



HOW TO APPLY FOR INSPECTION AGENCY ACCREDITATION FROM INTERNATIONAL ACCREDITATION SERVICE, INC.

Filling out the Application for Accreditation as an Inspection Agency

Please refer to the numbered items on the Application for Accreditation as an Inspection Agency Form:

1. Fill in your company name carefully, because this is the way it will appear on your accreditation listing. There have been instances when a listing carried an incorrect company name, because the name was entered incorrectly on the application
2. Enter as precisely as possible the scope of accreditation that you seek. That is, enter the types of inspections, or the types of products for which you wish to perform inspections (example: inspection agency for foam plastic insulation, sandwich panels, and structural steel welding). Do not worry too much about getting the scope exactly right on the application, as the scope of accreditation can be changed during the IAS review process.
3. It is important that you give us your address exactly as you want it to appear on your listing
4. Self-explanatory
5. Enter the e-mail address (if you have one) for the person or persons most likely to be able to answer questions about the application and the listing,
6. This is where you indicate the purpose of the application. If you are simply applying for a new accreditation listing, it is obvious which box you need to check. Note, however, that if you are applying to have your listing renewed or reinstated, there are three possible choices. The following should help you choose which box to check:
 - *Renewal of previous accreditation, with change* – Your listing may require substantive changes. These would be, for example, changes in the current scope of accreditation, the addition of new products for inspection, or the addition of new inspections. These are substantive changes to be made during renewal, and you should check the “Renewal of previous accreditation, with change” box.
 - *Renewal of previous accreditation, without change* – Renewal may also take place without changes, or with changes that are only editorial in nature. As examples, “editorial” changes would

include a change in your mailing address or in your company's name. If this is all you require, check the "Renewal of previous accreditation, without change" box.

- *Reinstatement of accreditation* – It is also possible that you had a listing but somehow it was allowed to lapse: the listing was canceled, for example, because you decided not to apply for renewal. Now, you want to reinstate the listing with the same listing number used previously. If this is the case, check the "Reinstatement of accreditation" box.

7. If you are having a listing renewed, choose whether you would like it renewed for one, two or three years. (See the fee schedule for price comparisons between one-, two- and three-year listings.)
8. These questions need to be answered only if this is an application for renewal or reinstatement.
 - a) If there have been changes in ownership of your company or changes in company officers or key supervisory personnel in the management, technical or quality areas, please check "Yes". Indicate the changes made on a separate sheet of paper, and explain.
 - b) If there have been changes in the documented quality system (for example, changes in the agency's inspection procedures or changes in the agency's major equipment or methods), check "Yes". Indicate on a separate sheet of paper the changes made since the last time your company applied for IAS accreditation.
 - c) If you are aware of any customer complaints or complaints from others about the services covered by this application, please check "Yes" and explain on a separate sheet of paper the nature of the complaints and the corrective actions taken (if any).
9. Please read, and agree to the conditions laid out in Item 9 before signing the application.

The person signing the application must be an authorized representative of the applicant company. Please note that the application fees must be paid in full, by check or money order made out to International Accreditation Service, Inc., before IAS can begin to process the application. Also note that you must send the original, signed application form to IAS – not a copy.

If this is an initial request for accreditation, you should enclose a copy of your quality system manual, complying with the IAS Accreditation Criteria for Inspection Agencies (the criteria can be downloaded from the IAS website: www.iasonline.org), with the application and full application fee.

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