HELLENIC
ACCREDITATION
SYSTEM

APPLICATION FOR THE ACCREDITATION OF PERSONS CERTIFICATION BODY

Please type or write in CAPITAL LETTERS

Part 1 Body

Full Name: **Short Name:**
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

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

2.1 Person responsible for Certification decision (§5.1.2g & 9.4.5)

Full name	
Technical qualifications	
Experience	

2.2 Person responsible for the management of the Quality System of the Body (§5.1.2b & 10.2.1)

Full name	
Technical qualifications	
Experience	

2.3 Impartiality structure (§4.3.8)

Full names	
Technical qualifications	
Interested parties	

2.4 Person(s) responsible & experts of the Schemes (§5.1.2e & 8.4a)

Full names	
Technical qualifications	

Part 3.1 Scope of the applied accreditation for Persons Certification Bodies (as per ISO/IEC 17024)

Please complete the following table:

Description of the Certification -Title	**Regulations / Standards / In house Procedures**

Part 3.2 LIST OF CERTIFIED PEOPLE

Please complete the following table:

Description of the Certification -Title	**Full names of persons**	**Working environment of the persons**

Part 4 Implemented Quality System

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

A. General and Structural requirements

	Yes	No	Reference to the relevant documentation
1. CB's legal status			
2. The CB is independent regarding certification			
3. Identification and management of risks concerning impartiality			
4. The CB has the financial resources for certification activities and to cover associated liabilities			
5. The Management system refers to the CB's: ✓ structure ✓ interrelations with other activities ✓ delegation of authorities ✓ job descriptions			
6. Is there an affiliated organization, staff member or subcontractor of yours, who provide training services?			

B. Resource requirements

	Yes	No	Reference to the relevant documentation
1. The CB φορέας has defined the competence of its personnel			
2. There is a system for prescribing the qualifications, training and the experience of personnel			
3. Are there documented guidelines available to personnel, relevant to its duties and Responsibilities?			
4. The CB has a code of conduct for its personnel			
5. The CB has prescribed the qualifications of examiners and is monitoring their performance			
6. Are there any procedures in place to ensure that any sub-contractor associated with the certification body, adhere to the relevant requirements?			
7. The CB has the appropriate sites and equipment for the certification			

C. Records / Information / Confidentiality

	Yes	No	Remarks
1. The records can full support any decision of the CB			
2. The CB has enforceable agreements in place for the certified persons			
3. There are publicly available all the information needed. How is that?			
4. Confidentiality and security safeguards are in place			
5. Is the main record system hardcopy or electronic?			

D. Schemes and certification processes

	Yes	No	Remarks
1. Scheme contains all relevant elements			
2. The scheme contains all the requirements relevant with certification, surveillance, recertification, suspension/withdrawal of certificates etc			
3. CB demonstrates that applicable requirements are followed during the development and maintenance of the scheme			

4. CB is the scheme owner			
5. Certification procedures and prerequisites are known to the applicants. How is this?			
6. Certification decisions are not outsourced and are made by competent personnel			
7. CB issues adequate certificates. What is the medium?			
8. CB has documentation on the use of certificates, logos & marks			
9. there are procedures for dealing with appeals and complaints			

E. Management system requirements

	Yes	No	Remarks
1. The CB has appropriate QM and procedures in place, relevant to the requirements of ISO 17 024			
2. The CB has a valid ISO 9001 QMS			

F. Compliance with the Standard ELOT EN ISO/IEC 17024

1. Do you consider that your body complies with the Standard ELOT EN SO/IEC 17 024 and ESYD Accreditation Regulations (ESYD RA)?

YES ☐ NO ☐

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

Non-conformity points	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 agrees to comply with the requirements of ESYD, with the guidelines of EA, IAF, with ESYD Accreditation Regulations (ESYD RA) as well as in any other relevant publication by ESYD.

3. The following documentation is attached preferably in electronic form, otherwise in two Copies:
   1. Quality Manual
   2. Certification procedures and regulations
   3. Certification Schemes
   4. Legal documents and certificates (see Annex A)
   5. A road map for access to the Body premises
   6. Template of Certificate for each scheme issued by the Body
   7. Fees Policy of the Persons Certification 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 certification of persons.

The accreditation in the above-mentioned case requires compliance with the ISO/IEC 17 024 Standard, as set out in this form.

An accreditation according to the ISO/IEC 17 024 Standard signifies that the body is accredited for granting certificates of conformity for peoples' competence according to standards, regulations, specifications or other documents relevant to the skills that the persons should adhere to. All these should be specified in the scope of application.

Before filling in the present application, it is crucial that the following documents be read:

- 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 17 024
- Guidelines of EA/IAF/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. [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.