



Hong Kong Certification Body Accreditation Scheme

HKCAS 005

Application for Certification Body / Greenhouse Gas Validation and/or Verification Body Accreditation / Extension of Scope of Accreditation

To apply for accreditation, please complete this application form and return it to HKAS Executive at the address shown below accompanied by:

1. a completed HKCAS 007 Assessment/Reassessment Questionnaire for quality and environmental management system certification, or
a completed HKCAS 013 for product certification, or
a completed HKCAS 017 for food safety management system certification, or
a completed HKCAS 018 for occupational health and safety management system certification, or
a completed HKCAS 019 for information security management system certification, or
a completed HKCAS 021 for greenhouse gas validation and verification, or
a completed HKCAS 022 for energy management system certification, or
a completed HKCAS 024 for residential care homes (elderly persons) service providers' management system certification, and
2. the application fee.

Fees payable are listed in:

HKCAS 006, Schedule of Fees for Accreditation of Certification Bodies and Validation/Verification Bodies in Hong Kong

Before completing this application form and submitting an application, the relevant documents listed below should be studied carefully.

For all applicants:

HKAS 002, Regulations for HKAS Accreditation

For certification bodies:

HKCAS Supplementary Criteria No. 4, Accreditation Regulations Specific for HKCAS - Certification Body

HKCAS 003:2015⁺, Technical Criteria for Accreditation of Management System Certification Bodies

HKCAS 023⁺, Technical Criteria for Accreditation of Product Certification Bodies

For greenhouse gas validation/verification bodies:

HKCAS Supplementary Criteria No. 9⁺, Accreditation of Greenhouse Gas Validation and Verification Bodies – Verification of Greenhouse Gas Assertions at Organisation Level, and Validation and/or Verification of Greenhouse Gas Assertions at Project Level

HKCAS Supplementary Criteria No. 13⁺, Accreditation of Greenhouse Gas Verification Bodies – Verification of Carbon Footprint of a Product Study Report

HKCAS 020-1:2013, HKCAS 020-2 and -3, Technical Criteria for Accreditation of Greenhouse Gas Validation and Verification Bodies

⁺ as appropriate

HONG KONG ACCREDITATION SERVICE

36/F., Immigration Tower, 7 Gloucester Road, Wanchai, Hong Kong.

Tel : 2829 4840

Fax : 2824 1302

E-mail : hkas@itc.gov.hk

Remarks: 1. The personal data provided by you will be retained and used by HKAS for accreditation purpose only. The personal data may be disclosed to members of the assessment team.
2. You have the rights to obtain a printed copy of your personal data held by HKAS and request correction of the personal data. Please contact HKAS at the above address for access to and correction of your personal data.

Application for Accreditation/ Extension of Scope of Accreditation *

On behalf of _____
(Full name of organisation[@] – See Note 1)

of _____

(Registered address[@] – See Note 1)

I _____
(Chief Executive – See Note 2)

having read and understood the documents HKAS 002, HKCAS Supplementary Criteria No. 4 / 9 / 13 * and HKCAS 003:2015 / HKCAS 020 / HKCAS 023 * hereby apply for accreditation / extension to the scope of accreditation * of our certification body / greenhouse gas validation/verification body* known as

(Name of Certification Body/Greenhouse Gas Validation/Verification Body[@] – See Note 3)

situated at

(Physical address of the Certification Body/Greenhouse Gas Validation/Verification Body[@])
for the activities listed in the ‘Scope of Accreditation Sought’ table of the attached HKCAS Assessment/Reassessment Questionnaire.

In consideration of your agreement to consider the application made herein, I, on behalf of the Organisation, agree to be bound by HKAS 002, and the specific accreditation requirements for HKCAS specified in HKCAS Supplementary Criteria No. 4 / 9 / 13 *, and HKCAS 020 *. Furthermore, on behalf of the Organisation, I hereby undertake and agree to be bound by HKAS 002 and HKCAS Supplementary Criteria No. 4 / 9 / 13 *, and HKCAS 020 * in the event that the Organisation is accredited / you agree to extend the scope of the Organisation’s accreditation*.

I hereby nominate / have already nominated* _____
(Full Name – See Note 4)

as the HKCAS authorised representative and I confirm that I have delegated to him/her authority to act in accordance with clauses 4.3 and 5.9 of HKAS 002 in respect of this application.

Signed _____ Date _____

Position _____

* Delete whichever is not applicable.
[@] In both Chinese and English, if applicable

Acceptance of Nomination/Extension of Responsibility*

I _____
(Full Name[@]) (Position[@])

of _____
(Full name of organisation – See Note 1)

hereby accept nomination / extension* of my responsibility as the HKCAS authorised representative for the aforesaid certification body / greenhouse gas validation/verification body*. I declare that I have read and understood the documents HKAS 002, HKCAS Supplementary Criteria No. 4 / 9 / 13 * and HKCAS 003:2015/ HKCAS 020 / HKCAS 023 * and will observe the provisions of HKAS 002. I confirm that I have been delegated authority to act in accordance with clauses 4.3 and 5.9 of HKAS 002 in respect of activities covered under this application and that I will discharge this responsibility to the best of my ability.

Signed _____ Date _____

Telephone _____

Fax _____

E-mail _____

Enquiry

The activities for which your organisation is accredited will be listed in its scope of accreditation published by HKAS. The below contact details for public enquiry will be attached to this scope. If this application is for initial accreditation, please provide such details below. If this application is for extension of accreditation, filling in such details is only needed if there have been changes to the information provided previously.

Name and post title
of the enquiry person[@] _____

Address _____

Telephone _____

Fax _____

E-mail _____

Website _____

* Delete whichever is not applicable.

[@] In both Chinese and English, if applicable

Explanatory Notes

1. Name and registered address of the organisation...
is the name and registered address of the organisation as recorded in the Company Registry of the HKSAR, if the organisation is a company incorporated in Hong Kong. For a Government Department, it is the name and address of the Government Department. If the organisation is a sole-proprietorship organisation, the name shall be the name of its sole-proprietor and the name of the business marked on its business registration certificate issued under the Business Registration Ordinance (Cap. 310). The address shall be the address marked on the same certificate. If the organisation is not incorporated nor registered in HKSAR, a name and address of equivalent status under the laws of its place of incorporation or registration should be used.
2. Chief Executive...
is the person within the organisation with authority to enter into contractual arrangements on behalf of the organisation. He is required to accept, in a corporate capacity, responsibility for ensuring that the certification body/greenhouse gas validation/verification body for which accreditation is sought will at all times adhere to Regulations for HKAS Accreditation in full.
3. Name of certification body/greenhouse gas validation/verification body...
is the name used by the organisation to identify the certification body/greenhouse gas validation/verification body which performs the certification/greenhouse gas validation/verification for which accreditation is sought, e.g. Certification Division.
4. HKCAS Authorised Representative ...
is the person nominated by a certification body/greenhouse gas validation/verification body to represent it in all matters affecting the day to day maintenance of accredited status . He is therefore responsible for liaison with HKAS Executive. The roles and responsibilities of authorised representatives are described formally in HKAS 002 – ‘Regulations for HKAS Accreditation’.

HKAS Executive recommends that a certification body/greenhouse gas validation/verification body should nominate as the authorised representative an individual of appropriate seniority who has a close appreciation of its activities and also a direct interest and influence in the standard of its performance.

The Chief Executive may nominate himself as the authorised representative.