**APPLICATION FOR CHANGE INTO SCOPE OF ACCREDITATION**

Name of the accredited operator

Accreditation number:

Accreditation decision in force:

We are applying into our current scope of accreditation:

Extension of scope, applied scope attached (appendix 1)

Update of scope, updated scope attached (appendix 1)

Reduction of scope, (reductions in appendix 1)

Other change (related to organisation, sites etc.). Please describe:

Appendixes to the application:

1. Applied scope Appendix 1
2. Relevant process descriptions and instructions, description of the certification process
3. Information on responsible personnel and competencies of personnel involved in certification/auditing activities, including CV’s, information on training, formal authorizations, monitoring competence of personnel and evaluations of auditor performance
4. Analysis of impartiality, if the applied scope is in a new area
5. Reports of internal audits and monitoring concerning the applied scope
6. Information on certificates already issued by the certification body (if applicable), information on potential customers and planned audits concerning the applied scope
7. Certification criteria and standards relevant for the applied scope. New standards applied to the scope to be submitted as appendix
8. Other information and material relevant for the application for change

Application delivery: Please upload it to FINAS Extranet in zip-form and inform by email to: [akkreditointi@finas.fi](mailto:akkreditointi@finas.fi). Please refer to your accreditation number in the email title.

Representative of the certification body:

dd.mm.yyyy, Forename Surname

Accreditation number: S

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| EXTENSIONS TO THE SCOPE, for example new certification criteria/standards  (please add rows when needed) | |
| **JÄRJESTELMÄSERTIFIOINTI *CERTIFICATION OF MANAGEMENT SYSTEMS***  **Sertifiointiohjelma *Certification scheme*** | **Toimiala (EA-, NACE-koodi)**  ***Technical area (EA-, NACE-code)*** |
| or |  |
| **HENKILÖSERTIFIOINTI *CERTIFICATION OF PERSONS***  **Sertifiointiohjelma *Certification scheme*** | **Sertifiointisektorit, vaatimusasiakirja *Certified sectors, certification criteria*** |
| or |  |
| **TUOTESERTIFIOINTI *CERTIFICATION OF PRODUCTS***  **Sertifiointiohjelma *Certification scheme*** | **Tuote-, palvelu-, prosessivaatimukset *Product/service/process specifications*** |
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| CHANGES/UPDATES TO THE SCOPE,for example the changes in the standard versions  (please add rows when needed) | |
| **JÄRJESTELMÄSERTIFIOINTI *CERTIFICATION OF MANAGEMENT SYSTEMS***  **Sertifiointiohjelma *Certification scheme*** | **Toimiala (EA-, NACE-koodi)**  ***Technical area (EA-, NACE-code)*** |
| or |  |
| **HENKILÖSERTIFIOINTI *CERTIFICATION OF PERSONS***  **Sertifiointiohjelma *Certification scheme*** | **Sertifiointisektorit, vaatimusasiakirja *Certified sectors, certification criteria*** |
| or |  |
| **TUOTESERTIFIOINTI *CERTIFICATION OF PRODUCTS***  **Sertifiointiohjelma *Certification scheme*** | **Tuote-, palvelu-, prosessieritelmät/vaatimukset *Product/sevice/process specifications*** |
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| REDUCTIONS TO THE SCOPE (please add rows when needed) | |
| **JÄRJESTELMÄSERTIFIOINTI *CERTIFICATION OF MANAGEMENT SYSTEMS***  **Sertifiointiohjelma *Certification scheme*** | **Toimiala (EA-, NACE-koodi)**  ***Technical area (EA-, NACE-code)*** |
| or |  |
| **HENKILÖSERTIFIOINTI *CERTIFICATION OF PERSONS***  **Sertifiointiohjelma *Certification scheme*** | **Sertifiointisektorit, vaatimusasiakirja *Certified sectors, certification criteria*** |
| or |  |
| **TUOTESERTIFIOINTI *CERTIFICATION OF PRODUCTS***  **Sertifiointiohjelma *Certification scheme*** | **Tuote-, palvelu-, prosessieritelmät/vaatimukset *Product/service/process specifications*** |
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Representative of the certification body

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| **dd.mm.yyyy** |  |
|  | Name |