



Hong Kong Laboratory Accreditation Scheme

HOKLAS 012

Application for an Additional Copy of a Certificate of Accreditation

This completed application form must be submitted to HKAS Executive at the address below accompanied by the application fee.

Fees payable are listed either in :

HOKLAS 006 Schedule of Accreditation Fees for Laboratories within the Hong Kong Special Administrative Region, or

HOKLAS 013 Schedule of Accreditation Fees for Laboratories outside of the Hong Kong Special Administrative Region.

Applicant laboratories should obtain and study carefully the following documents before submission of an application :

HKAS 002 Regulations for HKAS Accreditation

HOKLAS Supplementary Accreditation Regulations Specific for HOKLAS - Laboratory
Criteria No. 33

For non-medical laboratories:

HOKLAS 003 Technical Criteria for Laboratory Accreditation

For medical laboratories:

HOKLAS 015 Technical Criteria for Laboratory Accreditation (medical laboratories)

For proficiency testing providers:

HOKLAS 017 Technical Criteria for Accrediting Proficiency Testing Providers
HOKLAS Supplementary Accreditation Regulations Specific for HOKLAS - Proficiency
Criteria No. 34 Testing Provider

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 an additional copy of a Certificate of Accreditation

On behalf of _____
(Full name of organisation@ – See Note 1)

of _____

(Registered address@ – See Note 1)

I _____
(Authorised representative – See Note 2)

having read and understood the documents HKAS 002, HOKLAS 003 / HOKLAS 015 / HOKLAS 017* and HOKLAS Supplementary Criteria No. 33 / No. 34* hereby apply for an additional copy of the Certificate of Accreditation of our laboratory known as

(Name of laboratory@ – See Note 3)

situated at _____

(Physical address of the laboratory@)

for the following test category _____
(Test category – See Note 4)

Signed _____ Date _____

Position _____

A separate application is required for each additional copy of a certificate.

* Delete whichever is not applicable

@ In both Chinese and English, if applicable

Explanatory Notes

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. HOKLAS Authorised Representative

is the person nominated by a laboratory or proficiency testing provider 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 a laboratory or proficiency testing provider should nominate an individual as the authorised representative of appropriate seniority who has a close appreciation of the laboratory’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.

3. Name of Laboratory or Proficiency Testing Provider

is the name used by the organisation to identify the laboratory or proficiency testing provider which performs the tests, calibrations and examinations, or organises the proficiency testing schemes proposed for accreditation,

4. Test Categories

a name used by HKAS to represent a branch of testing, calibration or other laboratory activity for which HKAS provides accreditation under HOKLAS. The test categories are listed and described in Appendix B of HOKLAS 003 - Technical Criteria for Laboratory Accreditation.