INTERNATIONAL MANAGEMENT ACCREDITATION ASSESSMENT BOARD
E-mail: info@imaab.org
Website: https://www.imaab.org

Applicant Guide

Achieving IMAAB Accreditation in accordance with ISO/IEC 17021-1

1. Minimum Eligibility

An applicant certification body is eligible to apply for IMAAB accreditation if it:

- Is a legally registered legal entity.

- Provides certification services for management systems (e.g., ISO 9001, ISO 14001, etc.).

- Demonstrates independence and impartiality.

- Has an implemented and documented management system (ISO 9001 or equivalent).

- Employs competent personnel (auditors, reviewers, technical managers).

2. Required Documents

The following documents must be submitted with the application:

No.	Document	Required
1	Completed Application Form	Yes
2	Certificate of Legal Registration	Yes
3	Organizational Chart	Yes
4	Management System Manual	Yes
5	Impartiality Policy	Yes
6	Complaints and Appeals Procedure	Yes
7	List of Requested Accreditation Scopes (Standards)	Yes
8	Auditor List with CVs and Evidence of Competence	Yes
9	At least 1 Complete Audit Report (real or simulated)	Yes
10	Other relevant procedures/forms	Upon request

3. Accreditation Process

1. **Optional Pre-Evaluation** (informal consultation)
2. **Application Submission + Fee Payment**
3. **Document Review**
4. **Assessment Audit** (on-site or remote)
5. **Evaluation Report & Decision**
6. **Issuance of Accreditation Certificate** (valid for 3 years)
7. **Annual Surveillance + Reassessment every 3 years**

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4. Fees and Charges (indicative)

- Application Review Fee: based on size/scope
- Initial Evaluation Fee: based on size/scope
- Annual Surveillance Fee: based on size/scope

Details provided in the official "IMAAB Fee Structure" document.

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5. Estimated Timeframe

Stage	Estimated Duration
Application Review	3–5 working days
Document Evaluation	7–10 working days
Assessment Audit	1–3 days
Decision & Certificate Issuance	Within 14 days post-audit

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6. How to Apply

Applications may be submitted via:

- **Online application form** at www.imaab.org/apply
- **Email submission** to info@imaab.org (PDF format preferred)

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7. Contact for Support

For any questions or clarifications regarding eligibility or documentation, please contact:

✉ info@imaab.org
🔗 Additional info: www.imaab.org/resources