



Imaging Services Accreditation Scheme (ISAS)

Application Form

For all organisations applying for UKAS' services

Notes on the completion of the UKAS Application Form for ISAS

1. Valid applications require submission of this application form and declaration, signed UKAS Agreement, and signed UKAS Terms & Conditions of Business for ISAS together with payment of the UKAS application fee. All forms and other relevant information are available from the UKAS website www.ukas.com/isas or www.isas-uk.org
2. UKAS would like to encourage all applicants to attend a free ISAS Preparatory workshop and to carefully read the ISAS standards, UKAS Agreement, UKAS Terms and Conditions for ISAS and other ISAS publications relevant to your application prior to making an application. All relevant information are available from our websites www.ukas.com/isas or www.isas-uk.org
3. Your completed application form together with all other signed declarations and the application fee should be returned to the following address:

**Kayleigh Gregory,
Customer Accounts Coordinator
United Kingdom Accreditation Service
21-47 High Street
Feltham
Middlesex
TW13 4UN**

For information on the status and progress of your application, please contact Kayleigh Gregory direct on **Tel: 020 8917 8428**, or by e-mail at kayleigh.gregory@ukas.com

4. Following the processing of your application, you will be issued with an electronic access code to the ISAS web-based assessment tool and asked to complete the 'About You' application information section only.

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

Incomplete applications will result in a delay in processing your application. Therefore please ensure you have all the information required before returning your application to UKAS, and that you have read, understood and acted upon the appropriate standards, publications and any regulations.

Part 1: APPLICATION INFORMATION

1.1 Name of organisation

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1.2 Main Address

Web address: www.		
Tel:	Fax:	Email:

1.3 Main contact person

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(If the contact person is *not* an employee of the /organisation stated in 1.1, please state the nature of the relationship of this person with the organisation requiring UKAS services).

1.4 Position

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1.5 Address (if different from above)

Tel:	Fax:	Email:

1.6 Invoicing address (if different from 1.2, above), or provide a purchase order

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Part 2: Declaration

The organisation applies for UKAS services for ISAS. I understand that the scope for accreditation is to be detailed by me within the web-based assessment 'About You' submission and that this scope will be used by UKAS to determine the Assessment Team and fees.

The organisation agrees to comply with the ISAS standards, applicable UKAS requirements and UKAS publications listed on the websites www.ukas.com/isas or www.isas-uk.org and to adapt to any changes in the requirements.

I enclose, with this application and declaration:

- A signed copy of the UKAS Terms & Conditions for ISAS
- A signed copies of the UKAS Agreement
- A cheque payable to UKAS for the application fee of £1,200 plus VAT. I understand that this application fee is non-refundable.

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

I declare that I am authorised, on behalf of the organisation, to submit this application, and that the information contained herein is both correct and accurate to the best of my knowledge and belief.

Signed

Date

Print name

Position