

## Frequently Asked Questions

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- 1. How does my organisation become accredited?**

INAB provides an online [accreditation process](#) guide - which outlines each stage from enquiry right up to the award of accreditation and maintenance thereafter. The [P7](#) provides you with a *Guide to the Accreditation procedures*.
- 2. What are the fees involved to become accredited?**

INAB charges fees for the operation of all its schemes. Fees are set annually and are subject to a yearly review. The [Schedule of Fees](#) are available online from the INAB website. The fees incurred will be based on the assessment effort (number of assessors and time on site) needed.
- 3. How long does it take to become accredited?**

The INAB Accreditation process can take up to 18 months to complete, from receipt of application to award of accreditation.
- 4. What documents and forms do I need to fill in to become accredited?**

All applicants are required to fill in the relevant [application form](#). INAB provides guidance, policy and mandatory documents which should be read in conjunction with your application all [documents and forms](#) are available on the INAB Website.
- 5. If there is only 1 person employed in the laboratory, can my org still be accredited? Or does there have to be a minimum amount of employees etc.?**

Accreditation is awarded to an organisation based on its **ability** to demonstrate that it is competent and impartial when complying with the relevant international and European standards. There is no minimum requirement.
- 6. Do INAB provide Consultancy on the implementation of quality management systems or technical issues?**

INAB does not provide any consultancy service.
- 7. Can INAB provide contacts for Consultancy?**

INAB does not provide nor recommends contacts for consultancy services.
- 8. What is the difference between accreditation and certification?**

Certification is the process whereby a system, product or process is confirmed, through audit, to meet specific requirements. Accreditation is the third part confirmation of an organisation's competence and integrity to perform testing, calibration, inspection and certification services.

9. **Can I use the services of an organisation that is accredited by another accreditation body, even though I am based in Ireland? Yes.**

10. **I am a company established in Ireland. Can I become accredited with an accreditation body other than INAB?**

Under Regulation 765/2008 which came into effect on 1<sup>st</sup> January 2010, accreditation is provided by the national accreditation body for each Member State.

11. **How do I check to see if an organisation is accredited by INAB?**

INAB has a [Directory of Accredited Bodies](#) publically available on our website. Each organisation is listed with details on its scope of accreditation, location, contact details etc.

12. **Can I purchase a standard from INAB? Where do I go to purchase a standard?**

INAB does not sell standards. Standards are available from [www.standards.ie](http://www.standards.ie)

13. **How can I check if an accredited organisation is accredited for the scope of activity I need?**

Log onto the INAB website, and search the [Directory of Accredited Bodies](#) for your organisation. To review the scope of tests the organisation is accredited for, click on the PDF of its Scope of Accreditation. Alternatively you can call them directly to see if they offer what you need.

14. **I am looking for a company to provide water analysis, I am online but I can't follow the website, how can I find an organisation to do this for me?**

Log onto the INAB website, and click into the [Directory of Accredited Bodies](#). On the right hand side of the screen you will see a filtered search which allows you enter a "Keyword" and choose a relevant directory. The filter may give you more than one option. Click on the organisation and review its scope to get full details on all the tests / services it offers.

15. **If an organisation has resigned/withdrawn their accreditation with INAB does that mean the certificate is not valid or recognised in Ireland, even though it was issued when they were INAB accredited?** Accredited test or calibration or inspection certificates/reports issued by a laboratory or inspection body are valid if the laboratory or inspection body is accredited at the time of the testing/calibration/inspection. Accredited certificates issued by a certification body are only valid within 3 months of the date of withdrawal of the certification body from the INAB programme.

16. **How do I become an assessor?** If you wish to express an interest in becoming an expert on the INAB Register of Assessors you will need to complete the IP25 - Expression of Interest form for INAB. Full details for qualification etc are available [here](#).