

HOKLAS AP006
HKAS Application Package
- Accreditation of Construction Materials Testing Laboratories
(申請指南中文版本見第 4 頁)

This document provides information relating to the processing of an application for accreditation of a laboratory which provides construction materials testing services.. Any laboratory which is seeking HKAS accreditation for their construction materials testing services is reminded to study related accreditation requirements carefully before submitting its application.

1. Accreditation Standard

The applicant laboratory shall comply with the accreditation requirements given in the following documents:

1a. ISO/IEC 17025: 2017

General Requirements for the Competence of Testing and Calibration Laboratories

Note: The applicant laboratory may purchase this standard through the Quality Services Division of the Innovation and Technology Commission (ITC).

1b. [HKAS Policy Document No. 1](#)

HKAS Policy for Accreditation of Laboratories according to ISO/IEC 17025: 2017 under HOKLAS.

2. Regulations for HKAS Accreditation and HKAS/HOKLAS Supplementary Criteria

The applicant laboratory shall comply with the requirements of the following documents.

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](#)

Intervals between On-site Reassessments and Surveillance Visits of an Accreditation Cycle

2e. [HKAS Supplementary Criteria No. 6](#)

Code of Conduct

2f. [HOKLAS Supplementary Criteria No. 2](#)

All Test Categories - Equipment Calibration and Verification

- 2g. [HOKLAS Supplementary Criteria No. 33](#)
Accreditation Regulations Specific for HOKLAS – Laboratory
- 2h. [HOKLAS Supplementary Criteria No. 36](#)
Construction Materials Test Category – Supplementary Accreditation Requirements
- 2i. Other HOKLAS Supplementary Criteria

Test Area	HOKLAS Supplementary Criteria
Site Sampling	HOKLAS Supplementary Criteria No. 11 Construction Materials Test Category - Accreditation of Site Sampling
Non-destructive Tests (NDT)	HOKLAS Supplementary Criteria No. 15 Construction Materials Test Category – Accreditation of Non-destructive Tests of Metallic Materials and Welds
Foundation Testing	HOKLAS Supplementary Criteria No. 16 Construction Materials Test Category – Accreditation of Foundation Tests
Building Components	HOKLAS Supplementary Criteria No. 17 Construction Materials Test Category – Accreditation of Building Components and Related Tests
Soil and Rock	HOKLAS Supplementary Criteria No. 18 Construction Materials Test Category – Accreditation of Soil and Rock Testing
Diagnostic Tests on Concrete	HOKLAS Supplementary Criteria No. 19 Construction Materials Test Category – Accreditation of Diagnostic Tests on Concrete
Chemical Analysis	HOKLAS Supplementary Criteria No. 20 'Chemical Testing', 'Chinese Medicine', 'Construction Materials', 'Miscellaneous', 'Pharmaceutical Products' and 'Toys and Children's Products' – Chemical Testing
Fire Testing	HOKLAS Supplementary Criteria No. 47 Construction Materials Test Category – Accreditation of Fire Testing
Underground Utility Survey	HOKLAS Supplementary Criteria No. 55 Construction Materials Test Category – Accreditation of Underground Utility Survey

The above documents are available at the website of HKAS (<https://www.itc.gov.hk/en/quality/hkas/publications/index.html>).

3. **Application Process**

The applicant laboratory is required to complete the following forms, submit them together with the required documents and pay an application fee (as detailed [HOKLAS 006](#) – Schedule of Accreditation Fees for Organisations within the Hong Kong Special Administrative Region / [HOKLAS 013](#) – Schedule of Accreditation Fees for Organisations outside of the Hong Kong Special Administrative Region) to HKAS Executive for processing:

- 3a. [HOKLAS 005](#)

Application for Laboratory Accreditation (including Proficiency Testing Providers and Reference Material Producers) / Extension of Scope of Accreditation

3b. [HOKLAS 007](#)

Assessment / Reassessment Questionnaire for Non-medical Laboratories

- [Annex I](#) – Scope of Accreditation Sought (for new application for accreditation or extension of scope of accreditation only)
- [Annex II](#) – Checklist

Detailed procedures for HKAS accreditation are given in [HOKLAS IN003](#) [Application Procedures for HOKLAS Accreditation (Informative)].

Please contact Mr Jeffrey LEUNG Tsz-tao at 2829 4806 or Dr Fiona CHAN Wan-yin at 2829 4870 if you have any query.

HKAS Executive
April 2022

香港認可處申請指南

- 建築物料測試實驗所的認可

本指南乃為有意申請認可處認可資格的建築物料測試實驗所而設，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實驗所在提交申請前應先細心閱讀相關的認可要求。

1. 認可標準

申請認可資格的實驗所須符合以下的認可標準及政策文件。

1a. **ISO/IEC 17025: 2017 (只有英文版本)**

General Requirements for the Competence of Testing and Calibration Laboratories

備註：申請認可資格的實驗所可聯絡創新科技署轄下品質事務部，購買此標準。

1b. [香港認可處政策文件第1號](#)

香港認可處在香港實驗所認可計劃下根據ISO/IEC 17025: 2017向實驗所提供認可服務的政策

2. 認可規例及香港認可處/香港實驗所認可計劃補充準則

申請認可資格的實驗所亦須符合以下文件的認可要求：

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. [認可處補充準則第 2 號](#)

不符合項及其評級

2d. [HKAS Supplementary Criteria No. 4](#) (只有英文版本)

Intervals between On-site Reassessments and Surveillance Visits of an Accreditation Cycle

2e. [認可處補充準則第 6 號](#)

紀律守則

2f. [HOKLAS Supplementary Criteria No. 2](#) (只有英文版本)

All Test Categories - Equipment Calibration and Verification

2g. [實驗所認可計劃補充準則第33號](#)

實驗所認可計劃的認可規例－實驗所

2h. [HOKLAS Supplementary Criteria No. 36](#) (只有英文版本)

Construction Materials Test Category – Supplementary Accreditation Requirements

2i. Other HOKLAS Supplementary Criteria

Test Area	HOKLAS Supplementary Criteria
Site Sampling	HOKLAS Supplementary Criteria No. 11 (只有英文版本) Construction Materials Test Category - Accreditation of Site Sampling
Non-destructive Tests (NDT)	HOKLAS Supplementary Criteria No. 15 (只有英文版本) Construction Materials Test Category – Accreditation of Non-destructive Tests of Metallic Materials and Welds
Foundation Testing	HOKLAS Supplementary Criteria No. 16 (只有英文版本) Construction Materials Test Category – Accreditation of Foundation Tests
Building Components	HOKLAS Supplementary Criteria No. 17 (只有英文版本) Construction Materials Test Category – Accreditation of Building Components and Related Tests
Soil and Rock	HOKLAS Supplementary Criteria No. 18 (只有英文版本) Construction Materials Test Category – Accreditation of Soil and Rock Testing
Diagnostic Tests on Concrete	HOKLAS Supplementary Criteria No. 19 (只有英文版本) Construction Materials Test Category – Accreditation of Diagnostic Tests on Concrete
Chemical Analysis	HOKLAS Supplementary Criteria No. 20 (只有英文版本) 'Chemical Testing', 'Chinese Medicine', 'Construction Materials', 'Miscellaneous', 'Pharmaceutical Products' and 'Toys and Children's Products' – Chemical Testing
Fire Testing	HOKLAS Supplementary Criteria No. 47 (只有英文版本) Construction Materials Test Category – Accreditation of Fire Testing
Underground Utility Survey	HOKLAS Supplementary Criteria No. 55 (只有英文版本) Construction Materials Test Category – Accreditation of Underground Utility Survey

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

申請認可資格的實驗所須填妥以下表格(只有英文版本)並提交有關文件和按照 [HOKLAS 006](#) (只有英文版本) (Schedule of Accreditation Fees for Organisations within the Hong Kong Special Administrative Region) / [HOKLAS 013](#) (只有英文版本) (Schedule of Accreditation Fees for Organisations outside of the Hong Kong Special Administrative Region) 繳付申請費用。

3a. [HOKLAS 005](#)

Application for Laboratory Accreditation (including Proficiency Testing Providers and Reference Material Producers) / Extension of Scope of Accreditation

3b. [HOKLAS 007](#)

Assessment / Reassessment Questionnaire for Non-medical Laboratories

- [Annex I](#) – Scope of Accreditation Sought (for new application for accreditation or extension of scope of accreditation only)
- [Annex II](#) – Checklist

如需了解詳細的申請程序，請參閱 [HOKLAS IN003](#) [Application Procedures for HOKLAS Accreditation (Informative)] (只有英文版本)。

如有任何疑問，歡迎聯絡本處梁子滔先生(電話: 2829 4806)或陳韻賢博士(電話: 2829 4870)查詢。

認可處執行機關

2022 年 4 月