Required documents shall preferably be submitted electronically, in the way that the numbering can directly be assigned to the relevant documents. For submission the Deutsche Akkreditierungsstelle GmbH (DAkkS) provides a **structured zip-folder** where the required documents should be stored electronically and resend to the DAkkS. In individual cases documents must be submitted in hard copy.

Documents to be submitted for witness audits

Witness audits in the context of initial certification **Column 1**
Witness audits in the context of recertification **Column 2**
Witness audits in the context of surveillance of the certification **Column 3**

No.	Document	1	2	3
1.	Customer master data (customer questionnaire, application, other certifications)	X	X	X
2.	Customer information (web address, possibly directions)	X	X	X
3.	Determination of the audit effort	X	X	X
4.	Offer / Certification contract	X	X	X
5.	Assignment and qualification of auditors	X	X	X
6.	Report on the review of the customer's documents	X	X	X
7.	Customer manual	X	X	X
8.	Report on the preliminary audit / Stage 1 Audit	X	X	
9.	Audit documentation (initial certification, last surveillance, last recertification)		X	X
10.	Certificate		X	X
11.	Audit plan	X	X	X
12.	Evidence of qualifications, independence, monitoring, exchange of experience of the auditors / technical experts	X	X	X
13.	Procedure of the certification body for conducting audits	X	X	X
14.	Audit documentation (audit report, non-conformity reports) - at the end of the audit	X	X	X