

Instructions for filling out the accreditation application form

VLAC-VE107 :2025



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1. Introduction

This instructions provides important points to note when preparing an application for accreditation and surveillance of a laboratory for Electro Magnetic Compatibility (EMC)*1, communications equipment performance, airborne noise, product safety, and environmental testing (hereinafter referred to as the "accreditation application").

(*1: Electromagnetic compatibility covers multimedia equipment as well as automobiles, in-vehicle equipment, and defense, space, and aviation.)

- (1) As described in Section 2, accreditation applications are broadly divided into an application for general requirements for laboratory accreditation and an application for specific requirements. Please prepare one copy of each application and submit it via a file server or electronic media.
- (2) Please provide attached documents as pre-assessment materials for the on-site assessment. This is intended to improve the efficiency of the on-site assessment and reduce the time spent on operating equipment. We appreciate your cooperation.
- (3) The formats for attached documents are examples only and do not preclude the use of applicants' own forms.

2. Required Documents for Application

2.1 Application for General Requirements

Please submit the documents listed on the attachment sheet for the accreditation application form (Form VF100) along with the application.

Please be sure to check the latest version.

2.2 Application Forms for Specific Requirements

This item is included in VF100 2.1, "⑫ Records of Equipment Suitability Verification." Regarding the documentation on the testing categories of owned equipment, the formats listed below serve only as examples; applicants are free to use their own formats. Please note that these "VF" formats are no longer being updated.

- 1) Laboratory Accreditation Application Attachment (Overview of Power Port Conducted Disturbance Test Equipment) (Form VF104)
- 2) Laboratory Accreditation Application Attachment (List of Test Equipment: Disturbance Tests / Immunity Tests) (Forms VF105 A–F)
- 3) Laboratory Accreditation Application Attachment (Overview of Radio Frequency Exposure Test Equipment) (Form VF119)
- 4) Laboratory Accreditation Application Attachment (Electrostatic Discharge Test) (Forms VF128A–G)
- 5) Laboratory Accreditation Application Attachment (Overview of Airborne Noise Test Equipment) (Form VF154)

[Note] The following older VF formats were removed from our website as of May 31, 2024:

VF102, VF103, VF117, VF128, VF152, VF153, VF170, VF171

2.3 Related Documents

- (1) Application Fees (VLAC Accreditation Assessment Fees, etc.) (Document VE130)

3. Instructions for Completing the Accreditation Application Form

3.1 Regarding the Application Form for General Requirements

(1) Accreditation Application Form (Form VF100): Cover page, basic information entry, English name entry

a) Application Type:

Please check the applicable box: Initial Accreditation Assessment, Renewal Assessment, Extension Assessment, Modification Assessment, Initial Surveillance Assessment, or Surveillance Assessment. For applications other than "Initial Accreditation," please enter the accreditation number you already hold.

b) Applicant and Location: In the "Applicant" field, enter the name of the registered legal entity (laboratory); in the "Location" field, enter the address where the laboratory is located.

c) Name of Representative (Affiliation): Enter the name and affiliation of the person with representative authority or the person delegated such authority, and affix a seal.

d) Contact Department, Contact Person, Phone Number, Fax Number, E-mail:
Enter the details of the person who can serve as the point of contact regarding the application contents, on-site assessment planning, etc.

e) Laboratory Name:

- Enter the names of all laboratories included in the application in this field. It is recommended that these names be displayed at appropriate locations within the laboratories so they can be verified during the on-site assessment.
- If there are multiple laboratory locations, assign a distinct name to each laboratory to differentiate them.

f) Applied test items:

Place a check mark or an "X" next to all test items for which accreditation is being requested. If there are multiple laboratory locations, place a check mark or an "X" next to all test items applied for as the scope of accreditation for each specific laboratory in the corresponding section on page 2.

g) English Website Information:

Please be sure to enter this information, regardless of whether an English accreditation certificate is required.

(2) Accreditation Application Form (Form VF100): Supporting Documents Please verify that all necessary documents are included before submitting your application. Supplementary information is provided below.

a) Business Overview: Please attach existing documentation detailing the laboratory's establishment, business scale, financial status, etc.

b) Agreement on Accreditation Terms (Form VF108): Please submit this form with the representative's name entered and either a signature or a seal affixed.

c) Internal Audit and Management Review Records:

If these records cannot be attached at the time of the initial application, please conduct the internal audit and management review prior to the on-site assessment and retain the records.

(4) Accreditation Application Form (Form VF100): Testing Categories and Testing Standards
Please complete a separate form for each testing facility. Supplementary information is provided below.

a) Testing Facility Name:

Please copy the name exactly as entered in the "Testing Facility Name" field of the application form.

b) Location: Please enter the location of this testing facility.

c) Management Representative's Affiliation (Position), Name, Telephone Number, Fax Number, and E-mail Address:

Please list the management representative responsible for the application details regarding this testing facility.

d) Testing Categories: Please check all testing categories for which accreditation is being sought.

- Please refer to the input instructions sheet for Form VF100 when entering data.

- If an annex is required for a specific testing category, please submit the relevant annex and a list of testing equipment for each piece of equipment used to perform the tests.

e) Testing Standards:

Please check the appropriate box and enter the standard number(s) for the tests included in the accreditation application.

- Please refer to the VF100 input instruction sheet when entering data.

3.2 Regarding the application form for specific requirements

The description in this section has been removed from the February 15, 2021 revision of this document and subsequent versions.

4. Instructions for completing the surveillance application form Except for differences in the content of the attached documents, the procedure is the same as that for the accreditation application form described in Chapter 3. Please refer to Chapter 3 when completing the form.

5. Organization and assembly of application documents (materials to be submitted)

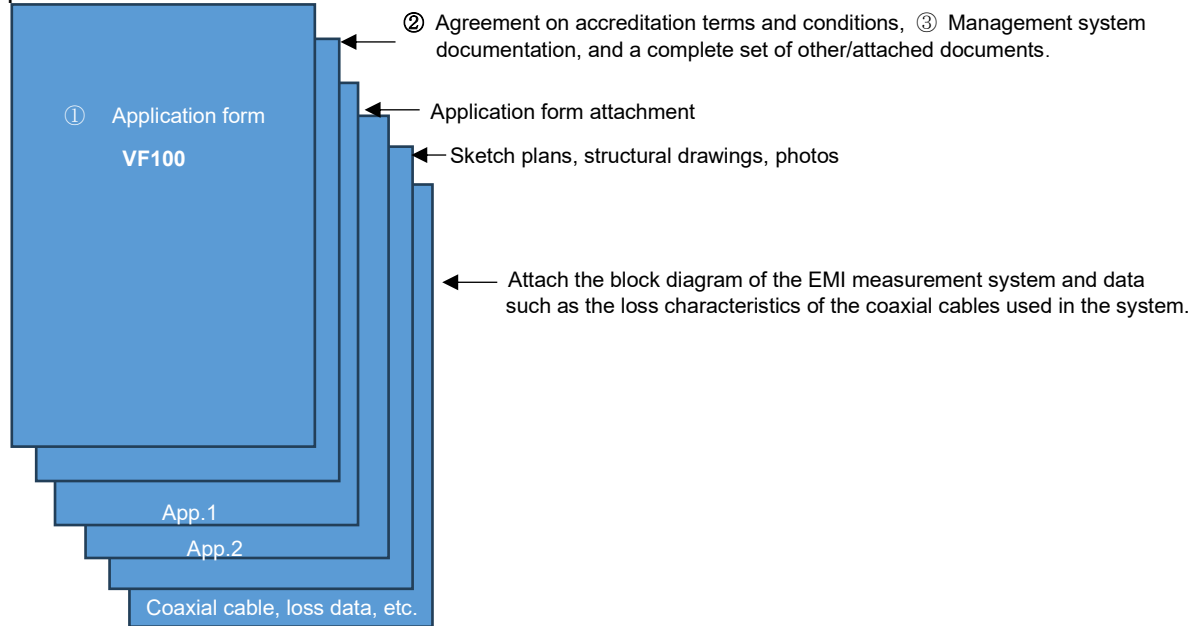
(1) When applying for accreditation or surveillance, organize the documents as

follows: place the VF100 form at the beginning, followed by the complete set of attachments listed in the VF100. Next, for each "Annex to the Laboratory Accreditation Application," gather the relevant charts, diagrams, and other materials into a set. Finally, either upload these to our file service ("Box") or save them to electronic media for submission.

(2) If there are multiple testing sites, compile the "Annex to the Laboratory Accreditation Application" and relevant charts/diagrams for each site. As described above, upload these to our file service ("Box") or save them to electronic media for submission.

How to Organize Application Documents (Example)

Example of an anechoic chamber



If there are multiple measurement rooms, please group the data by room and submit the combined set.

Revision history

VE107-2025: 30 Jul. 2026 Newly translated