



## Hong Kong Certification Body Accreditation Scheme

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### HKCAS 005

#### Application for Certification Body Accreditation / Extension of Scope of Accreditation

**To apply for accreditation, please complete this application form and return it to HKAS Executive at the address shown below accompanied by:**

1. a completed HKCAS 007 Assessment/Reassessment Questionnaire (for quality and environmental system certification), or a completed HKCAS 013 Assessment/Reassessment Questionnaire (for product certification), and
2. the application fee.

**Fees payable are listed in:**

HKCAS 006, Schedule of Accreditation Fees for Certification Body in Hong Kong

**Before completing this application form and submitting an application, the relevant documents listed below should be studied carefully.**

HKAS 002, Regulations for HKAS Accreditation

HKCAS Supplementary Criteria No. 4, Accreditation Regulations Specific for HKCAS - Certification Body

ISO/IEC 17021<sup>+</sup>, Conformity assessment – Requirements for bodies providing audit and certification of management systems

ISO/IEC Guide 65<sup>+</sup>, General Requirements for Bodies Operating – Product Certification Systems

<sup>+</sup> as appropriate

#### HONG KONG ACCREDITATION SERVICE

36/F, Immigration Tower, 7 Gloucester Road, Wanchai, Hong Kong.

Tel.: 2829 4840

Fax.: 2824 1302

E-mail : [hkas@itc.gov.hk](mailto:hkas@itc.gov.hk)

The personal data collected will be used for accreditation purpose only.

**Application for Accreditation/ Extension of Scope of Accreditation \***

On behalf of \_\_\_\_\_  
(Full name of organisation<sup>@</sup> – See Note 1)

of \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Registered address<sup>@</sup> – See Note 1)

I \_\_\_\_\_  
(Chief Executive – See Note 2)

having read and understood the documents HKAS 002 HKCAS Supplementary Criteria No. 4 and ISO/IEC 17021 / Guide 65 \* hereby apply for accreditation/extension to the scope of accreditation \* of our office known as

\_\_\_\_\_  
(Name of Certification Body<sup>@</sup> – See Note 3)

situated at  
\_\_\_\_\_  
\_\_\_\_\_  
(Physical address of the Certification Body<sup>@</sup>)

for activities listed on page 4 of the attached Assessment/Reassessment Questionnaire.

In consideration of your agreement to consider the application made herein, I, on behalf of the Organisation, agree to be bound by chapter 4, 5 and 7 of HKAS 002, and the specific accreditation requirements for HKCAS specified in HKCAS Supplementary Criteria No. 4. Further, on behalf of the Organisation, I hereby undertake and agree to be bound by chapters 4 to 8 HKAS 002 and HKCAS Supplementary Criteria No. 4 in the event that the Organisation is accredited/you agree to extend the scope of the Organisation's accreditation.

I hereby nominate/have already nominated\* \_\_\_\_\_  
(Full Name – See Note 4)

as the HKCAS authorised representative and I confirm that I have delegated to him/her authority to act in accordance with clauses 4.3 and 5.9 of HKAS 002 in respect of this application.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_

\* Delete whichever is not applicable.

@ In both Chinese and English, if applicable

**Acceptance of Nomination/Extension of Responsibility\***

I \_\_\_\_\_  
(Full Name<sup>@</sup>) (Position<sup>@</sup>)  
of \_\_\_\_\_  
(Full name of organisation – See Note 1)

hereby accept nomination/extension\* of my responsibility as the HKCAS authorised representative for the aforesaid certification body. I declare that I have read and understood the documents HKAS 002, HKCAS Supplementary Criteria No. 4 and ISO/IEC 17021/ Guide 65\* and will observe the provisions of HKAS 002. I confirm that I have been delegated authority to act in accordance with clauses 4.3 and 5.9 of HKAS 002 in respect of activities covered under this application and that I will discharge this responsibility to the best of my ability.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Telephone \_\_\_\_\_  
Fax \_\_\_\_\_  
E-mail \_\_\_\_\_

**Enquiry**

The activities for which your organisation is accredited will be listed in its scope of accreditation published by HKAS. The first page of this scope includes contact details for public enquiry. If this application is for initial accreditation, please provide such details below. If this application is for extension of accreditation, filling in such details is only needed if there have been changes to the information provided previously.

Name and post title  
of the enquiry person<sup>@</sup> \_\_\_\_\_  
Telephone \_\_\_\_\_  
Fax \_\_\_\_\_  
E-mail \_\_\_\_\_  
Website \_\_\_\_\_

\* Delete whichever is not applicable  
<sup>@</sup> In both Chinese and English, if applicable

## **Explanatory Notes**

1. Name and registered address of the organisation

is the name and registered address of the organisation as recorded in the Company Registry of the HKSAR, if the organisation is a company incorporated in Hong Kong. For a Government Department, it is the name and address of the Government Department. If the organisation is a sole-proprietorship organisation, the name shall be the name of its sole-proprietor and the name of the business marked on its business registration certificate issued under the Business Registration Ordinance (Cap. 310). The address shall be the address marked on the same certificate. If the organisation is not incorporated nor registered in HKSAR, a name and address of equivalent status under the laws of its place of incorporation or registration should be used.

2. Chief Executive...

is the person within the organisation with authority to enter into contractual arrangements on behalf of the organisation. He is required to accept, in a corporate capacity, responsibility for ensuring that the certification body for which accreditation is sought will at all times adhere to HKAS regulations in full.

3. Name of certification body...

is the name used by the organisation to identify the certification body which performs the certification for which accreditation is sought, e.g. Certification Division.

4. HKCAS Authorised Representative ...

is the person nominated by a certification body to represent it in all matters affecting the day to day maintenance of accredited status . He is therefore responsible for liaison with HKAS Executive. The roles and responsibilities of authorised representatives are described formally in HKAS 002 – “Regulations for HKAS Accreditation”.

HKAS recommends that a certification body should nominate as the authorised representative an individual of appropriate seniority who has a close appreciation of the certification body’s activities and also a direct interest and influence in the standard of its performance.

The Chief Executive may nominate himself as the authorised representative.