HELLENIC
ACCREDITATION
SYSTEM

APPLICATION FOR THE ACCREDITATION OF ENVIRONMENTAL VERIFIER

Please type or write in CAPITAL LETTERS

Part 1 Body

1.0 Body Data

Name of the Body:
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 **Person responsible for the management of the Quality System of the Body**:

Full name	
Technical qualifications	
Experience	

Part 3: Scope of the applied accreditation

3.a Please complete the following table:

Activity code (as per NACE)*	**Activity**

*** NACE code REV. 2.1, as per Regulation (EC) 1221/2009 of the European Parliament and of the Council**

3.b Please analyze the environmental aspects of the activities, as shown in table 3.a:

Activity	**Environmental Aspects Analysis**

3.c Please give the necessary competence for environmental verification and 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 4. List of organizations to be included in the EMAS Registry

Please complete the following table*:

NACE[2)] Activity Code	Company name	Company activity

[2)]**NACE code REV. 2.1, as per Regulation (EC) 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.

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 Quality Manual / other remarks
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 body assured?			
3. Is there an affiliated organization, staff member or subcontractor of yours, who provide consulting services?			
4. Does your Quality Manual incorporate diagrams showing: the organizational structure of the body? the relationship among the activities related to the verification?			

B. Verification Personnel

	Yes	No	Reference to the Quality Manual / other remarks
1. A list with the auditors 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 its 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 Body shall provide ESYD 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 Quality Manual / other remarks

1. Is there a system for controlling the documentation pertinent to the verification system?			

D. Files

	Yes	No	Reference to the Quality Manual / other remarks
1. Are there files in which information pertinent to the verification or validation activities exercised is maintained?			

E. Verification and validation procedures

	Yes	No	Reference to the Quality Manual / other remarks
1. Are all the verification and validation procedures documented?			
2. Do the audits performed by the Environmental Verifier comply with the ELOT EN ISO 19011 standard?			

F. Legal responsibility

	Yes	No	Reference to the Quality Manual / other remarks
How does the Body cover its legal responsibility emanating from its activities?			

G. Necessary resources

	Yes	No	Reference to the Quality Manual / other remarks
1. Does the body employ audit teams which cumulatively have the necessary capabilities to cover all sectors for which accreditation has been applied for?			

H. Confidentiality

	Yes	No	Reference to the Quality Manual/ other remarks
Are there procedures for ensuring the confidentiality of the information obtained?			

I. List of verified organizations

	Yes	No	Reference to the Quality Manual/ other remarks

Does the body maintain a list of the organizations which he has verified?			

J. Appeals

	Yes	No	Reference to the Quality Manual/ other remarks
Are there procedures for examining the appeals submitted against the decisions of the body?			

K. Internal audits and reviews

	Yes	No	Reference to the Quality Manual/ other remarks
Does the body carry out internal audits and reviews to verify its continuous conformity to ESYD requirements?			

L. Misuse of EMAS logo

	Yes	No	Reference to the Quality Manual/ other remarks
1. Does the body exercise control over the use f of EMAS logo;			
2. When misuse of EMAS logo is ascertained, are corrective actions carried out?			

M. Complaints

	Yes	No	Reference to the Quality Manual/ other remarks
Are verified organizations required to maintain records of complaints and the respective corrective actions?			

P. Compliance with the Regulation (EC) 1221/2009, the standard ELOT EN ISO/IEC 17021-1 and ESYD Accreditation Regulations (ESYD RA)

1. Do you consider that your body complies with the Regulation (EC) 1221/2009, the standard ELOT EN ISO/IEC 17 021-1 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 6 Other Approvals

Please mention in detail other approvals granted to your body

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

Part 7 Declaration

1. I fully accept the terms, and the accreditation procedure set by ESYD
2. The body 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

Following the accreditation, the body agrees to comply with the requirements of ESYD, as referred in detail in Regulation (EC) 1221/2009, the standard ELOT EN ISO/IEC 17 021-1, ESYD Accreditation Regulations (ESYD RA), as well as with all relevant publication determined by ESYD.

3. The following documentation is attached
   - •Quality Manual .....
   - •Verification Procedures .....
   - •Verification Regulations .....
   - •Legal documents and certificates (see Annex A)
   - •A road map which for the access to the Body premises

4. I fully understand the way the Accreditation System operates.
5. I declare that all information provided in the documents is correct.
6. I accept the performance of the pre-assessment* according to ESYD Accreditation Procedures (ESYD PA) YES • NO •
7. 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.
8. I am attaching herein a copy of the deposit of the application dues.
9. **Solemn Declaration (see Annex B)**

Title of the Body:
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 bodies dealing with Environmental Verifications.

The accreditation in the above-mentioned cases calls for compliance with the Regulation (EC) 1221/2009.

Before filling in the present document, please be informed of the following documents that can be found on ESYD's website (www.esyd.gr):

- ESYD Informative Document for Applicants - ESYD DENHMER
- ESYD Accreditation Regulations - ESYD RA
- ESYD Accreditation Procedures - ESYD PA
- ESYD Guidelines
- List of fees adopted by ESYD

As well as the Regulation (EC) 1221/2009, according to which compliance shall be demonstrated by Environmental Verifiers, which can be found on European Community's website http://europa.eu/index_en.htm.

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 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.

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.