

**HKCAS AP002**  
**HKAS Application Package**  
**– Accreditation of Product Certification Bodies**  
(申請指南中文版本見第 3 頁)

This document provides information relating to the processing of an application for accreditation of a product certification body which provides product certification services. Any product certification body which is interested in seeking HKAS accreditation is reminded to study related accreditation requirements carefully before submitting its application.

**1. Accreditation Standard**

The applicant product certification body shall comply with the accreditation requirements given in the following document as applicable.

- 1a. [HKCAS 023: 2017](#)  
Technical Criteria for Accreditation of Product Certification Bodies

This is the key document consisting of the criteria for accreditation. It consists of the ISO/IEC 17065: 2012\* requirements and the HKCAS Policy on the requirements. Because of copyright issue, only an abridged version of [HKCAS 023: 2017](#) (without the ISO/IEC 17065 requirements) is available on our website. Hardcopy of the full version of HKCAS 023 is available upon request of potential applicants and relevant parties.

\*Note: ISO/IEC 17065: 2012 can be purchased through the Quality Services Division of the Innovation and Technology Commission (ITC).

**2. Regulations for HKAS Accreditation and HKAS/HKCAS Supplementary Criteria**

The applicant product certification body shall comply with the requirements of the following documents as applicable.

- 2a. [HKAS 002](#)  
Regulations for HKAS Accreditation
- 2b. [HKAS Supplementary Criteria No. 1](#)  
Use of HKAS accreditation symbols and claims of accreditation status
- 2c. [HKAS Supplementary Criteria No. 2](#)  
Nonconformities and their grading
- 2d. [HKAS Supplementary Criteria No. 4](#)  
Intervals between on-site reassessments and surveillance visits of an accreditation cycle
- 2e. [HKAS Supplementary Criteria No. 6](#)  
Code of Conduct

- 2f. [HKCAS Supplementary Criteria No. 4](#)  
Accreditation Regulations Specific for HKCAS – Certification Body
- 2g. [HKCAS Supplementary Criteria No. 11](#)  
HKAS Policy on Product and Management System Certification Schemes

### **3. Application Process**

The applicant product certification body is required to complete the following forms, submit them together with the required documents and pay an application fee (as detailed in [HKCAS 006](#) - Schedule of Fees for Accreditation of Certification Bodies and Validation/Verification Bodies within the Hong Kong Special Administrative Region) to HKAS Executive for processing:

- 3a. [HKCAS 005](#)  
Application for Accreditation of a Certification Body (CB) or Validation and Verification Body (V/VB) / Application for Extension of Scope of a CB or V/VB
- 3b. [HKCAS 013](#)  
Assessment / Reassessment Questionnaire for Product Certification (based on ISO/IEC 17065:2012)

Detailed procedures for HKAS accreditation are given in [HKCAS IN001](#) [Application Procedures for HKCAS Accreditation (Informative)].

For queries, please contact the respective accreditation officers as following:

<b>Product Certification</b>	<b>Senior Accreditation Officer</b>	<b>Contact Tel.</b>
Construction Product Certification	Mr Jeffrey LEUNG Tsz-tao	2829 4806
Consumer Product Certification	Mr Nick LEUNG Chi-chiu	2829 4846
Product Certification for food and composite wood products	Dr HO Chun-wah	2829 4808

HKAS Executive  
October 2022

## **HKCAS AP002**

### **香港認可處申請指南**

#### **- 產品認證機構的認可**

本指南乃為有意申請認可處認可資格的产品認證機構而設，內容包括有關申請認可資格的資訊。有興趣申請認可資格的产品認證機構在提交申請前應先細心閱讀相關的認可要求。

### **1. 認可標準**

申請認可資格的产品認證機構須符合載於以下適用文件的認可要求：

1a. [HKCAS 023C: 2017](#)  
產品認證機構認可技術準則

此文件是主要的認可準則。文件中列有ISO/IEC 17065: 2012\*的要求及香港認證機構認可計劃的相關規例。本文件並不包括ISO/IEC 17065: 2012原文的中文翻譯。如需ISO/IEC 17065: 2012的中文譯本，可參考國內有關標準文件(例如GB/T 27065)。

\*備註：ISO/IEC 17065: 2012可於創新科技署轄下品質事務部購買。

### **2. 認可規例及香港認可處/香港認證機構認可計劃補充準則**

申請認可資格的产品認證機構亦須符合載於以下適用文件的認可要求：

2a. [HKAS 002C](#)  
認可處認可規例

2b. [HKAS Supplementary Criteria No. 1](#) (只有英文版本)  
Use of HKAS accreditation symbols and claims of accreditation status

2c. [認可處補充準則第 2 號](#)  
不符合項及其評級

2d. [HKAS Supplementary Criteria No. 4](#) (只有英文版本)  
Intervals between on-site reassessments and surveillance visits of an accreditation cycle

2e. [認可處補充準則第 6 號](#)  
紀律守則

2f. [HKCAS Supplementary Criteria No. 4](#) (只有英文版本)  
Accreditation Regulations Specific for HKCAS – Certification Body

2g. [HKCAS Supplementary Criteria No. 11](#) (只有英文版本)  
HKAS Policy on Product and Management System Certification Schemes

### 3. 申請程序

申請認可資格的產品認證機構須填妥以下適用的表格(只有英文版本)並提交有關文件和按照 [HKCAS 006](#) (只有英文版本) (Schedule of Fees for Accreditation of Certification Bodies and Validation/Verification Bodies within the Hong Kong Special Administrative Region) 繳付申請費用。

3a. [HKCAS 005](#)

Application for Accreditation of a Certification Body (CB) or Validation and Verification Body (V/VB) / Application for Extension of Scope of a CB or V/VB

3b. [HKCAS 013](#)

Assessment / Reassessment Questionnaire for Product Certification (based on ISO/IEC 17065:2012)

如需了解詳細的申請程序，請參閱 [HKCAS IN001](#) [Application Procedures for HKCAS Accreditation (Informative)] (只有英文版本)。

如有任何疑問，歡迎聯絡以下認可主任:

產品認證	高級認可主任	聯絡電話
建築產品認證	梁子滔先生	2829 4806
消費品認證	梁志超先生	2829 4846
食品及複合木製品產品認證	何振華博士	2829 4808

認可處執行機關

2022 年 10 月