditation by ESYD for the purpose specified below (Please, fill in the appropriate box)

❑ Initial Accreditation

❑ Extension of the scope of the existing Accreditation

❑ Issuing relevant report according to MD F.01.2/56 790/ΔΠΠ 1828/2016 (GG 1897/B'/27.6.2016) (Please tick the appropriate box)

- ❑ Yes
- ❑ No

Following the accreditation, the CAB agrees to comply with the requirements of ESYD, as referred in detail in ELOT EN ISO/IEC 17 021-1 Conformity Assessment Standard, ESYD Accreditation Regulations (ESYD RA), ESYD Accreditation Procedures (ESYD PA), ESYD Accreditation Criteria (ESYD CAC), ESYD Guidelines (ESYD GA), the mandatory documents of IAF and EA, ELOT EN ISO 22 003-1 (for food safety management systems certification bodies), ELOT EN ISO/IEC 27 006 (for information security management systems certification bodies), ELOT EN ISO 50 003 (for energy management systems certification bodies), ELOT EN ISO/IEC 17 021-2 (for environmental management systems certification bodies), ELOT EN ISO/IEC 17 021-3 (for quality management systems certification bodies), ELOT EN ISO/IEC TS 17 021-10 (for occupational health and safety management system certification bodies) as well as with all relevant publication determined by ESYD.

2. The following documentation is attached

1. Quality Manual .....
2. Certification Regulations ..... (number of submitted documents)
3. Certification Inspections ..... (number of submitted documents)
4. Legal documents and certificates of the CAB (see Annex A)
5. A road map for access to the CAB premises
6. A Certificate (copy) for each Certification type, issued by the CAB
7. Price list of the CAB
8. **Solemn Declaration (see Annex B)**

3. I fully understand the way the Accreditation System operates.
4. I declare that all information provided in the documents is correct.
5. I accept performing a pre-assessment visit*, according to ESYD Accreditation Procedures (ESYD PA) Yes ● No ●
6. I undertake the payment of all fees to ESYD in accordance with the ESYD fees list, regardless of the granting or not of an accreditation certificate.
7. I am attaching herein a copy of the deposit of the application fees.

Title of the CAB:

Legal Status:

Address:

Phone Number: Fax Number:

Email address:

Signature (director level) Full name:

Date: Position:

****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.***

GUIDELINES

The present printed application applies to CABs dealing with

a) Quality Management Systems Certification (to fill in part 3.1 & 4.1)

b) Food Safety Management Systems Certification Bodies (to fill in part 3.2 & 4.2)

c) Environmental Management Systems Certification Bodies (to fill in part 3.3 & 4.3)

d) Health and Safety Management Systems Certification Bodies (to fill in part 3.4 & 4.4)

e) For any other Management Systems Certification Bodies (to fill in part 3.5 & 4.5)

The accreditation in the above-mentioned cases calls for compliance with the standard ELOT EN ISO/IEC 17 021-1.

Before filling in the present document, please be informed of the following documents from the ESYD website (www.esyd.gr):

- ESYD Informative Document for Applicants - ESYD DENHMER
- ESYD Accreditation Regulations - ESYD RA
- ESYD Accreditation Procedures - ESYD PA
- ESYD Accreditation Criteria - ESYD CAC
- Guidelines of EA/IAF for the relevant accreditation standard
- ESYD Guidelines
- List of fees adopted by ESYD.

In addition, the accredited CABs must own an original copy of the Standard ELOT EN ISO/IEC 17 021-1.

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 1599/19<u>86)</u>

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.