

Base Standard Program		
Occupational Health and Safety Management Systems CB Application for Accreditation		
FA 5010	Authority: Accreditation Manager	

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 www.anab.org; click on Become a Certification Body.

Application shall be obtained through ANAB's Enterprise Quality Manager (EQM) database at <http://anab.jadianonline.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 www.anab.org; under Documents, select Heads Up and click on issue 72.

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.

The OHSMS base accreditation program includes ANSI/AIHA Z10, BS OHSAS 18001, and CSA Z1000. A CB may apply for all three standards for the single application fee of \$5,000. If the CB does not apply for all three standards initially and applies for additional OHSMS standards at a later date, the \$1,000 application fee per standard will apply.

For details on this ANAB accreditation program, refer to [ANAB Accreditation Rule 30](#) (at www.anab.org, under Documents select 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) ANAB CB Applicant Agreement, 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>	Initial Response		
			Approved?
	Second Response		
			Approved?
<p>2. Completed ISO/IEC 17021 Requirement Matrix, which can be found in EQM under Reference Documents.</p>	Initial Response		
			Approved? ANAB-specific comments will be included on completed ISO/IEC 17021 Requirement Matrix
	Second Response		
			Approved?
<p>3. Completed impartiality analysis of relationships to other parts of the company and to other organizations and/or individuals.</p> <p>Requirement: ANAB Accreditation Rule 10</p>	Initial Response		
			Approved?
	Second Response		
			Approved?
<p>4. Evidence that the committee responsible for impartiality reviewed the impartiality analysis (referred to in 3, above).</p> <p>Requirement: ISO/IEC 17021, 6.2</p>	Initial Response		
			Approved?
	Second Response		
			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>	Initial Response		
			Approved?
	Second Response		
			Approved?
	Final Response		
			Approved?

changes. Requirement: ISO/IEC 17021, 6.2			Approved?
6. Current list of organizations to which CB outsources work associated with management systems certification. Requirement: ISO/IEC 17021, 7.5	Initial Response		
			Approved?
	Second Response		
			Approved?
7. Copy of enforceable arrangements with each organization. Requirement: ISO/IEC 17021, 7.5	Initial Response		
			Approved?
	Second Response		
			Approved?
	Final Response		
			Approved?

Section 3: OHSMS CB Requirements

Indicate standards for which CB is seeking accreditation (mark X at left of each standard that applies):

ANSI/AIHA Z10 BS OHSAS 18001 CSA Z1000

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

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 ISO/IEC 17021 Requirement Matrix, 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: Disregard if provided in Section 2 above.	Initial Response		
			Approved?
	Second Response		
			Approved?
2. List scope categories being sought with initial accreditation Requirement: ANAB Accreditation Rule 30	Initial Response		
			Approved?
	Second Response		
			Approved?
3. Identify CB personnel with competence for managing program for OHSMS certification. Requirement: ISO/IEC 17021, 7.2.1	Initial Response		
			Approved?
	Second Response		
			Approved?
	Final Response		
			Approved?

		Approved?
4. Provide list of OHSMS auditors CB plans to use, including evidence of their competence. Requirement: ISO/IEC 17021, 7.2.2 and 7.2.7	Initial Response	
		Approved?
	Second Response	
		Approved?
5. Provide information on group or person who will make decisions on certification for OHSMS, including evidence of their competence. Requirement: ISO/IEC 17021, 7.2.9	Initial Response	
		Approved?
	Second Response	
		Approved?
6. Provide information on CB's requirements for OHSMS certification. Requirement: ISO/IEC 17021, 8.6.1	Initial Response	
		Approved?
	Second Response	
		Approved?
7. Provide copy of CB's application for OHSMS certification. Requirement: ISO/IEC 17021, 9.2.1	Initial Response	
		Approved?
	Second Response	
		Approved?
8. Provide information about CB's process for application review, including determination of competencies needed, and appointment of audit team members and individuals to make OHSMS certification decisions. Requirement: ISO/IEC 17021, 9.2.2	Initial Response	
		Approved?
	Second Response	
		Approved?
9. Provide information about CB's process for determining audit days for OHSMS certification audits. Requirement: ISO/IEC 17021, 9.1.4	Initial Response	
		Approved?
	Second Response	
		Approved?
10. Provide information about CB's process for determining sampling plan for multiple sites for OHSMS certification audits. Requirement: ISO/IEC 17021, 9.1.5	Initial Response	
		Approved?
	Second Response	
		Approved?
	Final Response	

		Approved?
11. Provide copies of OHSMS certification documents. Requirement: ISO/IEC 17021, 8.2.3	Initial Response	
		Approved?
	Second Response	
		Approved?
12. 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: MA 5000, Article 6	First Response	
		Approved?
	Second Response	
		Approved?
		Approved?

Section 4: ANSI/AIHA Z10 CB Requirements

Provide evidence that the CB's certification system includes the requirements of ANSI/AIHA Z10.

Not applicable – mark X at left is CB is not applying for accreditation for ANSI/AIHA Z10

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 process CB's audit team will use to ensure effective employee participation in organization's OHSMS. Requirement: ANSI/AIHA Z10, 3.2	First Response		
			Approved?
	Second Response		
			Approved?
2. Provide process by which CB's audit team will audit organization's Feedback to the Planning Process. Requirement: ANSI/AIHA Z10, 6.5	First Response		
			Approved?
	Second Response		
			Approved?
3. Explain how CB's audit team will consider (1) organization's output of management review which determines future direction of its OHSMS based on business strategies and (2) how CB will ensure its audit teams take into account business strategies for specific organization's line of business. Requirement: ANSI/AIHA Z10, 7.2	First Response		
			Approved?
	Second Response		
			Approved?
4. Provide evidence of competencies for CB's auditors,	First Response		
			Approved?

decision makers, and other staff who will be involved in CB's activities related to ANSI/AIHA Z10. Requirement: ANAB Accreditation Rule 30		Approved?
	Second Response	
		Approved?
	Final Response	
		Approved?

Section 5: BS OHSAS 18001 CB Requirements

Provide evidence that the CB's certification system includes the requirements of BS OHSAS 18001.

Not applicable – mark X at left if CB is not applying for accreditation for BS OHSAS 18001

Requirement	To Be Completed by CB		To Be Completed by ANAB
	Refer to Supporting Documents Including Specific Section References	Comment/Response	Comment/Response
1. Explain how CB defined (1) competencies necessary for its audit teams to audit legal requirements to which the organization must comply and (2) measure CB uses to ensure these competencies. Requirement: BS OHSAS 18001, 4.3.2	First Response		Approved?
	Second Response		Approved?
	Final Response		Approved?
			Approved?
2. Explain how CB's audit teams will differentiate between proactive and reactive measures regarding performance measurement and monitoring. Requirement: BS OHSAS 18001, 4.5.1.d and 4.5.1.e	First Response		Approved?
	Second Response		Approved?
	Final Response		Approved?
			Approved?
3. Explain contractual terms established between CB and organization regarding organization's compliance audits. Requirement: BS OHSAS 18001, 4.5.2	First Response		Approved?
	Second Response		Approved?
	Final Response		Approved?
			Approved?
4. Provide evidence of competencies for CB's auditors, decision makers, and other staff who will be involved in CB's activities related to BS OHSAS 18001. Requirement: ANAB Accreditation Rule 30	First Response		Approved?
	Second Response		Approved?
	Final Response		Approved?
			Approved?

Section 6: CSA Z1000 CB Requirements

Provide evidence that the CB's certification system includes the requirements of CSA Z1000.

Not applicable – mark X at left is CB is not applying for accreditation for CSA Z1000

Requirement	To Be Completed by CB		To Be Completed by ANAB
	Refer to Supporting Documents Including Specific Section References	Comment/Response	Comment/Response
1. Explain how CB's audit team will judge competencies of persons investigating causes of work-related injuries, illnesses, and OHS incidents. Requirement: CSA Z1000, 4.5.3.2	First Response		Approved?
	Second Response		Approved?
	Final Response		Approved?
			Approved?
2. Explain process CB audit teams will use to ensure internal audit results, conclusions, and corrective action plans are communicated to affected workers and worker representatives. Requirement: CSA Z1000, 4.5.4.2	First Response		Approved?
	Second Response		Approved?
	Final Response		Approved?
			Approved?
3. Explain how CB's audit team will ensure management review action plans are communicated to organization's workers and worker representatives. Requirement: CSA Z1000, 5.4	First Response		Approved?
	Second Response		Approved?
	Final Response		Approved?
			Approved?
4. Provide evidence of competencies for CB's auditors, decision makers, and other staff who will be involved in CB's activities related to CSA Z1000. Requirement: ANAB Accreditation Rule 30	First Response		Approved?
	Second Response		Approved?
	Final Response		Approved?
			Approved?

Section 7: 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.jadianonline.com>). Instructions on how to upload the application and supporting evidence to EQM can be found at www.anab.org; under Documents, select Heads Up and click on issue 72.
3. The initial (off site) document review takes approximately two weeks.
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: