



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 for Person in accordance with DIN EN ISO/IEC 17024:2012

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 17024 and certification programs (e.g. QM personnel, wound wizard, motor vehicle experts, etc.)	X	X	
2.	Master list (s) of all quality documents (including version and / or expiration date)	X	X	X
3.	Organization of the certification body	X	X	X
4.	Documented structure to safeguard the impartiality and involvement of interested parties (ISO / IEC 17024, para. 4.2.2)	X	X	
5.	Rules and Members of the Panel of stakeholders / program committee	X	X	
6.	Analysis of the potential conflicts of interest, including relations with other affiliated bodies (IAF DG24, para G.4.2.6-4.2.8)	X	X	
7.	A method of monitoring the examiner	X	X	
8.	List of approved training institutes / training seminars	X	X	



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 for Person in accordance with DIN EN ISO/IEC 17024:2012

No.	Document	1	2	3
9.	Tariff or price list	X	X	
10.	Documentation of the requested certification programs	X	X	
11.	List of subcontractors	X	X	
12.	List of valid certificates and certification programs, broken down by country (for cross-certification)	X	X	X
13.	Sample - Certificate / copy of original certificate for each program	X	X	
14.	Mark scheme	X	X	
15.	List of approved examiners, classified by skills and certification programs	X	X	X
16.	List of all field offices and centers with the corresponding activities	X	X	X
17.	Samples of all types of contracts for the certification and subcontracting and auditors	X	X	
18.	Completed checklist	X	X	X