1. **Signed documents to be submitted during the application**
	1. “Application Form” in annex of a petition, completely filled (FR-7-01-7).
	2. Authorization document for the person who represents the Inspection Body during Accreditation Process and his/her of authorized signature circular (Filled Form FR-7-01-71).
	3. Two (2) copy Accreditation Contract (FR-7-01-39.)

**NOTE 1:** Documents clause 1.1, 1.2 and 1.3 must be signed or approved by authorize person or top management).

1. **Documents to be sent to NBE e-mail.**

Upon receiving the access information, these documents must be sent to NBE e-mail within the period specified in the Guidelines G-1-04 and G-5-01.)

* 1. Proof of organization, ownership and legal identity and information regarding its partners
	2. Quality manual
	3. Top Management Commitment to impartiality, may be present risk to impartiality;
	4. Other works carried out by Inspection Body’s legal partners and Inspection Body’s

 legal partners‘ ownership,

* 1. Arise from top managements‘ and personnel’s from their activities, or from their relationships, or from the relationships of their personnel
	2. If inspection body is a part of a legal entity which has any other activities, list of its inspection activities and other works carried out and a declaration which defines their relationship signed by top management.
	3. Third party Professional Indemnity Insurance including their loss
	4. Information about list of staff by showing their authorized area, title, qualifications, experience period and signature
	5. Confidentiality Commitment
	6. Organizational Chart including names and duties of responsible personnel (including all managers and key personnel)
	7. List of main documents which are used under the quality system including their revisions
	8. Procedures and Instructions for Management System and Inspection Activities
	9. Records of Internal Audit and Management Review
	10. At least one copy of the inspection report and inspection certificate under

requested scope

* 1. Informations of sampling and sample conservation (marking, transforming,

safeguarding etc.)

* 1. List of items of equipments with code and serial number and calibration period

 Chart (if exist)

* 1. Contracts with subcontractors used in inspection activities
	2. If exist, copies of available proficiency documents (documents of quality system, formal authorising of accreditation documents)
	3. Filled Application Form (FR-7-01-32) for inspection body

***NOTE 2:*** *Payment must be done after receiving invoices*

***NOTE 3:*** *Activities on Internal Audit and Management Review should be done before*

*assessment and all records send to assessor team about these implementation*