



Hong Kong Certification Body Accreditation Scheme

HKCAS 011

Change of Authorised Representative

Applicant certification bodies should obtain and study carefully the following documents before submission of this form :

HKAS 002	Regulations for HKAS Accreditation and
ISO/IEC 17021+	Conformity assessment – Requirements for bodies providing audit and certification of management systems
ISO/IEC Guide 65+	General Requirements for Bodies Operating Product Certification Systems

+ as appropriate

HONG KONG ACCREDITATION SERVICE

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The personal data collected will be used for accreditation purpose only

Application for change of authorised representative

On behalf of _____
(Full name of certification body – See Note 1)

of _____

(Postal address)

I _____
(Chief Executive – See Note 2)

having read and understood the documents HKAS 002 and ISO/IEC 17021 / Guide 65* hereby apply for a change in the authorised representative of our office known as

(Name of office – See Note 3)

situated at _____

(Address)

I undertake to ensure that this organisation adheres to the Accredited Certification Body Obligations, as laid down in Chapters 5 and 10 of HKAS 002. I also acknowledge and agree to Clause 6.14 of HKAS 002.

I hereby nominate _____
(Full Name – See Note 4)

as the HKCAS authorised representative for this certification body and I confirm that I have delegated to him/her authority to act in accordance with sections 4.3 and 5.9 of HKAS 002 in respect of the activities included in the current scope of accreditation.

Signed _____ Date _____

Position _____

* Delete whichever is not applicable

Acceptance of Nomination

I _____
(Full Name) (Position)

of _____

(Business postal address)

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 and ISO/IEC 17021 / Guide 65* and will observe the provisions of HKAS Regulations. I confirm that I have been delegated authority to act in accordance with sections 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. I authorise you, on accreditation of the certification body, to enter my name in the register of authorised representatives.

Signed _____ Date _____

Telephone _____

Fax _____

E-mail _____

* Delete whichever is not applicable

Explanatory Notes

1. Name of the Certification Body...

is the name of the organisation to which the certification body belongs as recorded in the Company Registry of the HKSAR, if the organisation is a company incorporated in Hong Kong. If the organisation is a sole-proprietor organisation, it shall be the name of the sole-proprietor together with the name marked on its business registration certificate issued under the Business Registration Ordinance (Cap. 310). For a Government Department, it is the name of the Government Department.

2. Chief Executive...

is the person within the certification body 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 office...

is the name used by the certification body to identify the office which performs the certification audit for which accreditation is sought.

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.