

## **HKAS Application Package**

### **- Accreditation of Inspection Bodies for Indoor Air Quality Inspection**

(申請指南中文版本見第 3 頁)

Hong Kong Accreditation Service (HKAS) provides accreditation for conformity assessment bodies (including laboratories, reference material producers, proficiency testing providers, certification bodies, verification and validation bodies, and inspection bodies) located in Hong Kong through Hong Kong Laboratory Accreditation Scheme (HOKLAS), Hong Kong Certification Body Accreditation Scheme (HKCAS) and Hong Kong Inspection Body Accreditation Scheme (HKIAS).

This document provides information relating to accreditation application process. Inspection bodies interested in seeking HKAS accreditation for their indoor air quality inspection services are encouraged to study this document before submitting an application.

#### 1. Accreditation Standard

Applicant inspection bodies shall comply with following accreditation standard.

1. [HKIAS 003: 2017](#)  
Technical Criteria for Accreditation of Inspection Bodies

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 the requirements. 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.

#### 2. Regulations for HKAS Accreditation and HKAS/HKIAS Supplementary Criteria

Applicant inspection bodies shall also comply with following Regulations and HKAS/HKIAS Supplementary Criteria as applicable.

- 2a. [HKAS 002](#)  
Regulations for HKAS Accreditation
- 2b. [HKAS Supplementary Criteria No. 1](#)  
Use of HKAS accreditation symbols and claims of accreditation status
- 2c. [HKAS Supplementary Criteria No. 2](#)  
Nonconformities and their grading
- 2d. [HKAS Supplementary Criteria No. 4](#)  
Interval between On-site Reassessment and Surveillance Visits of an Accreditation Cycle
- 2e. [HKAS Supplementary Criteria No. 5](#)  
Internal Audits and Management Reviews

- 2f. [HKAS Supplementary Criteria No. 6](#)  
Code of Conduct
- 2g. [HKIAS Supplementary Criteria No. 4](#)  
Indoor Air Quality Inspection
- 2h. [HKIAS Supplementary Criteria No. 5](#)  
Accreditation Regulations Specific for HKIAS – Inspection Body

Above documents are available for free download from the website of HKAS (<https://www.itc.gov.hk/en/quality/hkas/publications/index.html>).

### 3. Application Process

Applicant inspection bodies are required to complete and submit following forms and documents for accreditation application.

- 3a. [HKIAS 005](#)  
Application for Inspection Body Accreditation / Extension of Scope of Inspection Body Accreditation
- 3b. [HKIAS 007](#)  
Assessment / Reassessment Questionnaire
- 3c. Management system and operation documents (as listed in HKIAS 007)

In addition, applicant inspection bodies are required to pay application fee according to [HKIAS 006](#) (Schedule of Accreditation Fees for Inspection Bodies within the Hong Kong Special Administrative Region).

HKAS Executive will arrange a preliminary visit to the applicant inspection bodies within 21 working days upon receipt of application fee, properly completed application and necessary documents, as requested in relevant assessment and reassessment questionnaire. The date of actual initial assessment visit 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 inspection bodies. A maximum period of 6 months starting from the last date of the initial assessment visit is allowed for completion of remedial actions taken against the observations made by the assessment team during the assessment. Usually one year is allowed for the completion of whole process, from the date of receipt of the application to the granting of accreditation. If accreditation cannot be granted to the applicant inspection bodies within one year from the date of receipt of application, applicant inspection bodies may be required to pay the application fee again before the accreditation process can be resumed. For detailed accreditation process, please refer to HKIAS IN001 [Application Procedures for HKIAS Accreditation (Informative)].

Please contact Dr HO Chun-wah at 2829 4808 if you have any further queries.

HKAS Executive  
September 2020

## 香港認可處申請指南

### - 室內空氣質素檢驗機構的認可

香港認可處(認可處)透過香港實驗所認可計劃(HOKLAS)、香港認證機構認可計劃(HKCAS)及香港檢驗機構認可計劃(HKIAS)，向位於香港的合格評定機構(包括實驗所、標準物質生產者、能力驗證提供者、認證機構、核查和審定機構、及檢驗機構)提供認可服務。

本指南乃為有意申請認可處「室內空氣質素檢驗」認可資格的檢驗機構而設，內容包括有關申請認可資格的資訊。有興趣申請認可資格的檢驗機構在提交申請前應先閱讀本指南。

#### 1. 認可標準

申請認可資格的檢驗機構須符合以下認可標準。

1. [HKIAS 003C: 2017](#)  
檢驗機構認可技術準則

此文件乃主要的認可準則，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政策。本文件並不包括ISO/IEC 17020: 2012原文的中文翻譯。如需ISO/IEC 17020: 2012的中文譯本，可參考國內有關標準文件(例如GB/T 27020)。

#### 2. 認可規例及香港認可處/香港檢驗機構認可計劃補充準則

申請認可資格的檢驗機構須符合以下適用的認可規例及香港認可處/香港檢驗機構認可計劃補充準則。

2a. [HKAS 002C](#)  
認可處認可規例

2b. [HKAS Supplementary Criteria No. 1](#) (只有英文版本)  
Use of HKAS accreditation symbols and claims of accreditation status

2c. [HKAS Supplementary Criteria No. 2](#) (只有英文版本)  
Nonconformities and their grading

2d. [HKAS Supplementary Criteria No. 4](#) (只有英文版本)  
Interval between On-site Reassessment and Surveillance Visits of an Accreditation Cycle

2e. [HKAS Supplementary Criteria No. 5](#) (只有英文版本)  
Internal Audits and Management Reviews

2f. [認可處補充準則第六號](#)  
紀律守則

- 2g. [HKIAS Supplementary Criteria No. 4](#) (只有英文版本)  
Indoor Air Quality Inspection
- 2h. [HKIAS Supplementary Criteria No. 5](#) (只有英文版本)  
Accreditation Regulations Specific for HKIAS – Inspection Body

上述文件可於本處網頁免費下載  
(<https://www.itc.gov.hk/ch/quality/hkas/publications/index.html>).

### 3. 申請程序

申請認可資格的檢驗機構須填妥並提交以下表格(只有英文版本)和文件。

- 3a. [HKIAS 005](#)  
Application for Inspection Body Accreditation / Extension of Scope of Inspection Body Accreditation
- 3b. [HKIAS 007](#)  
Assessment / Reassessment Questionnaire
- 3c. 管理體系及操作文件(表列於HKIAS 007)

此外，申請認可資格的檢驗機構須按照[HKIAS 006](#) (Schedule of Accreditation Fees for Inspection Bodies within the Hong Kong Special Administrative Region)繳付申請費用。

在收到檢驗機構的申請費用、填妥的申請表格和所須文件後21個工作天內，認可處執行機關會安排人員到該申請機構進行預訪。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，首次現場評審會於預訪後3至5個月內進行。在首次現場評審完成後，檢驗機構須在最後評審日起計的6個月內，就評審期間所發現的不符合規定項完成改正措施。由收到申請文件到獲得認可，整個過程一般須要在一年內完成。如申請的檢驗機構未能在一年內取得認可資格，則有可能須要重新繳交申請費用以延續申請。如需了解詳細的申請程序，請參閱HKIAS IN001 [Application Procedures for HKIAS Accreditation (Informative)](只有英文版本)。

如有任何疑問，歡迎聯絡本處何振華博士(電話: 2829 4808)查詢。

認可處執行機關  
2020年9月