



Hong Kong Inspection Body Accreditation Scheme

HKIAS 005

Application for Inspection Body Accreditation/ Extension of Scope of Inspection Body 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 HKIAS Assessment/Reassessment Questionnaire (HKIAS 007), and
2. the application fee.

Fees payable are listed in:

HKIAS 006, Schedule of Accreditation Fees for Inspection Bodies within the Hong Kong Special Administrative Region

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

HKAS 002, Regulations for HKAS Accreditation

HKIAS Supplementary Criteria No. 5, Accreditation Regulations Specific for HKIAS - Inspection Body

HKIAS 003, Criteria for Accreditation of Inspection Bodies

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

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

Application for Inspection Body Accreditation/Extension of Scope of Accreditation*

On behalf of _____ (the Organisation)
(Full name of organisation[@] – See Note 1)

of _____

(Registered address[@] – See Note 1)

I _____
(Chief Executive – See Note 2)

having read and understood the documents HKAS 002, HKIAS Supplementary Criteria No. 5 and HKIAS 003 hereby apply for inspection body accreditation/extension to the scope of accreditation* of our inspection body known as

(Name of inspection body[@] – See Note 3)

situated at _____

(Physical address of the inspection body[@])

for inspection activities listed on page 4 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 chapters 4, 5 and 7 of HKAS 002, and the specific accreditation requirements for HKIAS specified in HKIAS Supplementary Criteria No. 5. Further, on behalf of the Organisation, I hereby undertake and agree to be bound by chapters 4 to 8 of HKAS 002 and HKIAS Supplementary Criteria No. 5 in the event that the Organisation is accredited/you agree to extend the scope of the Organisations’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 sections 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[@]) (Position[@])

of _____
(Full name of organisation – See Note 1)

hereby accept nomination/extension of my responsibility* as the HKIAS authorised representative for the Organisation. I declare that I have read and understood the documents HKAS 002, HKIAS Supplementary Criteria No. 5 and HKIAS 003 and will observe the provisions of HKAS 002. 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.

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[@] _____

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 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 inspection body for which accreditation is sought will at all times adhere to Regulations for HKAS Accreditation in full.

3. Name of inspection body

is the name used by the organisation to identify the inspection body which performs the inspections proposed for accreditation, 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 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 Executive recommends that an inspection body should nominate as the authorised representative an individual of appropriate seniority who has a close appreciation of the inspection 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.