



# ARCIA Accreditation Application

## Checklist

	Checklist Item	Attached y/n
1	Copy of Certificate of Company Registration	
2	Copies of current Certificates of Insurances for State(s) of operation (e.g Public Liability, Professional Indemnity)	
3	OH&S Documented Policies	
4	Quality Policy	
5	Customer References. (Please ensure that the contacts nominated on the application from are readily available for contact by a panel member. If email addresses are available, please provide. It is important that panel members are easily able to make contact with the Referees in order to complete their assessment of the application.)	
6	Formal Qualifications. (Please provide detailed biographies on key personnel experience and any qualifications held.)	
7	Staff Training. (Detail any relevant courses attended by staff, either formal or in-house.)	
8	Commercial Presence. (Please provide a short capability statement on the business.)	
9	Please attach a brief summary of your business activities. (Maximum 25 words as you would like it to appear on the Official ARCIA website Accreditation Register.)	
10	Please state the name of your organization as you would like it to appear on the Accreditation Certificate.	

The checklist is to be completed by the Applicant and submitted with the Accreditation Application and payment to ARCIA.