HELLENIC
ACCREDITATION
SYSTEM

APPLICATION FOR THE ACCREDITATION OF A BODY CERTIFYING PRODUCTS, PROCESSES AND SERVICES

Please type or write in CAPITAL LETTERS

Part 1 BODY

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 the application

First name:	**Surname:**
Position:	

1.2 Name and address of the 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

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

2.1 Person (s) responsible for the certification (§ 7.6.2 and 7.6.3)

Full name (s) and signature (s)	
Technical qualifications	
Experiences	

2.2 Person responsible for the management of the Quality System of the Body (§ 5.1.3b and 8.2.3)

Full name	
Technical qualifications	
Experiences	

2.3 Mechanism for safeguarding impartiality (§ 5.2.1 and 5.2.2)

Full names	
Technical qualifications	
Interested parties	

Part 3.1 Scope of the applied accreditation for Bodies Certifying Products, Processes and Services (as per ELOT EN ISO/IEC 17065:2012)

Please complete the following table:

Field of Certification (product, process or service)	Type of Certification *	Standards / Normative Regulations / In House Procedures

*** As described in the certification scheme, paragraph 3.9 of ELOT EN ISO/IEC 17065:2012**

Part 3.2 List of Certified Companies

Please complete the following table *:

Standard / Normative Regulation	**Company name**	**Company activity**

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

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 Quality Manual / other remarks
1. Is the certification body a legal entity?			
2. Has the Body legally enforceable agreements with its clients for the provision of certification services and what compliance requirements do they contain?			
3. Does the Body exercise control over the use of licenses, certificates and marks of conformity by its clients?			
4. Identification and management of risks concerning Body's impartiality, in relation to activities of any part of the same legal entity, entities under the Body's organizational control and separate legal entities, with which the certification body has relationships			
5. Is there an affiliated organization, staff member or subcontractor of yours, who provide consulting services?			
6. Has the Body the financial resources for certification activities and to cover associated liabilities?			
7. Does the Body operate ensuring non-discriminatory conditions for its clients?			
8. Confidentiality and security safeguards are in place?			
9. Is all required information publicly available? How is this made feasible?			
10. The Quality Management System refers to: ✓ the Body's organizational structure ✓ delegation of authorities and responsibilities ✓ documented structure and operation of mechanism for safeguarding impartiality			

B. Resource Requirements

	Yes	No	Reference to the Quality Manual / other remarks
1. Has the Body defined criteria / requirements for the competence of personnel?			

2. Has the Body procedures for selecting, training, authorizing, monitoring personnel involved in the certification process?			
3. Does the Body maintain records for the personnel involved in the certification process, including all necessary information?			
4. Does the Body require its personnel to commit themselves to comply with its rules relating to confidentiality, independence and possible conflict of interest?			
5. When an activity is performed with internal or external resources (outsourced), does the Body monitor that the relevant requirements are met?			

C. Certification Process Requirements

	Yes	No	Reference to the Quality Manual / other remarks

1. Does the Body operate a certification scheme covering its certification activities? Are there any applicable standards / normative documents containing the requirements against which the products of a client are evaluated?			
2. What is the necessary information which must be contained in the client's application? Is there an application review procedure?			
3. Does the certification body have a plan for the evaluation activities against the requirements of the certification scheme?			
4. Is the Body responsible for its decisions relating to certification? Are the decisions made by a competent person / group of persons employed by or under contract with the Body or an entity under the organizational control of the certification body?			
5. Does the Body provide the client with formal certification documentation meeting the requirements? Which is the form used?			
6. Does the Body maintain information on certified products? Is this information publicly available / available upon request?			
7. Is surveillance required by the certification scheme?			
8. Are changes affecting certification communicated / reviewed / evaluated by the Body?			
9. Are there documented procedures for the suspension or withdrawal of licenses, certificates and marks of conformity that have been granted by the certification body?			
10. Does the Body retain records containing information relevant with certification or surveillance activities?			
11. Does the Body have documented procedures for the evaluation of complaints and appeals?			

D. Management System Requirements

	Yes	No	Reference to the Quality Manual / other remarks
1. Has the Body appropriate Quality Manual and procedures in place, relevant to the requirements of ISO/IEC 17 065?			
2. Has the Body a valid ISO 9001 Quality Management System?			

E. Compliance with ISO/IEC 17065 Accreditation Standard and ESYD Accreditation Regulations (ESYD RA)

1. Do you consider that your body complies with ISO/IEC 17 065 Standard 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 / approval certificate	
		Issuing date	Expiry date

Part 6 Declaration

1. The Body is applying to ESYD for accreditation 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 ESYD requirements, as specified in detail in Standard ISO/IEC 17 065, the Guidelines of EA and IAF, ESYD Accreditation Regulations (ESYD RA) and any other relevant publication defined by ESYD.

3. The following documentation is attached preferably in **electronic form**, otherwise in two hard copies
   1. Quality Manual
   2. Certification Regulations
   3. Certification Procedures …… (number of submitted documents)
   4. Legal documents and certificates of the Body (see Annex A)
   5. A road map for access to the Body premises
   6. Template of Certificate for each type of certification issued by the Body
   7. Fees Policy of the 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:
Legal Status:
Signature (director level) Full name:

Date: Position:

INSTRUCTIONS

The present application applies to bodies certifying products, processes and services.

An accreditation according to ISO/IEC 17 065 Standard signifies that the body is accredited for granting certificates of conformity for products, processes and services, according to EU Directives, Regulations, Standards, In-house Procedures or other documents relevant to its accredited activities. 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 Regulation – ESYD RA
- ESYD Accreditation Procedures – ESYD PA
- International Standard with which the accredited bodies should comply:
  ISO/IEC 17 065
- 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.

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 [4] 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.