



Advice on the completion of application forms SI0001 22-10-2007 and AAF0001 22-10-2007 for all organisations applying for AIUK services for the first time, or existing AIUK bodies requesting Accreditation in a new category.

AIUK Application Forms are for:

- New Applicants or Existing AIUK Customers seeking Accreditation in a New Category.
- For all organisations applying for AIUK services for the first time, or existing AIUK customers requesting accreditation in a new category listed below.
- Existing AIUK Customers applying for an extension to scope.
- Existing AIUK customers applying for an extension to scope within an existing accreditation category need only complete the relevant sections of the forms.

2. General

AIUK will require access to your documented management system (e.g. Quality Manual) during the application and assessment process.

Upon successful completion of the AIUK assessment process, an authorised copy of the management system documentation should be retained at AIUK and maintained for use by AIUK as required.

All information given to AIUK for the purposes of this application will be treated in the strictest confidence.

Please note: Incomplete applications will result in a delay in processing; therefore please ensure you have all the information required before returning it to AIUK and that you have read, understood and acted upon the appropriate standards, publications and regulations.

Notes on the completion of the AIUK Application Forms

Company Name

(Please enter the name of the company requiring AIUK services.)

- Main Address
- Web address

Company Contact

(If the contact person is not an employee of the company stated in 1.1, please state the nature of the relationship of this person with the company requiring AIUK services)

- Position
- Address

(if different from above)

The information requested in 1.3 to 1.6 below is required to give AIUK as much background information on the company as possible

Company Details

Please detail all locations from which the activities, for which you are seeking AIUK Accreditation, will be managed or controlled and the geographic limits within which the work will be performed.

IE Countries/States.

It is important for AIUK to establish the extent of your operations. Please list all the locations from which all elements of the services to be accredited will be managed. In addition to this please indicate the countries in which you will, or intend to operate from.

Staff Information

This information is to establish your experience levels in dealing with certification type activities.

Total number of employees

This number should be the total in the organisation to be accredited.

Breakdown of location of technical staff to be covered by this application.

The technical staff refers to assessors, auditors, technicians and/or test engineers involved in the activities to be covered by the AIUK services as detailed in the relevant AC insert.

Manager with operational responsibility (i.e. Technical Manager or Scheme Manager)

- Name
- Qualifications
- Relevant experience

Quality Manager (or equivalent)

- Name
- Qualifications
- Relevant experience

Enclose supporting information

- Location of site/branch/regional office/agent office
- No. of permanent technical staff
- No. of contracted technical staff

Other Information

Please detail all other current approvals or accreditations held by your company.

Name & location of approval or accreditation body and outline of scope covered.

Please give details of any professional networks, associations or committees you are a member of you consider may be relevant to this application.

Return of Forms

Once you have completed the Application Forms, signed the declaration and attached all the additional information required (as indicated in the forms), please return to applications@aiuks.co.uk.

Note: **POSTAL APPLICATIONS WILL NOT BE CONSIDERED.**

For information on the status and progress of your application, please contact our applications team on: applications@aiuks.co.uk. **This should only be done after 10 working days from application.**

**Please check you have enclosed all the required documentation.
AIUK cannot proceed with your application until all of these items are present.**