



## IAS MSCB Application for Related Entities

IAS MSCB # (i.e. MSCB-1234)

Date of Submission

The below application is divided into three parts depending on the type of entity. Please ensure you complete the correct part of the application. Please refer to ***IAS Policy - Certification Bodies (CBs) maintaining CB Key Locations, Subcontractor Key Locations and Subcontractors*** for further details.

**Part A: CB Key Location:** Entities performing and/or managing key management system certification activities, on behalf of accredited certification bodies, **which are** wholly or partly owned or employed by the CB.

**Part B: Subcontractor Key Location:** Entities performing and/or managing key management system certification activities, on behalf of accredited certification bodies, **which are not** wholly or partly owned or employed by the CB.

**Part C: Subcontractor:** Entities performing and/or managing processes related to management system activities, on behalf of accredited certification bodies, **which are not** wholly or partly owned or employed by the CB (processes include; marketing, communications, outreach, etc. This list is not all-inclusive; any activity related to the accredited CBs certification program is applicable.).

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## **Part A: CB Key Location**

Legal Name of Entity

Address of Entity

Ownership Status as Related to  
Accredited CB

Wholly Owned

Partly Owned

Employed

Name of Entity Contact Person

Phone Number of Entity Contact Person

Email address of Entity Contact Person

List of Key Activities Conducted by this Entity

Countries where Entity  
Operates

Policy Formulation

Process/Procedure Development

Initial Approval of Auditing Personnel

Control of Training of Auditing Personnel

On-Going Monitoring of Auditing Personnel

Application/Tender Review

Assignment of Audit Personnel (i.e. audit team)

Control of Surveillance and/or Recertification

Audits (i.e. Scheduling, Audit plan/programme  
preparation, Conduct of Audit, Review of  
Reports, etc.)

Final Report Review/Certification Decision/  
Certificate Approval

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## **Part B: Subcontractor Key Location**

Legal Name of Entity

Address of Entity

Name of Entity Contact Person

Phone Number of Entity Contact Person

Email address of Entity Contact Person

List of Key Activities Conducted by this Entity

Countries where Entity Operates

Policy Formulation

Process/Procedure Development

Initial Approval of Auditing Personnel

Control of Training of Auditing Personnel

On-Going Monitoring of Auditing Personnel

Application/Tender Review

Assignment of Audit Personnel (i.e. audit team)

Control of Surveillance and/or Recertification Audits (i.e. Scheduling, Audit plan/programme preparation, Conduct of Audit, Review of Reports, etc.)

Final Report Review/Certification Decision/Certificate Approval

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## **Part C: Subcontractor**

Legal Name of Entity

Address of Entity

Name of Entity Contact Person

Phone Number of Entity Contact Person

Email address of Entity Contact Person

Activities Conducted by this Entity

Countries where Entity Operates

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Please complete and submit this form along with the requested additional information (See Policy) to IAS for review. Once accepted, Entities will be added to the scope of accreditation.

### **Below fields for IAS use only**

Name of IAS Staff Member Approving Application

Date of IAS Approval

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