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 Inspection Bodies in accordance with DIN EN ISO/IEC 17020:2012

| | |
|---|---|
| **Name of Inspection Body** | |
| **Address of Inspection Body** | |
| **Type of Inspection Body** | |
| 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 | If applicable cross reference to QM | Ok |
|---|---|---|---|
| 1. | Quality manual (QM) | | ☐ |
| 2. | Master list(s) of all QM documents | | ☐ |
| 3. | Services provided by the inspection body | | ☐ |
| 4. | Proof of organisation, ownership and legal entity (e. g. extract from a registered statement) | | ☐ |
| 5. | Proof of third party liability insurance | | ☐ |
| 6. | Independence declaration of the top management according to type A, B, C | | ☐ |
| 7. | Evaluation of the risk of impartiality (Analysis of related bodies) | | ☐ |
| 8. | Staff declaration of confidentiality or evidence of such | | ☐ |
| 9. | Organisational chart | | ☐ |
| 10. | List of employees stating their qualification/professional training | | ☐ |

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| No. | Document | If applicable cross reference to QM | Ok |
|---|---|---|---|
| 11. | Evidence of qualification of the head of the inspection body and his/her deputy | | ☐ |
| 12. | List of staff members who are approved signatories of inspection reports stating their evaluation competence and specimen signatures | | ☐ |
| 13. | Evidence of qualification of the staff members who are approved signatories | | ☐ |
| 14. | Copy of at least one original inspection report for each inspection area scheduled for accreditation | | ☐ |
| 15. | Documentation of inspection cases for each scheduled inspection program / each scheduled area of inspection | | ☐ |
| 16. | If applicable, documentation of in-house methods of tests and their validation | | ☐ |
| 17. | If applicable, list of reference materials in use | | ☐ |
| 18. | Information on the participation in proficiency tests such as interlaboratory comparisons stating the date, organizer, parameters, matrix, results and conclusions in tabular form | | ☐ |
| 19. | List of equipment items with in-house registry (including loaned equipment, if applicable) **Required information:** Inventory number, location, indication of the equipment/ type of equipment/item, manufacturer, calibration interval, date of the next calibration, indication of the proof of measurement traceability, kind of calibration certificate. Optional information : Testing standard, serial number, responsible person for the equipment, etc. | | ☐ |
| 20. | Site plan showing the work areas | | ☐ |
| 21. | If necessary and desired: Approval/withdrawal of approval for forwarding documents and data to third parties (please specify) | | ☐ |
| 22. | Requirements for handling the above mentioned documents/records, when outdated or replaced by others | | ☐ |