JAS
Jordanian Accreditation System
نظام الاعتماد الأردني
Accreditation Unit

Necessary / Submitted Documents and Records

for the Accreditation as a Product Certification Body

No.	Name of the document	Check
1.	Quality manual, Quality procedures and related documents	
2.	**Master list(s) of all documents**	
3.	Declaration of **organizational** structure/ chart and ownership	
4.	Legal status of the certification body	
5.	**Proof of** Liability insurance	
6.	**Independence and impartiality declaration of the top management**	
7.	**Analysis of related bodies and other risks of impartiality**	
8.	**Mechanism for safeguarding impartiality**	
9.	Local site plan	
10.	Proof of commitment of confidentiality of staff members	
11.	List of the staff members and their qualifications	
12.	C.V's for the key personnel **in the certification body**	
13.	List of the staff members names authorized to sign the Product certificates issued by the CAB	
	The technical correctness of the certificates and samples of authorized signatures	
14.	Structure, members and standing rules of the Steering Committee	
15.	Rules for use of conformity marks	

16.	Fee regulations or price list of certificate services	
17.	**Copy of certificate for each certification area scheduled for accreditation**	
18.	**List of countries where certificates are granted indicating the number of certificates per country**	
19.	List of products to be certified	
20.	List of test standards used	
21.	Statement on subcontracting	
22.	Copies of all types of contracts for certification, subcontracting and auditors/ inspectors	
23.	**List of all auditors/inspectors approved by the certification body and in which scope.**	
24.	**Rules for the management of branch offices – if available-**	
25.	**A filled checklist based on ISO/IEC 17065 (qf071-21, rev e)**	
26.	**List of approved laboratories**	
27.	**A filled copy of Cross Reference to related standard**	

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Necessary/ Submitted Documents and Records

for the Accreditation as a Certification Body for Products

No.	Name of the document	Check
In the case the Product Certification Body has a non- accredited laboratory		
28.	Quality manual, Quality procedures and related documents	
29.	Copy of at least one original test report or calibration certificate issued by the lab	
30.	List of the staff members names authorized to sign the test reports or the calibration certificates issued by the lab	
31.	List of the equipment used for testing or calibration	
32.	Statements of the participation of PT/ inter-laboratory comparisons during the last two years (organizer, time, object, result)	
33.	List of names of the subcontracting laboratories and the tests concerned	
34.	Calibration Plan that includes: * External calibration. * In-house calibration, in this case the following should also be provided: - Names and qualification of staff who perform the calibration - Number and type of calibrations performed in-house	
35.	Calibration Certificates to prove traceability of measurements to the reference standards or information on how traceability will be achieved.	
36.	A filled copy of the checklist based on ISO/IEC 17025.	

Accreditation Officer: Signature/ Date

* Documents and records marked as “X” in the check column are missing and still need to be submitted.