

## **HOKLAS AP012**

### **HKAS Application Package - Accreditation of Proficiency Testing Providers**

(申請指南中文版本見第 3 頁)

This document provides information relating to the processing of an application for accreditation of a proficiency testing (PT) provider. Any PT provider which is interested in seeking HKAS accreditation is reminded to study related accreditation requirements carefully before submitting its application.

#### 1. Accreditation Standard

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

- 1a. ISO/IEC 17043:2023  
Conformity assessment – General requirements for the competence of proficiency testing providers

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

- 1b. HKAS Policy Document No. 3  
HKAS Policy for Accreditation of PT providers according to ISO/IEC 17043:2023 under HOKLAS (ISO/IEC 17043:2023 HOKLAS Policy)

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

The applicant PT provider 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. 34](#)  
Accreditation Regulations Specific for HOKLAS – Proficiency Testing Provider

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

- 3a. [HOKLAS 005](#)  
Application for Accreditation of a Laboratory, Proficiency Testing Provider (PTP) or Reference Material Producer (RMP) / Application for Extension of Scope of Accreditation of a Laboratory, PTP or RMP
- 3b. [HOKLAS 018](#)  
Assessment / Reassessment Questionnaire for Proficiency Testing Providers
- [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 Dr Lillian CHOW Shuk-nga at 2829 4816 or Dr Daria WONG Ching-hang at 2829 4801 if you have any further queries.

HKAS Executive  
December 2023

## HOKLAS AP012

### 香港認可處申請指南

#### - 能力驗證提供者的認可

本指南主要為有意申請認可處認可資格的能力驗證提供者而設，內容包括申請相關認可資格的資訊。有興趣申請認可資格的能力驗證提供者在提交申請前應先細心閱讀相關的認可要求。

#### 1. 認可標準

申請認可資格的能力驗證提供者須符合載於以下文件的認可要求：

1a. [ISO/IEC 17043:2023 \(只有英文版本\)](#)

Conformity assessment – General requirements for the competence of proficiency testing providers

備註：申請認可資格的能力驗證提供者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 3 號](#)

香港認可處在香港實驗所認可計劃下根據ISO/IEC 17043: 2023向能力驗證提供者提供認可服務的政策 (ISO/IEC 17043:2023 HOKLAS Policy)

#### 2. 認可規例及香港認可處/香港實驗所認可計劃補充準則

申請認可資格的能力驗證提供者亦須符合載於以下文件的認可要求：

2a. [HKAS 002C](#)

認可處認可規例

2b. [認可處補充準則第 1 號](#)

使用認可處認可標誌及聲稱具備認可處認可資格

2c. [認可處補充準則第 2 號](#)

不符合項及其評級

2d. [香港認可處補充準則第 4 號](#)

認可周期內進行實地覆審與監察訪問之間相隔的時間

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. [HOKLAS Supplementary Criteria No. 34 \(只有英文版本\)](#)

Accreditation Regulations Specific for HOKLAS – Proficiency Testing Provider

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

申請認可資格的能力驗證提供者須填妥以下表格(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) 繳付申請費用。

#### 3a. [HOKLAS 005](#) (只有英文版本)

Application for Accreditation of a Laboratory, Proficiency Testing Provider (PTP) or Reference Material Producer (RMP) / Application for Extension of Scope of Accreditation of a Laboratory, PTP or RMP

#### 3b. [HOKLAS 018](#) (只有英文版本)

Assessment / Reassessment Questionnaire for Proficiency Testing Provider

- [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，歡迎聯絡本處周淑雅博士(電話: 2829 4816)或黃政珩博士(電話: 2829 4801)查詢。

認可處執行機關

2023 年 12 月