




**Philippine Accreditation Bureau
 Management System
 Accreditation
 Application Form
 (Person Certification Body)**

Document ID	MSA/SF01B
Issue Number	01
Revision Number	00
Effectivity Date	September 2018
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<input type="checkbox"/> Initial <input type="checkbox"/> Renewal <input type="checkbox"/> Scope Extension	
1. Type of Certification Scheme being applied for Accreditation (Title of the Certification scheme)	
2. Applicant (name of CB exactly as it is to appear on your Certificate of Accreditation)	
3. Address:	
4. Contacts	Telephone:
	Facsimile:
	E-mail and website:
5. Applicant Ownership (Single Proprietorship, partnership, Corporation, government)	
6. Authorized Representative (Name and title of the person who will be PAB primary point of contact for all matters relating to this application. If address, phone and fax details are not as above then please provide them as an attachment)	Name:
	Title/ Position:
7. SEC/other applicable Registration No. (provide evidence of its legal status as an organization)	Place/Date of registration:
	TIN:
8. Branch, if any (please check the different activities undertaken by each branch or other offices, use additional sheet if necessary)	<input type="checkbox"/> policy formulation <input type="checkbox"/> process and/or procedure development <input type="checkbox"/> initial approval of certification personnel, or control of their training <input type="checkbox"/> on-going monitoring of certification personnel <input type="checkbox"/> application review <input type="checkbox"/> assignment of certification personnel <input type="checkbox"/> control of surveillance or recertification audits <input type="checkbox"/> final report or certification decision or approval
9. Relationship with a larger entity, if any (please describe the extent of activities or involvement of the CAB with larger entity, provide additional sheet if needed)	
10. Number of Certification Personnel	Technical _____ Non-technical _____
11. Scope of Accreditation Being Applied for Geographical location covered	
12. Certification Scheme Owner	
13. Institutional Membership (Local/Foreign)	
14. Other Services Offered	

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15. Accreditation being maintained or applied to Accreditation Bodies other than PAB				
Name of Accreditation Body (AB)		Scope		Effectivity Date
16. Number of applications received each year				
0-25 <input type="checkbox"/>	26-50 <input type="checkbox"/>	51-75 <input type="checkbox"/>	76-100 <input type="checkbox"/>	100 and up <input type="checkbox"/>
17. Assessment				
Number of persons tested every year?	How many tests are administered each year?	How candidates are assessed?	Where is assessment given?	How often the examination is given?
18. How many new applicants are certified each year?				
<input type="checkbox"/> 1-20	<input type="checkbox"/> 21-40	<input type="checkbox"/> 41-60	<input type="checkbox"/> 60 up	
19. List of Certified Persons (Note - Accomplish in separate sheets with the ff. information below)				
Name	Geographical location	Scope of Certification	Effectivity Date	
20. Documents to be provided upon application				
<ul style="list-style-type: none"> a. Copy of SEC Registration with the Articles of Incorporation or DTI Registration or if in case of a foreign CB, duly notarized registration documents and authenticated by Philippine Consulate, as proof of being a legal entity as the case may be. b. Overview of the financial structure of the applicant body c. Information on fees charged to its applicants and certified suppliers, and the means by which it obtains financial support. d. Copy (on paper or in electronic form) of the CB's quality manual and relevant associated documents. e. Published certification rules that its applicants must comply with. f. Accomplished checklist identifying where in the documented management system addresses the requirement of ISO/IEC 17024 				
21. Declaration				
We declare that :				
<ul style="list-style-type: none"> a. The information given above is true and correct. b. The applicant has the necessary resource to undertake certification throughout the scope requested. c. Corresponding payment of fees (as provided in DAO1:2005) whether or not accreditation is granted. d. The applicant has a functional internal audit and management review. 				
We understand that our certification activities shall be assessed against the following accreditation criteria and standard (in its current version) specific to the certification scheme being applied :				
<ul style="list-style-type: none"> 1. ISO/IEC 17024:2012 2. Applicable IAF Mandatory Documents 3. PAB Policies and Advisories 4. Use of PAB Accreditation Mark 				
In the event that the Certificate of Accreditation is granted, we agree to abide by the following terms and conditions stipulated by the Philippine Accreditation Bureau (PAB).				



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TERMS AND CONDITIONS OF THE CERTIFICATE OF ACCREDITATION

1. The Certificate shall be valid for five (5) years from date of issue unless sooner suspended, revoked or withdrawn for cause.
2. The Certificate is non-transferable and is valid for the specific scope of work identified in an accompanying associated document.
3. Scope of accreditation may be extended upon application and verification of CB's conformance with accreditation criteria.
4. The accredited CB shall observe PAB rules on the use of the accreditation symbol.
5. The accredited CB shall, at all times, comply with the requirements of the applicable accreditation standard and other accreditation requirements set by the PAB.
6. The accredited CB shall allow assessors access to its premises, facilities, records and interview personnel as needed during assessment.
7. The accredited CB shall abide by PAB rules on the scheduling of assessments.
8. The accredited CB shall have enforceable arrangements with applicant/s or certified organization/s to provide access to PAB assessment team to witness the CABs audit team performing an audit at the organization's site.
9. The accredited CB shall immediately inform PAB of the following internal changes in the CB that may affect the accredited CB's scope of accreditation or compliance with the accreditation criteria:
 - organization and management
 - locations/premises
 - legal status
 - main policies
 - resources and premises
 - scope of accreditation
 - change of ownership
 - transfer of accreditation
10. The accredited CB shall make available to PAB records of all complaints and appeals lodged against its conformity assessment services and subsequent actions when requested by the complainant.
11. The accredited CB shall pay all required fees 30 days after the receipt of billing.
12. Shall not act in such a manner as to bring accreditation and certification into disrepute.
13. Shall not declare its accreditation outside the scope of its accreditation.

President/General Manager: _____

Signature: _____

Date: _____

Please submit application to:
PHILIPPINE ACCREDITATION BUREAU
Department of Trade and Industry
Third Floor, Tara Building
389 Sen. Gil J. Puyat Avenue, Makati City 1200
Mobile : (+63)9178142344
E-mail : pab@dti.gov.ph