

HOKLAS AP013

HKAS Application Package - Accreditation of Reference Material Producers

(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 reference material producer (RMP). RMPs interested in seeking HKAS accreditation should study the related accreditation requirements carefully before submitting an application.

1. Technical Criteria

Applicant RMPs shall comply with the accreditation requirements given in the following document:

[HOKLAS 022:2017](#) (Incorporating Amendment No. 2: February 2022)
Technical Criteria for Accreditation of Reference Material Producers

This document consists of the ISO 17034:2016* requirements and the HOKLAS Policy on each requirement. Because of copyright issue, only an abridged version of [HOKLAS 022:2017](#) (without the ISO 17034:2016 requirements) is available on our website. Hardcopy of the full version of HOKLAS 022:2017 is available upon request of potential applicants and relevant parties.

*Note: ISO 17034:2016 can be purchased through the Quality Services Division of the Innovation and Technology Commission (ITC).

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

Applicant RMPs shall also 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](#)
Interval between On-site Reassessment and Surveillance Visits of an Accreditation Cycle
- 2e. [HKAS Supplementary Criteria No. 6](#)
Code of Conduct
- 2f. [HOKLAS Supplementary Criteria No. 1](#)
Acceptability of Chemical Reference Materials and Commercial Chemicals Used for the Calibration of Equipment
- 2g. [HOKLAS Supplementary Criteria No. 2](#)

All Test Categories - Equipment Calibration and Verification

2h. [HOKLAS Supplementary Criteria No. 39](#)

Accreditation Regulations Specific for HOKLAS –Reference Material Producers

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

3. Application Process

An applicant RMP is required to complete and submit the following forms, the required documents and pay an application fee (as detailed in [HOKLAS 006](#) – Schedule of Accreditation Fees for Organisation 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 023](#)

Assessment / Reassessment Questionnaire for Reference Material Producers

- [Annex I](#) – Scope of Accreditation Sought (for initial 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 Daria WONG Ching-hang at 2829 4801 if you have any further queries.

HKAS Executive
August 2023

HOKLAS AP013

香港認可處申請指南 - 標準物質生產者的認可

本指南主要為有意申請認可處認可資格的標準物質生產者而設，內容包括相關申請認可資格的資訊。有興趣申請認可資格的標準物質生產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

申請認可資格的標準物質生產者須符合載於以下文件的認可要求：

[HOKLAS 022C:2017](#) (包括第二次修訂: 2022年2月)

標準物質生產者認可技術準則

此文件列有 ISO 17034:2016*的要求及香港實驗所認可計劃的相關政策。由於版權所限，本處網頁只能提供此文件的縮略本 ([HOKLAS 022C:2017](#))。如需 ISO 17034:2016 的中文譯本，可參考國內有關標準文件(例如 GB/T 15000.7)。

*備註：ISO 17034:2016 可於創新科技署轄下品質事務部購買。

2. 認可處認可規例及香港認可處/香港實驗所認可計劃補充準則

申請認可資格的標準物質生產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. [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. 1](#) (只有英文版本)

Acceptability of Chemical Reference Materials and Commercial Chemicals Used for the Calibration of Equipment

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

All Test Categories - Equipment Calibration and Verification

- 2h. [HOKLAS Supplementary Criteria No. 39](#) (只有英文版本)
Accreditation Regulations Specific for HOKLAS –Reference Material Producers

上述文件可於本處網頁下載

(<https://www.itc.gov.hk/ch/quality/hkas/publications/index.html>).

3. 申請程序

申請認可資格的標準物質生產者須填妥以下表格(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](#)

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 023](#)

Assessment / Reassessment Questionnaire for Proficiency Testing Providers

- [Annex I](#) – Scope of Accreditation Sought (for initial 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，歡迎聯絡本處黃政珩博士(電話: 2829 4801)查詢。

認可處執行機關

2023 年 8 月