



UKJAS ACCREDITATION PVT LIMITED

APPLICATION FOR LISTING AS AN ACCREDITED TRAINING INSTITUTE

Notes on completing this form

- 1 Read the form carefully before filling it in.
- 2 Please fill in with black or dark blue pen.
- 3 Photocopies of sample certificates supporting your application and your Terms & Conditions must be supplied with the completed form
- 4 You should not necessarily confine your remarks to this form and you may include an organisation structure if you wish to show your relationship to other organisations connected to your business.
- 5 An application must be accompanied with the full application fee.
- 6 When completed, this document must be sent to The Administration Manager of UKJAS . at info@ukjas.com. Photocopies of sample certificates should also be included.
- 7 In submitting this application the applicant agrees to abide by the terms and conditions of UKJAS , amended if appropriate, if a contract is entered into.
- 8 Unless ISO 17024 is requested on page 2, if successful with your application, the normative reference for your accreditation will be UKJAS 21.
- 9 **This application shall not be used for conformity assessment purposes.**

NAME OF FIRM.....

LEGAL STATUS

E.G. Ltd = Limited Company, ST = Sole Trader, PT = Partnership, PLC = Public Limited Company, OT = Other.

NOTE: Organisation must be a legal entity.

SURNAME AND FORENAME OF PRINCIPLE CONTACT.....

WORKS-ADDRESS.....

.....

.....

Post Code..... **MOBILE**.....

PHONE..... **FAX**

'E' Mail **WEB**.....

ORGANISATIONAL STRUCTURE	
Please attach an organisation structure	
Managing Director	
Company Secretary	
Head of Faculty	



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Note 1, full CV and evidence of skills and competence will be required for the above, and other key persons.
Note 2, Add a separate organisation diagram.
Note3, Please indicate family or similar relationships between the above

Please advise if in the last two years, you have had a business relationship with any other training institute. If so please give name and summary details. Please advise reason for not continuing that relationship.

Please advise if in the last two years, you have had a business relationship with any other training institute that may have lost its accredited status. Please state your role in that organisation.

Please advise the reasons for seeking UKJAS accreditation. (e.g. reputation, technical approach, market awareness, user-friendliness, cost effectiveness etc.).

Please advise any matter that may be deemed significant when adjudicating your application should it come to light at a later date.

Do you realise that it is a requirement for organisations seeking UKJAS accreditation that they should be set up for, and implement a management system, in recognition of ISO 9001?.....

Do you have a documented quality management system in accordance with ISO 9001:2015?..

If the management system is not available now, when will it be ready?.....

Do you require assessment regarding ISO 17024? Please note that if “YES” you will have to have strong separation of training and exam/certification functions

How long have you been operating as a Training Institute?.....

Do you have proof of your status as a legal entity? This should be provided.

Do you operate at sites other than the main address given on page 1.....

Would you classify yourself as a primary, secondary, further education or higher education training institute?.....

Have you worked with any other UKJAS accredited organisation before

If yes, who

Do you realise that in order to be accredited there will need to be:

- (i) An extensive document review and examination of evidence which is only begun following receipt of the initial Administration Fee
- (ii) A visit by an UKJAS officer(s) to your premises to verify the substance of documents and your arrangements as a training institute or other surveillance arrangement.....
- (iii) Witness or student feedback directly to UKJAS of your inspection activities
- (iv) Continuing levels of surveillance by UKJAS.....
- (v) Travel and accommodation at your expense and paid for in advance of the activity.....
- (vi) An agreement for continuing payments to UKJAS based upon a Memorandum of



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Understanding and a Contract?

Please confirm your understanding and agreement.....(sig) Date.....
Print Name

State each type of training and applicable standards offered on a separate line. Attach a copy of the standards if they are unlikely to be recognised at a national level.

TRAINING SUBJECT	APPLICABLE STANDARD	DESCRIPTION OF SYLLABUS	COURSE DURATION (Days)

Use continuation sheets if necessary

Please attach a description of the physical venue provisions and equipments

Please indicate the extent of use of empanelled services

Please describe the routines exercised within your organisation for the identification, development, proving, and delivery of training syllabi. (Attach appropriate or sample procedure if more convenient.)



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Please describe the examination and test arrangements. (Attach appropriate or sample procedure if more convenient.)

In order to assist us please give a brief and concise résumé of your organisation. Please provide a description of your organisation's mission and target market sectors and any other information that you may feel would be helpful to UKJAS in adjudicating your application. Indicate how long you have been trading. If you are a start up, indicate previous experience or attach a CV.

CHECKS	1	Have you signed the confirmation on page 2?	
	2	Have you provided proof of legal identity?	
	3	Have you made payment?	
	4	Have you read the Terms & Conditions and Operation Conditions for Training Institutes UKJAS 27.1?	
	5	Have you attached descriptions of course development and examination & test	
	6	Have you retained a copy of all pages of this form?	
Signed		Date	

Receipts/invoices will be sent upon request

**THIS FORM WILL BE RETURNED IF ALL SECTIONS ARE NOT APPROPRIATLY COMPLETED
Any section not applicable should be struck through and initialled**



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REFER TO GUIDE 21 FOR INFORMATION ON BECOMING ACCREDITED

PLEASE COPY / SCAN AND RETURN THIS FORM TO :

**UKJAS Accreditation Pvt Ltd 107, Mehta chambers, Station Road, Vasai West,
Mumbai India**

Tel.: +91-7979801035

Fax: +91-250 2341170

Website: www.UKJAS.com