

Notification of Changes (HKAS 009 Annex III)

(Please tick the box or boxes below as appropriate and provide the information / supporting documents as required.)

For Office Use

(3) **Change of Approved Signatories, Operators, Inspectors or Reviewers**

3.1 **Nomination of new signatories for approval or extension of existing signatories to new test/ inspection areas** ^{4,5}

Name	Test/ Inspection Area	New/ Extension

3.2 **Nomination of new operators/ inspectors/ reviewers for approval or extension of existing operators/ inspectors/ reviewers to new test/ inspection areas/ for review the use of marks** ^{4,5}

Name	Test/ Inspection Area/ Type of Mark	New/ Extension

Note 4: For details of any specific requirements on approved signatories/ operators/ inspectors in different technical fields and on approved reviewers for use of the Combined ILAC MRA Mark/ Combined IAF MLA Mark, please refer to the relevant accreditation criteria or supplementary criteria.

Note 5: Please make sure that the nominated signatories/ operators/ inspectors/ reviewers are qualified and have been authorised by the accredited organisation before submitting the nomination.

3.3 Withdrawal of approved signatories, operators, inspectors or reviewers

Name	Test/ Inspection Area/ Type of Mark	Signatory/ Operator/ Inspector/ Reviewer	Reason of Withdrawal ⁶	Effective Date of Withdrawal

Note 6: Possible reasons of withdrawal of existing approved signatories/ operators/ inspectors/ reviewers include resignation, change of assigned duty or absence for an extended period of time due to any reason (e.g. for 3 months or above), etc.

Please indicate the impact of approved signatory/ operator/ inspector/ reviewer withdrawal on the operation of the organisation:

- 3.3.1 We confirm that there will still be adequate signatories/ operators/ inspectors/ reviewers for conducting the accredited activities in the scope of accreditation.
- 3.3.2 There will be **NO** approved signatory/ operator/ inspector for the accredited activities upon the above withdrawal. We confirm that **NO** HOKLAS/ HKIAS endorsed report/ certificate for the concerned accredited activities will be issued during the affected period. ⁷
- 3.3.3 There will be **NO** approved reviewer for the accredited activities upon the above withdrawal. We confirm that **NO** HOKLAS/ HKIAS/ HKCAS endorsed report/ certificate with Combined ILAC MRA Mark/ Combined IAF MLA Mark will be issued during the affected period.

Note 7: HKAS Executive may suspend the accreditation of an accredited organisation for an accredited activity if it does not have any approved signatory for such an activity and has failed to obtain approval from HKAS Executive for a new signatory within three months from the date when it ceased to have any approved signatory for such an activity.

- 3.4 Please provide the following information, where applicable, with this form.**
- (i) Updated organisation chart
 - (ii) Curriculum vitae of nominated personnel with copies of qualification documents
 - (iii) Training and competence assessment records of nominated personnel
 - (iv) Assessment of the effects on the operations of the organisation due to withdrawal of existing approved signatories/ operators/ inspectors/ reviewers and the arrangement to deal with such changes (e.g. who will take over the original duties and responsibilities of the approved signatories/ operators/ inspectors?).

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