


<b>Subordinate Standard Program</b>		
<b>SN 9001</b>		
<b>CB Application for Accreditation</b>		
<b>FA 5029</b>	Authority: Accreditation Manager	Effective: 2016/07/15

## 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: \$2,500

### **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](http://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](http://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.

A CB applying for SN 9000 accreditation shall already be ISO 9001 accredited by ANAB or in application for ISO 9001 accreditation with ANAB.

For details on this ANAB accreditation program, refer to [Accreditation Rule 39](#) (at [www.anab.org](http://www.anab.org), under Documents select Accreditation Rules).

## Section 2: SN 9001 CB Requirements

Provide evidence that the CB's certification system includes a management system for SN 9001 certification.

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 <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.	<b>Initial Response</b>		Approved?
	<b>Second Response</b>		Approved?
	<b>Final Response</b>		Approved?
2. Identify CB personnel who have competence for managing program for SN 9001 certification. Requirement: <a href="#">ISO/IEC 17021, 7.2.1</a>	<b>Initial Response</b>		Approved?
	<b>Second Response</b>		Approved?
	<b>Final Response</b>		Approved?
3. Provide list of SN 9001 auditors and experts (if applicable) CB plans to use, including evidence of their competence. Requirement: <a href="#">ISO/IEC 17021, 7.2.2 and 7.2.7</a>	<b>Initial Response</b>		Approved?
	<b>Second Response</b>		Approved?
	<b>Final Response</b>		Approved?
4. Provide information on group or person who will make decisions on certification for SN 9001, including evidence of their competence. Requirement: <a href="#">ISO/IEC 17021, 7.2.9</a>	<b>Initial Response</b>		Approved?
	<b>Second Response</b>		Approved?
	<b>Final Response</b>		Approved?
5. Provide information on CB's requirements for SN 9001 certification. Requirement: <a href="#">ISO/IEC 17021, 8.6.1</a>	<b>Initial Response</b>		Approved?
	<b>Second Response</b>		Approved?
	<b>Final Response</b>		Approved?
6. Provide copy of CB's application form and contract (if applicable) for SN 9001. Requirement: <a href="#">ISO/IEC 17021, 9.2.1</a>	<b>Initial Response</b>		Approved?
	<b>Second Response</b>		Approved?
	<b>Final Response</b>		Approved?

		Approved?
7. Provide information about CB's process for application review, including determination of competencies needed, and appointment of audit team members and individuals to make SN 9001 certification decisions. Requirement: <a href="#">ISO/IEC 17021, 9.2.2</a>	<b>Initial Response</b>	
		Approved?
	<b>Second Response</b>	
		Approved?
8. Provide information about CB's process for determining audit days for SN 9001 certification audits. Requirement: <a href="#">ISO/IEC 17021, 9.1.4</a>	<b>Initial Response</b>	
		Approved?
	<b>Second Response</b>	
		Approved?
9. Provide information about CB's SN 9001 audit process, including audits conducted off season and in-season post-event audits. Requirement: <a href="#">SN 9001, 5.2, 5.3, and 5.4 (under IAF rules)</a>	<b>Initial Response</b>	
		Approved?
	<b>Second Response</b>	
		Approved?
10. Provide information about CB's process for immediate suspension in event of a nonconformance against the organization's in-event or post-event process. Requirement: <a href="#">SN 9001, 5.2 (under IAF rules)</a>	<b>Initial Response</b>	
		Approved?
	<b>Second Response</b>	
		Approved?
11. Provide information about CB's process for development and subsequent adjustments of an audit program for SN 9001 certification. Include an example of an SN 9001 audit program. Requirement: <a href="#">ISO/IEC 17021, 9.1.1.2</a>	<b>Initial Response</b>	
		Approved?
	<b>Second Response</b>	
		Approved?
12. Provide information about CB's process for issuing accredited ISO 9001 and SN 9001 certificates. Requirement: <a href="#">SN 9001, Introduction</a>	<b>Initial Response</b>	
		Approved?
	<b>Second Response</b>	
		Approved?
13. Provide CB's certificate template for SN 9001. Requirement: <a href="#">ISO/IEC 17021, 8.2.3</a>	<b>Initial Response</b>	
		Approved?
	<b>Second Response</b>	
		Approved?
	<b>Final Response</b>	

14. Indicate how CB will continually communicate expected outcomes to auditors, customers, and other stakeholders, and how expected outcomes will be incorporated in audits. Requirement: <a href="#">ANAB Accreditation Rule 39, 9.2</a>		Approved?
	<b>Initial Response</b>	
		Approved?
	<b>Second Response</b>	
		Approved?
	<b>Final Response</b>	
		Approved?

### Section 3: 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](http://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 personnel who completed the application:

Name:

Title:

Date:

CB management who reviewed the information and determined that it meets all applicable requirements and application requests prior to submission to ANAB:

Name:

Title:

Date: