



## **Hong Kong Inspection Body Accreditation Scheme**

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### **HKIAS 005**

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

The applicant is required to complete and return this application form, together with a completed questionnaire and the required application fee as shown in HKIAS 006, to HKAS Executive at the address shown at the bottom area of this page.

The applicant is reminded to study the following documents carefully before submitting an application.

HKAS 002

HKIAS SC-05

HKIAS 003: 2017

\* Delete whichever is not applicable.

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#### **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)**

- Remarks:
1. Any personal data provided in this form will be retained and used by HKAS for accreditation purpose only. The personal data may be disclosed to members of the assessment team.
  2. It is obligatory for the applicant to provide all the personal data requested in this form. If the applicant does not provide sufficient information, HKAS may not be able to process the application.
  3. The data subject has the rights to obtain a printed copy of his/her own personal data held by HKAS and to request for correction of the personal data. Please contact HKAS at the above address for access to and correction of the personal data.

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

On behalf of \_\_\_\_\_ (the Organisation)  
(Full name of the 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, HKIAS 003: 2017 and HKIAS SC-05 hereby apply for accreditation / extension of the scope of accreditation\* of our inspection body known as

\_\_\_\_\_ (Name of the Inspection Body<sup>@</sup> – see Note 3)

situated at \_\_\_\_\_

\_\_\_\_\_

(Physical address of the Inspection Body<sup>@</sup>)

for the activities listed in Annex I of the attached HKIAS 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 HKAS 002, HKIAS 003: 2017 and the specific accreditation requirements for HKIAS specified in HKIAS SC-05. Furthermore, on behalf of the Organisation, I hereby undertake and agree to be bound by HKAS 002, HKIAS 003: 2017 and HKIAS SC-05 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 HKIAS 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 the organisation – See Note 1)

hereby accept nomination / extension of my responsibility\* as the HKIAS authorised representative of the aforesaid inspection body. I declare that I have read and understood the documents HKAS 002, HKIAS 003: 2017 and HKIAS SC-05 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 the Organisation is accredited will be listed in a scope of accreditation published by HKAS. The following contact details for public enquiry will be attached to this scope. The applicant should provide the following contact details if this is an initial application for accreditation or there is any change to the information which had been provided to HKAS.

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

\* Delete whichever is not applicable.

@ In both Chinese and English, if applicable

## Explanatory Notes

1. Name and registered address of the Organisation....  
is the name and address of the Organisation's registered office as recorded in the Companies Registry of the HKSAR if the Organisation is a company incorporated under the Companies Ordinance (Cap. 622) in Hong Kong. For a Government Department, it is the name and address of the Government Department. For a sole-proprietorship business, the name of the Organisation 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) while the address shall be the address shown on the same certificate. If the Organisation is not incorporated nor registered in the HKSAR, the name and address of equivalent status under the law of the Organisation's 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/she is required to accept, in a corporate capacity, responsibility for ensuring that the inspection body for which accreditation is sought will at all times adhere to Regulations for HKAS Accreditation in full. For an initial application for accreditation or when there is a change of the Chief Executive, HKAS Executive will process such application or the change of the Chief Executive only if this application had included supporting document(s) which authorise the Chief Executive to enter into contractual arrangements on behalf of the Organisation.
3. Name of Inspection Body....  
is the name used by the Organisation to identify the inspection body which performs the inspections for which accreditation is sought, e.g., Inspection Division.
4. HKIAS Authorised Representative ....  
is the person nominated by an inspection body to represent it in all matters affecting the day to day maintenance of accreditation status. He/she is therefore responsible for liaison with HKAS Executive. The roles and responsibilities of the authorised representative are described formally in HKAS 002.

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

The Chief Executive may nominate himself/herself as the authorised representative.