

<b>Base Standard Program</b>			
<b>ISO 39001 Road Traffic Safety Management System CB Application for Accreditation</b>			
<b>FA 5039</b>	Authority: EHS Program Manager	Effective: 2015/05/06	

## Section 1: CB Name, Contact Information, and Processing Fees

CB name:

Street address:

City:

State/province:

Postal code:

Country:

Name of person completing application:

Email:

Application fee: \$5,000

### **Fees are payable when purchasing application**

Application and all supporting documents shall be submitted in English.

Instructions on application process are at <http://anab.org/programs/isoiec-17021/certification-bodies/become-a-cb/>.

Application shall be obtained through ANAB's Enterprise Quality Manager (EQM) database at <http://anab.jadian.com> and completed electronically (including submission of all supporting evidence) and submitted to ANAB via EQM. Instructions on how to obtain and upload the application in EQM can be found at <http://anab.org/programs/isoiec-17021/certification-bodies/become-a-cb/>.

If the completed application is not accepted by ANAB after three reviews, the application will be declined. The CB may re-apply (including payment of application fees) after 60 days.

For details on this ANAB accreditation program, refer to [Accreditation Rule 47](#) (at [www.anab.org](http://www.anab.org), under Documents select ISO/IEC 17021 Docs and scroll down for the link to Accreditation Rules).

## Section 2: ISO/IEC 17021 Requirements for CBs Not ISO/IEC 17021 Accredited by ANAB

Provide evidence that the CB's certification system includes the requirements of ISO/IEC 17021.

**\_\_\_ Not applicable – mark X at left if CB is already an applicant or accredited by ANAB for another program and proceed to Section 3.**

Requirement	To Be Completed by CB		To Be Completed by ANAB
	Refer to Supporting Documents Including Specific Section References	Comment/Response	Comment/Response
<p>1. Execute (signed) <a href="#">ANAB CB Applicant Agreement</a>, which can be found in EQM under Reference Documents.</p> <p>An electronic signature is acceptable but a typed name is not. If the signature is handwritten, scan the signed document and attach to application electronically.</p>	<b>Initial Response</b>		
			Approved?
	<b>Second Response</b>		
			Approved?
<p>2. Completed <a href="#">ISO/IEC 17021 Requirement Matrix</a>, which can be found in EQM under Reference Documents.</p>	<b>Initial Response</b>		
			Approved? ANAB-specific comments will be included on completed <a href="#">ISO/IEC 17021 Requirement Matrix</a>
	<b>Second Response</b>		
			Approved?
<p>3. Completed impartiality analysis of relationships to other parts of the company and to other organizations and/or individuals.</p> <p>Requirement: <a href="#">ANAB Accreditation Rule 10</a></p>	<b>Initial Response</b>		
			Approved?
	<b>Second Response</b>		
			Approved?
<p>4. Evidence that the committee responsible for impartiality reviewed the impartiality analysis (referred to in 3, above).</p> <p>Requirement: <a href="#">ISO/IEC 17021, 6.2</a></p>	<b>Initial Response</b>		
			Approved?
	<b>Second Response</b>		
			Approved?
<p>5. Provide names of members on committee established to safeguard impartiality, including key interest group each person represents.</p> <p>It is the CB's responsibility to notify ANAB of any</p>	<b>Initial Response</b>		
			Approved?
	<b>Second Response</b>		
			Approved?

changes. Requirement: <a href="#">ISO/IEC 17021, 6.2</a>			Approved?
6. Current list of organizations to which CB outsources work associated with management systems certification. Requirement: <a href="#">ISO/IEC 17021, 7.5</a>	<b>Initial Response</b>		
			Approved?
	<b>Second Response</b>		
			Approved?
7. Copy of enforceable arrangements with each organization. Requirement: <a href="#">ISO/IEC 17021, 7.5</a>	<b>Initial Response</b>		
			Approved?
	<b>Second Response</b>		
			Approved?
8. If CB's head office is located in Europe, provide evidence (including standards) of the CB's accreditation with the local accreditation body. Requirement: <a href="#">EU Regulation 765/2008</a>	<b>Initial Response</b>		
			Approved?
	<b>Second Response</b>		
			Approved?
	<b>Final Response</b>		
			Approved?

### Section 3: ISO 39001 CB Requirements

Provide evidence that the CB's certification system includes the requirements of ISO 39001.

Requirement	To Be Completed by CB		To Be Completed by ANAB
	Refer to Supporting Documents Including Specific Section References	Comment/Response	Comment/Response
1. Provide revised <a href="#">ISO/IEC 17021 Requirement Matrix</a> , which can be found in EQM under Reference Documents, with document references revised to address this program highlighted. Also include copy of documents that were revised.  Note 1: Disregard if provided in Section 2 above.	<b>Initial Response</b>		
			Approved?
	<b>Second Response</b>		
			Approved?
2. Identify CB personnel who have competence for managing program for ISO 39001 certification, including evidence of their competence.  Requirement: <a href="#">ISO/IEC 17021, 7.2.1</a>	<b>Initial Response</b>		
			Approved?
	<b>Second Response</b>		
			Approved?
3. Provide list of ISO 39001 auditors CB plans to	<b>Final Response</b>		
			Approved?

<p>use, including evidence of their competence. Requirement: <a href="#">ISO/IEC 17021, 7.2.2 and 7.2.7</a>, and <a href="#">ISO/IEC 17021-7, 5.1-5.11</a></p>		Approved?
	<b>Second Response</b>	
		Approved?
<p>4. Provide information about CB's process for application review, including determination of competencies needed, and selection of audit team and individuals to review audit reports and make ISO 39001 certification decisions. Requirement: <a href="#">ISO/IEC 17021, 7.1.1, 7.2.9, and 9.2.2</a>, and <a href="#">ISO/IEC 17021-7, 6.1-6.7 and 7.1-7.4</a></p>	<b>Initial Response</b>	
		Approved?
	<b>Second Response</b>	
<p>5. Provide information about CB's process for determining audit days for ISO 39001 certification audits. Requirement: <a href="#">ISO/IEC 17021, 9.1.4</a></p>	<b>Final Response</b>	
		Approved?
		Approved?
<p>7. Provide information about CB's process for determining sampling plan (if applicable) for multiple sites for ISO 39001 certification audits. Requirement: <a href="#">ISO/IEC 17021, 9.1.5</a>, and <a href="#">IAF MD 1</a></p>	<b>Initial Response</b>	
		Approved?
	<b>Second Response</b>	
<p>6. Provide copy of CB's application form and contract (if applicable) for ISO 39001. Requirement: <a href="#">ISO/IEC 17021, 9.2.1</a></p>	<b>Final Response</b>	
		Approved?
		Approved?
<p>8. Provide sample of certification documents for ISO 39001. Requirement: <a href="#">ISO/IEC 17021, 8.2.3</a></p>	<b>Initial Response</b>	
		Approved?
	<b>Second Response</b>	
<p>9. Provide any other information on CB's requirements for ISO 39001 certification. Requirement: <a href="#">ISO/IEC 17021, 8.6.1</a></p>	<b>Final Response</b>	
		Approved?
		Approved?
		Approved?

10. If CB has issued certificates (unaccredited or accredited by another AB) prior to accreditation by ANAB, provide plan to transition them to ANAB-accredited certificates. Requirement: <a href="#">MA 5000, Article 6</a>	<b>Initial Response</b>	
		Approved?
	<b>Second Response</b>	
		Approved?
11. Indicate how CB will continually communicate expected outcomes to auditors, customers, and other stakeholders, and how expected outcomes will be consistently reinforced with appropriate staff, auditors, and customers. Requirement: <a href="#">ANAB Accreditation Rule 47, 7.2</a>	<b>Initial Response</b>	
		Approved?
	<b>Second Response</b>	
		Approved?

### Section 4: CB Management Endorsement

Submission steps:

1. Verify responses to all questions are complete and all required information (attachments) is included.
2. Upload application to EQM (<http://anab.jadian.com>). Instructions on how to upload the application can be found at <http://anab.org/programs/isoiec-17021/certification-bodies/become-a-cb/>.
3. The initial (off-site) document review takes approximately two weeks after the reviewer is assigned.
4. The CB will be notified when the review is complete.

CB management who completed the application and determined that the information meets all applicable requirements:

Name:

Title:

Date: