Application No.	
Name of Laboratory/ Inspection Body	

Please mark a check (√) if required document is submitted, otherwise, mark a cross (x) for the documents to be submitted and NA if not applicable for the applicant laboratory.

Initial Assessment/Reassessment	**Remarks**
1. Application for Accreditation (LA/SF02)	
2. Acceptance of Accreditation Conditions (PAB/SF06)	
3. Assessment Checklist (whichever is applicable) • For ISO/IEC 17025 (LA/SF06) • For ISO/IEC 17020 (LA/SF07) • For ISO 15189 (LA/SF08) • *For ISO/IEC 17043 (LA/SF43)*	
4. Uncertainty Budget Computation for the scopes applied in Calibration Laboratory	
5. Management and Technical Documents (See Annex A)	
6. Evaluation and Approval of Remote/Hybrid Assessment (LA/SF29)	
Special Assessment	**Remarks**
For Additional Signatory	
1. Application for Accreditation (LA/SF02)	
For Additional Scope/sub-scope/change of method	
1. Application for Accreditation (LA/SF02)	
For Change in Location/Accommodation	
1. Application for Accreditation (LA/SF02)	
2. Latest lay-out/floor plan	
3. List of equipment affected by the change in location/accommodation	
To be filled-out by PAB Accreditation Officer	
_____ (Signature over Printed Name) Date: _____	

**Application No. - NA for surveillance*

ANNEX A: LIST OF DOCUMENTS FOR SUBMISSION

The following documents and records are required to be submitted together with the required application forms. Additional documents will be requested subject to the assessor's and expert's validation. Any sample records to be submitted should not come from the last two (2) months prior to submission

- ☐ System Documentation (Manuals, Procedures, Work Instructions)
- ☐ Legal identities
- ☐ Organizational and/or functional structure
- ☐ Records related to risk analysis*
- ☐ Confidentiality records
- ☐ Latest Internal Audit
- ☐ Records of nonconforming work and corrective actions
- ☐ Latest Management Review
- ☐ Records relating to purchasing (e.g. purchase request to supplier evaluation)
- ☐ Records related to subcontracting, if any
- ☐ Complaints/Appeals
- ☐ Personnel records (Authorization, Competence, Education and professional qualifications, Training, skills and experience)
- ☐ Records of reference materials (Quality and Traceability) **
- ☐ Records of compliance to ISO/IEC 17025 if characterization of PT Materials from external provider **
- ☐ Records of a complete process
  - For applicant PT provider, from announcement/invitation to Interim and/or complete report to participants
  - For testing, calibration and inspection body, from receiving to worksheets to certificates/reports
- ☐ Proficiency Testing Final Report based on the matrix being applied for**
- ☐ Proficiency Testing Plan based on the matrix being applied for **
- ☐ Monitoring of environmental conditions
- ☐ Equipment records (latest calibration certificates, plan and maintenance)
- ☐ QA/QC records (internal quality controls)
- ☐ Latest records of proficiency testing participation*
- ☐ Measurement uncertainty*
- ☐ Design of proficiency testing schemes records **
  - Planning (choice of test materials, frequency of rounds, scoring system)
  - Preparation of PT items (acquisition, collection, preparation, handling, storage and disposal)
  - Homogeneity and stability assessment of PT items***
  - Statistical design (statistical models and analysis techniques, assigned values and standard uncertainty)

**Not required to applicant PT provider*
***Required to applicant PT provider only*
****if PT samples prepared from an external source/outsource, provide documents to ensure integrity of the sample: ISO/IEC 17043:2010 or ISO 7034:2016 accreditation.*