



# 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 Certifying Body for Product, Process and Service in accordance with ISO/IEC 17065:2012

<b>Name of Certifying Body</b>	
<b>Address of Certifying Body</b>	
<b>Type of Certifying Body</b>	
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)		<input type="checkbox"/>
2.	Master list(s) of all QM documents		<input type="checkbox"/>
3.	Proof of organizational structure, ownership and legal (e. g. excerpt from the commercial register)		<input type="checkbox"/>
4.	Proof of third party liability insurance or equivalent (protection of liability for organization and persons / local auditors and auditors engaged abroad)		<input type="checkbox"/>
5.	Independence and impartiality declaration of the top management		<input type="checkbox"/>
6.	Analysis of related bodies and other risks of impartiality		<input type="checkbox"/>
7.	Staff declaration of confidentiality or evidence of such		<input type="checkbox"/>
8.	Organisational chart(s)		<input type="checkbox"/>
9.	List of employees stating their qualification/professional training		<input type="checkbox"/>
10.	Evidence of qualification of the head of the certification body and his/her deputy		<input type="checkbox"/>



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No.	Document	If applicable cross reference to QM	Ok
11.	List of employees in charge of the technical correctness of the certificates and their specimen signature		<input type="checkbox"/>
12.	Evidence of qualification of the staff members who are approved signatories		<input type="checkbox"/>
13.	Copy of at least one original version of certificate for each certification area scheduled for accreditation		<input type="checkbox"/>
14.	Mechanism for safeguarding impartiality (e. g. steering committee)		<input type="checkbox"/>
15.	List of employees in charge of the technical correctness of the certificates and their specimen signature		<input type="checkbox"/>
16.	Evidence of qualification of the staff members who are approved signatories		<input type="checkbox"/>
17.	Copy of at least one original version of certificate for each certification area scheduled for accreditation		<input type="checkbox"/>
18.	Mechanism for safeguarding impartiality (e. g. steering committee)		<input type="checkbox"/>
19.	List of employees in charge of the technical correctness of the certificates and their specimen signature		<input type="checkbox"/>
20.	Evidence of qualification of the staff members who are approved signatories		<input type="checkbox"/>
21.	Copy of at least one original version of certificate for each certification area scheduled for accreditation		<input type="checkbox"/>
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23.	List of employees in charge of the technical correctness of the certificates and their specimen signature		<input type="checkbox"/>
24.	Evidence of qualification of the staff members who are approved signatories		<input type="checkbox"/>
25.	Copy of at least one original version of certificate for each certification area scheduled for accreditation		<input type="checkbox"/>
26.	Mechanism for safeguarding impartiality (e. g. steering committee)		<input type="checkbox"/>