

**HKIAS AP002**  
**HKAS Application Package**  
**- Accreditation of Inspection Bodies for Indoor Air Quality Inspection**  
(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 an indoor air quality (IAQ) inspection body. IAQ inspection bodies interested in seeking HKAS accreditation should study the related accreditation requirements carefully before submitting an application.

1. Accreditation Standard

An applicant IAQ inspection body shall comply with the accreditation requirements given in the following document:

1. [HKIAS 003: 2017 \(Incorporating Amendment No. 1: September 2021\)](#)  
Technical Criteria for Accreditation of Inspection Bodies

This document consists of the ISO/IEC 17020: 2012\* requirements and the HKIAS Policy on the requirements. Because of copyright issue, only an abridged version of [HKIAS 003: 2017](#) (without the ISO/IEC 17020: 2012 requirements) is available on our website. Hardcopy of the full version of HKIAS 003: 2017 is available upon request of potential applicants and relevant parties.

\*Note: ISO/IEC 17020: 2012 can be purchased through the Quality Services Division of the Innovation and Technology Commission (ITC).

2. Regulations for HKAS Accreditation and HKAS/HKIAS Supplementary Criteria

An applicant IAQ inspection body shall also comply with following documents:

- 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. [HKIAS Supplementary Criteria No. 4](#)

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- 2g. [HKIAS Supplementary Criteria No. 5](#)  
Accreditation Regulations Specific for HKIAS – Inspection Body

The above documents are available at the website of HKAS (<https://www.itc.gov.hk/en/quality/hkas/publications/index.html>).

### 3. Application Process

An applicant IAQ inspection body is required to complete and submit the following forms, the required documents and pay an application fee (as detailed in [HKIAS 006](#) – Schedule of Accreditation Fees for Inspection Bodies within the Hong Kong Special Administrative Region) to HKAS Executive for processing:

- 3a. [HKIAS 005](#)  
Application for Accreditation of an Inspection Body (IB) / Application for Extension of Scope of Accreditation of an IB
- 3b. [HKIAS 007](#)  
Assessment / Reassessment Questionnaire for Inspection Bodies
- [Annex I](#) – Scope of Accreditation Sought (for new application for accreditation or extension of scope of accreditation only)
  - [Annex II](#) – Checklist

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

Please contact Dr HO Chun-wah at 2829 4808 if you have any further queries.

HKAS Executive  
April 2023

## **HKIAS AP002**

### **香港認可處申請指南**

#### **- 室內空氣質素檢驗機構的認可**

本指南主要為有意申請認可處「室內空氣質素檢驗」認可資格的檢驗機構而設，內容包括申請相關認可資格的資訊。有興趣申請該認可資格的檢驗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「室內空氣質素」檢驗機構須符合載於以下文件的認可要求：

1. [HKIAS 003C: 2017 \(Incorporating Amendment No. 1: September 2021\)](#)  
檢驗機構認可技術準則 (包括第一次修訂: 2021年9月)

此文件列有ISO/IEC 17020: 2012\*的要求及香港檢驗機構認可計劃的相關政策。由於版權所限，本處網頁只能提供此文件的[縮略本](#)。如需ISO/IEC 17020: 2012的中文譯本，可參考國內有關標準文件(例如GB/T 27020)。

\*備註：ISO/IEC 17020: 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/香港檢驗機構認可計劃補充準則

申請認可資格的「室內空氣質素」檢驗機構須符合載於以下文件的認可要求：

- 2a. [HKAS 002C](#)  
認可處認可規例
- 2b. [認可處補充準則第 1 號](#)  
使用認可處認可標誌及聲稱具備認可處認可資格
- 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. [HKIAS Supplementary Criteria No. 4](#) (只有英文版本)  
Indoor Air Quality Inspection
- 2g. [HKIAS Supplementary Criteria No. 5](#) (只有英文版本)  
Accreditation Regulations Specific for HKIAS – Inspection Body

上述文件可於本處網頁免費下載  
(<https://www.itc.gov.hk/ch/quality/hkas/publications/index.html>).

### 3. 申請程序

申請認可資格的「室內空氣質素」檢驗機構須填妥以下表格(只有英文版本)並提交有關文件和按照 [HKIAS 006](#) (只有英文版本)(Schedule of Accreditation Fees for Inspection Bodies within the Hong Kong Special Administrative Region) 繳付申請費用。

#### 3a. [HKIAS 005](#)

Application for Accreditation of an Inspection Body (IB) / Application for Extension of Scope of Accreditation of an IB

#### 3b. [HKIAS 007](#)

Assessment / Reassessment Questionnaire for Inspection Bodies

- [Annex I](#) – Scope of Accreditation Sought (for new application for accreditation or extension of scope of accreditation only)
- [Annex II](#) – Checklist

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

如有任何疑問，歡迎聯絡本處何振華博士(電話: 2829 4808)查詢。

認可處執行機關

2023 年 4 月