

EASA Accreditation Program Application

Thank you for submitting your application for the EASA Accreditation Program. You're taking the first step on the path that will help you consistently deliver quality repairs that maintain or improve motor efficiency and reliability while enhancing the professionalism of your entire organization.

Application Fees*

EASA Active Member \$300
Non-member \$1,500

* Application fees are non-refundable and cover the three-year accreditation period that begins the day you are approved by an EASA-sanctioned independent third-party auditor. They do not cover auditor fees or travel expenses.

Instructions

Complete the fillable PDF application (below) and fax (314-993-1269) or mail a copy to EASA with your application fee.

Be sure to sign your application to acknowledge that your repair facility understands and agrees to abide by the Terms and Conditions of the EASA Accreditation Program (Page 2).

For information about comes next, see "The Accreditation Process" on Page 4.

What You Get

- Company listing as an EASA-Accredited repair firm on EASA's website.
- The EASA-Accredited logo next to its member records in "Find a Member" lookups on EASA's website.
- A customized EASA-Accredited logo for use on your website, letterhead, line cards, and all promotional materials.
- The right to place serialized EASA Accredited Repair labels on accredited repairs. (You'll receive 100 labels at no charge when your accreditation is approved; additional labels are available for purchase in packages of 100.)
- A customized EASA Accreditation Certificate for your office and a PDF copy for use in your marketing materials.
- A press release that announces your accreditation and explains the importance of EASA Accreditation for maintaining or improving the efficiency and reliability of repaired motors.
- Announcement of your accreditation in EASA's newsletter, *Currents*.



Company Information

Service Center Name _____ Email _____

Street Address _____ Phone _____ FAX _____

P.O. Box _____ Website _____

City, State/Province, Zip/Postal Code/Country _____

EASA member? Yes No

Company contact for the EASA Accreditation Program[†]

First Name _____ Initial _____ Last Name _____ Title _____

Email _____ Phone _____ FAX _____

As our company's authorized contact, I acknowledge that I have read and agree to abide by the Terms and Conditions of the EASA Accreditation Program as described on Page 2 of this document and on EASA's website.

Signed _____ Date _____

[†] This person ensures that the repair facility complies with all EASA Accreditation Checklist criteria and serves as the contact for all correspondence and communication with the third-party independent auditor. The company contact also will be listed as the company's representative in EASA's website listing of accredited repair firms.

Payment Information

(U.S. funds, payable to EASA) **Total Enclosed** \$ _____

Paid by: Check VISA MasterCard American Express Discover



Card Number _____ Exp. Date _____ Security Code[†] _____

Cardholder _____ Address _____ Email _____

City _____ State/Province _____ ZIP/Postal Code _____

Country _____ Signature (required to process order) _____

[†] Last 3 digits on back of VISA, MasterCard and Discover; 4 digits on front of AMEX above card number.

Scope

The EASA Accreditation Program applies only to three-phase, squirrel-cage motors that are repaired in accredited service centers. As such, the scope of the program includes mechanical repairs as well as electrical rewinding.

Terms & Conditions of Accreditation

Should Accreditation be granted by an EASA-sanctioned third-party auditor, permission to use EASA's Accreditation Marks, including specifically its logos and labels, exists solely for the accreditation period as defined by EASA. At the end of such accreditation period, if the accreditation is not renewed, the accreditation expires; all rights to use the Accreditation Marks terminate; and my company will immediately cease use of the Accreditation Marks. EASA may terminate any rights my company has in the use of the Accreditation Marks if my company fails to maintain current accreditation status.

- Accredited firms must adhere to the mandatory items on the "EASA Accreditation Checklist with Audit Criteria Explanations" current at the time of audit(s).
- Accredited repairs may only be performed and labeled at the accredited firm's location except as noted below.*
 - * Outsourcing of some but not all repair activities is permitted, but the outsource vendor must provide documentation to confirm that repairs meet the requirements of this program. If outsourced repair requires measurements or testing, proof that calibrated equipment was used is also required. (For more information, see "Equipment" in the "EASA Accreditation Checklist with Audit Criteria Explanations.")
- Calibration
 - ✓ All required calibration records and certificates must be up-to-date to obtain accreditation. Annual calibration records must be retained for the three-year period until the next third-party audit.
 - ✓ Each piece of calibrated equipment must have a unique ID number.
 - ✓ Any non-calibrated equipment that is not used for accredited repair jobs must be labeled "For Reference Only" (i.e., not every piece of equipment necessarily needs to be calibrated).
- Accreditation period (years 1, 2 and 3)
 - ✓ To be accredited, a service center must successfully complete an on-site audit by an EASA-sanctioned third-party auditor. It also must submit internal self-audits to the third-party auditor for approval by the accreditation anniversary date in years one and two.
 - ✓ Payment of non-refundable renewal fee to EASA (\$300 for members; \$1,500 for non-members) and another third-party (on-site) audit are required after three years.
 - ✓ Example:
 - ✎ October 15, 2014: On-site audit by EASA-sanctioned third-party auditor results in approval; Accreditation granted by EASA.
 - ✎ By October 15, 2015: Internal self-audit must be submitted to EASA-sanctioned third-party auditor for approval and then forwarded to EASA. (Accreditation will lapse if the approved internal self-audit is not received by EASA within 60 days of the accreditation anniversary date.)
 - ✎ By October 15, 2016: Internal self-audit must be submitted to EASA-sanctioned third-party auditor for approval and then forwarded to EASA. (Accreditation will lapse if the approved internal self-audit is not received by EASA within 60 days of the accreditation anniversary date.)
 - ✎ By October 15, 2017: On-site audit required by EASA-sanctioned third-party auditor, who must submit documentation to EASA. (Accreditation will lapse if approved documentation is not received by EASA within 60 days of the accreditation anniversary date.)
- Use of EASA Accreditation Marks (logo and repair labels)
 - ✓ If Accreditation is approved by an EASA-sanctioned third-party auditor, the applicant may use EASA's Accreditation Marks (logos and labels) for the accreditation period defined by EASA.
 - ✓ The Accreditation Logo is customized for each accredited service center with company name and location, and it will reflect EASA member or non-member status. Should this status change, a modified logo will be issued, after which use of the prior logo shall be prohibited. In addition, should an accredited member not renew membership, the appropriate balance of the \$1,500 non-member fee will be invoiced.

FIGURE 1: ACCREDITATION LOGO



Accreditation logo for EASA member service centers (left) and non-member service centers (right).

- ✓ The Accreditation Labels reflect EASA member or non-member status. Should this status change, use of the invalid labels on hand shall be prohibited. In addition, the accredited service center will be responsible for purchasing replacement labels with the appropriate designation.
- ✓ Accredited firms must maintain a list of labeled motors with corresponding label and service center job numbers.
- ✓ Accredited firms must follow EASA's policies for the use Accreditation Marks (logos and labels), which strictly prohibit their use on corporate websites, in printed materials, or on collateral marketing materials in any way that may imply that unaccredited branch locations are EASA-Accredited Repair facilities (i.e., you can't imply that all branches are accredited by placing the accreditation logo on a home page that also lists unaccredited locations).
- ✓ Permission to use EASA's Accreditation Marks (logos and labels) will expire at the end of the accreditation period unless accreditation is renewed, or in event of program default (failure to submit internal audits). In either event, the applicant shall immediately cease using EASA's Accreditation Marks and stop referencing EASA accreditation.
- EASA-approved third-party auditors
 - ✓ EASA has qualified and makes available third-party auditors and will not serve as arbiter in any disputes between a service center and an auditor. EASA encourages applicants to interview prospective auditors to ensure they find a good fit.
 - ✓ Auditor agreements require them to keep all information obtained as part of any audit process proprietary and confidential. The applicant is responsible for obtaining agreement with the third-party auditor regarding any special requirements or stipulations.
 - ✓ EASA-approved auditors are independent contractors and not a part of EASA; as such EASA accepts no liability and does not warrant any work by such contractors.
 - ✓ Auditor agreements require them to respond within 10 business days to client submissions of internal audits and upon successful completion of subsequent on-site renewal audits.
- Exclusions
 - ✓ Excluded from the scope of the EASA Accreditation Program are specific requirements, certification, and inspection required for listed explosion proof, dust-ignition-proof, and other listed machines for hazardous locations.
 - ✓ Also excluded are specific or additional requirements for hermetic motors, hydrogen-cooled machines, submersible motors, traction motors, or Class 1E nuclear service motors.

Indemnification and Disclaimer of Warranty

By submitting an Accreditation or Renewal Application, I understand that an EASA-sanctioned third-party auditor has the right to grant or reject my accreditation and I agree to indemnify and hold EASA, its officers, directors, employees, volunteers, and representatives ("Indemnitees") harmless from any actions taken or omitted by Indemnitees, except to the extent that such actions or omissions of the Indemnitees constitute willful misconduct or gross negligence. The use of EASA Accreditation Marks (logos and labels) is provided on an "as is" basis. Participation in the program and the use of the Accreditation Marks does not guarantee additional business. Furthermore, EASA disclaims any and all express or implied conditions, representations and warranties, including any implied warranty of merchantability, fitness for a particular purpose, course of dealing, usage of trade, employability or non-infringement, except to the extent these disclaimers are held to be legally invalid. EASA has no duty or obligation to register, renew or otherwise maintain any registration for the Accreditation Marks. EASA does not warrant that accredited repairs maintain the original efficiency and reliability of the motor.

Limitation of Liability

To the extent not prohibited by law, in no event will EASA be liable for any direct, indirect, special, consequential, incidental or punitive damages, including without limitation attorney's fees, loss of business, revenue, profits or other economic advantage, however caused, regardless of the theory of liability, arising out of or related to the use or the inability to use any of EASA's marks, including without limitation EASA's third-party auditor actions in reviewing an application for accreditation, releasing information as permitted in EASA's policy and the implementation of the forms of discipline, even if EASA has been advised of the possibility of such damages. In no event will EASA's liability under this declaration and agreement, whether in contract, tort (including negligence and defamation) or otherwise, exceed the amount my company paid in application fees. Liabilities shall be limited and excluded, even if the remedy fails of its essential purpose.

Language/Terminology

- Internal audit = audit conducted internally by the accredited company
- Third-party audit = on-site audit by auditing firm

The Accreditation Process

Accreditation Activities

Preparation	<ul style="list-style-type: none"> • Download and review the “Accreditation Checklist with Audit Criteria Explanations” and other supporting documents from EASA’s website. • Submit application and fee. • Interview and select an EASA-sanctioned third-party auditor. <ul style="list-style-type: none"> ✓ Provide auditor with EASA receipt for payment of application fee. ✓ Negotiate and sign auditor agreement, including mutually agreeable travel expense allowances and any special requirements or stipulations you may have. ✓ Schedule the third-party audit. • Review audit checklist and prepare for third-party audit. <ul style="list-style-type: none"> ✓ Discuss accreditation criteria with the auditor and make sure you understand the requirements for success. ✓ Conduct an internal self-audit and take any corrective actions necessary.
Third-party (on-site) audit	<ul style="list-style-type: none"> • If disapproved, the auditor will describe the unacceptable condition(s) and list corrective action(s) that must be taken; completion of corrective actions often can be approved remotely by email, photos, etc. (There is no time limit for completing the initial third-party audit.) • Once all applicable audit criteria are approved, the auditor will send EASA and the applicant an electronically signed copy of the completed audit.
Accreditation granted	<ul style="list-style-type: none"> • After receiving a signed copy of the completed audit, EASA will notify the applicant that accreditation has been granted and confirm the anniversary date. • The newly accredited service center will then receive: <ul style="list-style-type: none"> ✓ A customized EASA Accreditation Logo for use on company websites and in marketing materials. ✓ A company listing as an EASA-Accredited repair firm on EASA’s website ✓ Placement of the EASA-Accreditation Logo next to its member record in “Find a Member” lookups on EASA’s website. ✓ 100 serialized Accredited Repair Labels for use on accredited repair jobs. (Additional labels are available for purchase in packages of 100. ✓ A customized press release that announces the firm’s accreditation and explains the importance of EASA Accreditation for maintaining or improving the efficiency and reliability of repaired motors. ✓ A customized Accreditation Certificate (printed and PDF) ✓ Announcement of accreditation in EASA’s newsletter, <i>Currents</i>. ✓ Secure storage of the completed audit (PDF) in the firm’s password-protected company record at EASA’s website.
Accreditation period (years 1- 3)	<p>Years 1 & 2</p> <p>Accredited service centers must submit internal self-audits directly to an EASA-sanctioned third-party auditor for approval by the accreditation anniversary date in years one and two.*</p> <p>Year 3</p> <ul style="list-style-type: none"> • Accredited service centers must pay a non-refundable renewal fee to EASA (\$300 for members; \$1,500 for non-members). • Complete another third-party (on-site) audit after three years.* <p>*Accreditation will lapse if approved documentation is not received by EASA within 60 days of the accreditation anniversary date.</p>