



International Management Accreditation Board

Address : 51, Goldhill Plaza, #07-10/11, Singapore 308900
 E-mail : info@imacb.com, customersupport@imacb.com
 Website : www.imacb.com

Necessary Document Checklist

for Accreditation of Certification Bodies in accordance with DIN EN ISO/IEC 17021:2015

Name of Certification Body	
Address of Certification Body	
Type of Certification Body	
Accreditation Stage	Initial (column 1) / Extension / Change (column 2) / Surveillance (column 3)
Case number	
Date of document submission	

The required documents shall preferably be submitted electronically, in a way that the numbering can directly be assigned to the relevant documents. Please send fully updated documents to customer manager. In individual cases, documents may be submitted in hard copy, the customer manager will inform you if necessary.

All documents/records shall be submitted in a timely manner for each assessment. If necessary, further documents may be requested by the customer manager or by assessors.

No.	Document	1	2	3
1.	Quality Manual including all documents relating to the requirements of DIN EN ISO/IEC 17021 and certification areas (e.g. QMS, EMS, OHSAS, FSMS, EN 9100 Aerospace, ISMS etc.)	X	X	
2.	Master list (s) of all quality documents (including version and/or expiration date)	X	X	X
3.	Organization Chart	X	X	X
4.	Rules of procedure, members of the Committee for safeguarding impartiality	X	X	
5.	Statement of the management to the independence and impartiality	X	X	
6.	Analysis of conflicts of interests, including relations with affiliated bodies	X	X	
7.	List of certified organizations - split by areas of certification (ISO 9001, ISO 14001, etc.) and countries (only in cross-border certification)	X	X	X
8.	Sample - Certificate / copy original - certificate for each certification area	X	X	



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No.	Document	1	2	3
9.	Use of logo	X	X	
10.	A method for monitoring of auditors	X	X	
11.	Tariff or price list	X	X	
12.	Documentation of the certification rules and procedures	X	X	
13.	List of subcontractors	X	X	
14.	Auditor competence matrix for areas of certification	X	X	X
15.	List of branches / offices with the corresponding activities	X	X	X
16.	Samples of all types of contracts (certification contract with customers, contractors, external auditors)	X	X	
17.	Completed check list	X	X	X