



# APPLICATION for approval as a DIN CERTCO-testing laboratory/ inspection body

DIN CERTCO Gesellschaft für  
Konformitätsbewertung mbH  
Alboinstraße 56  
12103 BERLIN  
GERMANY

- ☐ First approval
- ☐ Extension/amendment  
to scope of approval
- ☐ Renewal

☐ Approval as a testing laboratory

Certificate of Approval ☐ German ☐ English  
☐ as digital version ☐ as printed version

*Documents to enclose:*

*Organisations without accreditation in the applied area of approval have to submit all documents for approval as a testing laboratory in accordance with DIN EN ISO/IEC 17025 and/or inspection body in accordance with DIN EN ISO/IEC 17020 (refer to the last page of the leaflet).*

☐ Approval as an inspection body ☐ Type A ☐ Type B ☐ Type C1<sup>1</sup>

Certificate of Approval ☐ German ☐ English  
☐ as digital version ☐ as printed version

*If a testing laboratory carries out inspections (factory inspections) for DIN CERTCO, the testing laboratory can choose between seeking individual approval for each of the inspectors/auditors being deployed (separate application form "Approval as an external expert for DIN CERTCO") or seeking recognition as inspection body.*

## 1 General

### 1.1 Exact designation and address of the testing laboratory/inspection body that performs testing in the area for which application for approval is made: <sup>2</sup>

Name of organisation: \_\_\_\_\_

Department: \_\_\_\_\_

VAT-Number: \_\_\_\_\_

Street/P.O. box: \_\_\_\_\_

Postal code/Town: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contact person: \_\_\_\_\_

<sup>1</sup> Definitions in accordance with DIN EN ISO/IEC 17020

<sup>2</sup> The designation and address of the testing laboratory/inspection body will be used for the certificate of approval and in the register of DIN CERTCO approved testing laboratories/inspection bodies.

- 1.1.1 Legal status and/or relationship of the testing laboratory/inspection body in a larger corporate entity: *(Please enclose documentation, for example an extract from the commercial register)*

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- 1.1.2 Organisational structure (organisation chart) and primary functions of the testing laboratories/inspection body: *(Please enclose documents)*

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- 1.1.3 Details about the field of testing/inspection which approval has been applied for:

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- 1.1.4 Exact description of the field of testing/inspection which approval has been applied for: *(Please enclose documents)*

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- 1.1.5 Technical basis (e. g. directives, laws, standards, etc.) on which testing/inspections can be performed:

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- 1.1.6 Does accreditation exist for the field of testing/inspection in accordance with section 1.2.1, or has an application been submitted for this?  
*(Where relevant, please enclose a copy of the accreditation)*

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## 1.2 Personnel

- 1.2.1 Name of the head of the testing laboratory/inspection body:

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1.2.2 Name of the deputy:

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1.2.3 Name of the employee (s) responsible for performing testing/inspections (including details of who is responsible in his or her absence):

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1.2.4 Number of employees in the testing laboratory:

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1.2.5 Where relevant, number of employees in the inspection body:

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1.2.6 Of which qualified personnel (details of qualifications)?

*(In the case of inspection bodies, please enclose a list detailing documentation, such as curriculum vitae, copies of their professional training qualification certificates, qualification records, certificates, references, appraisals, and a list of inspections or audits conducted.)*

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1.2.7 What steps are taken to ensure and document that testing personnel/inspectors/auditors are kept up-to-date with the latest technical developments through training and information?

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1.2.8 What steps are taken to ensure that personnel are not influenced by any commercial, financial or other influences which may compromise their technical judgement and that investigation and test results are not influenced in any way by external personnel or organisations?

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- 1.2.9 What steps are taken to ensure that the testing laboratory/inspection body does not engage in activities which may jeopardise confidence in the independence of its assessment and integrity as far as its test/inspection activities are concerned?

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## 2 Accommodation and environmental conditions of testing laboratory

- 2.1 Description of the testing laboratory in terms of available space and layout:  
*(please enclose a room plan with details of the test areas)*

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- 2.2 Description of arrangements to control access to the testing laboratory:

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## 3 Testing laboratory equipment

- 3.1 Description of the technical resources:  
*(Please enclose documentation, such as a list of apparatus and a list of reference materials)*

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- 3.2 What steps are taken to ensure that measuring and testing equipment is properly maintained?

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## 4 Procedures and instructions for testing and inspections

- 4.1 What documented procedures do the testing laboratory/inspection body have for test/inspection personnel?

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**5 Quality management system****5.1 Description of the internal quality management system:***(Please enclose documents)*

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**5.2 Which employee(s) is/are responsible for the quality management system, and to whom is/are he/they answerable in terms of expertise and human resources?**

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**6 Records and test/inspection reports****6.1 What requirements apply to the recording and filing of test results?**

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**7 Test/inspection contracts****7.1 Is any work subcontracted by the laboratory/inspection body?**

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**7.2 If so, how is the competence and integrity of the subcontractor ensured?***(Please enclose a list with any accreditations that exist)*

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**7.3 Are clients advised beforehand that work is to be subcontracted?**

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We received the following documents and we acknowledge these without reservation in their current version:

- the respective certification scheme with the applicable documents
- the respective schedule of fees
- [Standard Fee Unit of DIN CERTCO](#)
- [the general terms and conditions of DIN CERTCO](#)
- [Testing-, Registration- and Certification Regulations DIN CERTCO](#)
- General Terms of Recognition and Collaboration with Test Laboratories and Inspection Agencies

All personal data is saved and processed in automated procedures according to Art. 6 GDPR (General Data Protection Regulation). The right to use this data for the purpose of advertising or market and opinion research can be revoked at any time.

Pursuant to our General Terms and Conditions, we reserve the right to request a reasonable payment in advance for the requested service.

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Place, date

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Company stamp, legally binding signature

**Leaflet: Documentation for approval as a  
testing laboratory in accordance with DIN EN ISO/IEC 17025 and/or  
an inspection body in accordance with DIN EN ISO/IEC 17020**

We would prefer to receive the necessary documentation electronically, in a form which enables us to allocate it directly to the number indicated.

**If the documentation/records indicated was/were previously submitted along with the application, there is no need to submit them again.**

All documents/records are to be submitted for every appraisal if they have been revised/updated since the previous appraisal. In this event, the documents/records are to be re-submitted for the relevant sub-items. Please tick which documents you have enclosed.

No.	Documents	
1.	Internal documents (work instructions, test instructions) for the test/inspection processes which recognition has been applied for ( <a href="#">see application item 5</a> )	<input type="checkbox"/>
2.	Verification of establishment, ownership and legal form (for example, extract from the commercial register) ( <a href="#">see application item 1.1.1</a> )	<input type="checkbox"/>
3.	Verification of public liability insurance or comparable provision (if this type of insurance is required by law or the basis of the regulations)	<input type="checkbox"/>
4.	Declaration by Senior Management on independence in accordance with type A, B, C (only for inspection bodies) ( <a href="#">see application item 1.2.8-</a> )	<input type="checkbox"/>
5.	Organisational chart ( <a href="#">see application item 1.1.2</a> )	<input type="checkbox"/>
6.	List of employees with information about qualifications/professional training, including the names of employees who are authorised to sign test/inspection reports with details of fields of testing ( <a href="#">see application item 1.2.3</a> )	<input type="checkbox"/>
7.	Copy of at least one original text/inspection report for each field of testing for which recognition is sought	<input type="checkbox"/>
8.	List of equipment with in-house registration (including any hired equipment, where relevant) ( <a href="#">see application item 3</a> )	<input type="checkbox"/>