

قائمة الوثائق اللازمة للاعتماد
List of Required Documents and Records for Submission for
the Accreditation as an Inspection Body according to
ISO/IEC 17020

No.	Name of the document	Check
1.	Quality manual, Quality procedures and related documents	
2.	Master list(s) of all QM documents	
3.	Services provided by the inspection body	
4.	Proof of organization, ownership and legal entity (e. g. extract from a registered statement)	
5.	Proof of third party liability insurance	
6.	Independence declaration of the top management according to type A, B, C	
7.	Evaluation of the risk of impartiality (Analysis of related bodies)	
8.	Organizational chart	
9.	List of employees stating their qualification/professional training	
10.	Evidence of qualification of the head of the inspection body and his/her deputy and quality manager	
12.	List of staff members who are approved signatories of inspection reports stating their evaluation competence and specimen signatures	

No.	Name of the document	Check
13.	Copy of at least one inspection report for each inspection area scheduled for accreditation	
14.	Documentation of inspection cases for each scheduled inspection program / each scheduled area of inspection	
15.	If applicable, documentation of in-house methods of tests and their validation	
16.	If applicable, list of reference materials in use	
17.	Information on the participation in proficiency tests such as interlaboratory comparisons stating the date, organizer, parameters, matrix, results and conclusions in tabular form if applicable	
18.	List of equipment items with in-house registry (including loaned equipment, if applicable) Required information: Inventory number, location, measurand, indication of the equipment/ type of equipment/item, manufacturer, calibration interval, date of the next calibration, indication of the proof of measurement traceability, kind of calibration certificate. Optional information: Testing standard, serial number, responsible person for the equipment, etc.	
19.	Regulations related to the scope of accreditation (if any)	
20.	Completed checklist	