



Accreditation Services Procedure

GAUK –API

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APPROVED BY: DIRECTOR OF GLOBAL ACCREDITATION UK

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GLOBAL ACCREDITATION UK (GAUK)

Cl. No. Procedure to get GAUK Accreditation

- 1.0 GAUK adopts an open, transparent method for accreditation process. Those who have social cause and not merely for economic reason may get our accreditation within a given time frame.
- 2.0 Before submission of application for accreditation we request interested parties to download ISO 17021:2011 standards related to accreditation available over website <http://www.iso.org>. Here in it mentioned all the criteria related to accreditation. It is prerequisite for accreditation process.
- 3.0 After reviewing ISO 17021:2011 interested parties must download application form no. GAUK-F1, Issue 02, Rev. 01 given our website. Go through all the points mentioned in the application and fill it precisely. Please note that incomplete or handwritten form will not be accepted. We have provided the form in soft hence can easily be filled in PC. This is to avoid any over writing and better legibility by GAUK.
- 4.0 Please write NA (Not applicable) over those points which are not related to you. Suppose an applicant is interested in only for ISO 9001:2008 then he/she should tick against the relevant system only and put NA at other places.
- 5.0 After filling application form please mail along with all relevant enclosure please to application@golbalauk.com. Please note that we only accept application received through mail. **POSTAL APPLICATION WILL NOT BE ACCEPTED IN ANY CASE.**
- 6.0 After receipt of application we will give a confirmation mail and told the applicant about the completeness of the application. If found incomplete application we may ask for re-application from the applicant.
- 7.0 After receipt of application we will provide you a quotation related to payment which is to be made to GAUK for accreditation. As long as payment is received accreditation will remain on hold.
- 8.0 Accreditation time depends upon completeness of the application form and other related enclosures. Hence be sure during filling the form that it should be completed in all respects.
- 9.0 After thoroughly reviewing the application form submitted by the applicant an onsite plan will be prepared and forwarded to the applicant. Time frame and duration will be decided after discussion with applicant. However once decided and confirmed by the applicant will not be changed under any circumstances.
- 11.0 A private or hire car will be used when it offers advantages in working or travel time and cost over other transport modes. The standard of travel is normally

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economy air travel on short haul or premium economy on medium haul and standard A/C class rail unless special circumstances justify the additional cost of other classes.

- 12.0 After completion of audits a report will be prepared and submitted to the applicant within 1 week of onsite visit. This report may contain improvements identified to meet the requirement of ISO 17021:2011. The report will then be Independently reviewed by the GAUK Accreditation Management together with the response to any opportunities for improvement that may have been identified at the audit.
- 13.0 The Report prepared and submitted to the applicant considered to be the final findings to get accreditation from GAUK.
- 14.0 Please note that report prepared by the GAUK is devoid of any prejudice and biasness. We have an in-house procedure for giving and rejecting accreditation which cannot be disclosed to anyone under any circumstances. The payment made towards accreditation is not returnable whether the accreditation is approved or not. Hence read thoroughly all terms and conditions and apply accordingly.
- 15.0 In order to simplify the process below we have prepared a schematic diagram showing step by step procedure for accreditation:

FLOW CHART

