

## Accreditation of Inspection Body for Indoor Air Quality Inspection 室內空氣質素檢驗機構的認可

**The following documents are relevant to seeking accreditation for the above inspection field:**  
如欲申請以上檢驗領域的認可資格，請參考下列文件：

1. [HKIAS 003:2017 / HKIAS 003C:2017](#)  
Technical Criteria for Accreditation of Inspection Body/ 檢驗機構認可技術準則

This is the key document consisting of the criteria for accreditation. It consists of the ISO/IEC 17020:2012 requirements and the HKIAS Policy on each requirement. Because of copyright issue, only an abridged version of [HKIAS 003:2017](#) (without the ISO/IEC 17020:2012 requirements) is available on our website. Hardcopy of the full version of HKIAS 003:2017 is available upon request of potential applicants and relevant parties. Please send your request to HKAS Executive with your mailing address.

此文件包括主要的認可準則，文件中列有ISO/IEC 17020:2012的要求及香港檢驗機構認可計劃的相關規例。由於版權所限，本處網頁只能提供此文件的[縮略本](#)。如欲索取此文件的完整版本，請連絡本處查詢。

**All other relevant documents are available for free downloading from HKAS's website**  
(<http://www.itc.gov.hk/en/quality/hkas/publications.htm>).

其他相關文件均可於本處網頁中免費下載

(<http://www.itc.gov.hk/ch/quality/hkas/publications.htm>).

### **Regulations and Application Forms:**

認可規例及申請表：

2. [HKAS 002 / HKAS 002C](#)  
Regulations for HKAS Accreditation / 認可處認可規例
3. [HKIAS 005](#)  
Application for Inspection Body Accreditation / Extension of Scope of Inspection Body Accreditation
4. [HKIAS 007](#)  
Assessment / Reassessment Questionnaire  
Checklist on conformity with HKIAS requirements

### **Related HKIAS Supplementary Criteria:**

相關的檢驗機構認可計劃補充準則：

5. [Supplementary Criteria No. 4](#)  
Indoor Air Quality Inspection
6. [Supplementary Criteria No. 5](#)  
Accreditation Regulations Specific for HKIAS – Inspection Body

**Other relevant documents:**

其他相關文件:

7. [HKIAS 006](#)  
Schedule of Accreditation Fees for Inspection Bodies within the Hong Kong Special Administrative Region
8. [HKAS Supplementary Criteria No. 1](#)  
Use of HKAS accreditation symbols and claims of accreditation status
9. [HKAS Supplementary Criteria No. 2](#)  
Non-conformities and their grading
10. [HKAS Supplementary Criteria No. 4](#)  
Intervals between on-site reassessments and surveillance visits
11. [HKAS Supplementary Criteria No. 5](#)  
Internal Audits and Management Reviews
12. [HKAS Supplementary Criteria No. 6](#)  
Code of Conduct

**If your inspection body is ready to submit an application, please complete and send in the following:**

如檢驗機構準備提交認可資格申請，請填妥並交回以下文件:

- (A) [HKIAS 005](#)
- (B) [HKIAS 007](#);
- (C) Quality documents of your inspection body (a list can be found on pages 2 & 3 of [HKIAS 007](#)); and  
檢驗機構的品質手冊及相關文件 (表列於[HKIAS 007](#)第二頁和第三頁); 及
- (D) Application Fee (cheque made payable to ‘The Government of the Hong Kong Special Administrative Region’). Please refer to [HKIAS 006](#) for the exact amount.  
申請費用 (請以支票支付, 支票抬頭為「香港特別行政區政府」)。申請費用詳情請參考[HKIAS 006](#)。

**Approximate processing time – from application to granting of accreditation**

HKAS executive will arrange a preliminary visit to your inspection body within 21 working days upon receipt of the properly completed application forms, application fee and necessary documents, as requested in HKIAS 007. The date of actual initial assessment will be decided after the preliminary visit. It may take place within 3-5 months from the date of preliminary visit, depending on the readiness of the applicant. A maximum period of 6 months is allowed for completion of remedial actions taken against the observations made by the assessment team during the initial assessment visit. Usually one year is allowed for the whole process to complete, from application to granting of accreditation. For applicants that have to take more than one year, another application fee will apply.

**申請過程及大概需要時間**

在收到檢驗機構提交完整的申請表格、申請費用及列於HKIAS007所須的文件後21個工作天內，認可處執行機關會安排人員到貴檢驗機構進行預訪。進行首次現場評審的日期會在預訪後，根據申請機構的準備程度決定；一般情況下，會於預訪後3至5個月內進行。首次現場評審

完成後，申請機構須在6個月內就評審其間所發現的不符合規定的項目完成改正措施。由收到申請文件到獲得認可，整個程序一般須在一年內完成。如申請機構未能在一年內獲得認可資格，則須繳交額外的申請費用。

Please contact Dr HO Chun-wah at 2829 4808 or Dr Daria WONG Ching-hang at 2829 4801 if you have any further queries.

如有任何疑問，歡迎聯絡本處何振華博士(電話: 2829 4808)或黃政珩博士(電話: 2829 4801)查詢。

HKAS Executive  
認可處執行機關

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