



Hong Kong Laboratory Accreditation Scheme

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*

The applicant is required to complete and return this application form, together with a completed questionnaire and the required application fee as detailed below, to HKAS Executive at the address shown at the bottom area of this page:

1. a completed HOKLAS 007 (for a non-medical laboratory), or
a completed HOKLAS 016 (for a medical laboratory), or
a completed HOKLAS 018 (for a proficiency testing provider), or
a completed HOKLAS 023 (for a reference material producer), and
2. the required application fee as shown in HOKLAS 006 (for an organisation within Hong Kong) or
HOKLAS 013 (for an organisation outside Hong Kong) (See Note 1).

The applicant is reminded to study the following documents carefully before submitting an application.

For all applicants:

HKAS 002

For a non-medical laboratory:

HOKLAS SC-33
ISO/IEC 17025: 2017
HKAS PD001

For a medical laboratory:

HOKLAS SC-33
HOKLAS 015
ISO 15189: 2022
HKAS PD002

For a proficiency testing provider:

HOKLAS SC-34
HOKLAS 017: 2016

For a reference material producer:

HOKLAS SC-39
HOKLAS 022: 2017

* Delete whichever is not applicable.

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. Any personal data provided in this form will be retained and used by HKAS for accreditation purpose only. The personal data may be disclosed to members of the assessment team.
 2. It is obligatory for the applicant to provide all the personal data requested in this form. If the applicant does not provide sufficient information, HKAS may not be able to process the application.
 3. The data subject has the rights to obtain a printed copy of his/her own personal data held by HKAS and to request for correction of the personal data. Please contact HKAS at the above address for access to and correction of the personal data.

**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***

On behalf of _____ (the Organisation)
(Full name of the Organisation[@] – see Note 2)

of _____

(Registered address[@] – see Note 2)

I _____
(Chief Executive – see Note 3)

having read and understood the documents HKAS 002, HOKLAS SC-33 / -34 / -39*, and ISO/IEC 17025: 2017 and HKAS PD001 / HOKLAS 015 / ISO 15189: 2022 and HKAS PD002 / HOKLAS 017: 2016 / HOKLAS 022: 2017* hereby apply for accreditation / extension of the scope of accreditation* of our laboratory / proficiency testing provider / reference material producer* known as

(Name of the Laboratory, Proficiency Testing Provider or Reference Material Producer[@] - see Note 4)
situated at _____

(Physical Address of the Laboratory, Proficiency Testing Provider or Reference Material Producer[@])

for the activities listed in Annex I of the attached HOKLAS 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, ISO/IEC 17025: 2017 and HKAS PD001 / HOKLAS 015 / ISO 15189: 2022 and HKAS PD002 / HOKLAS 017: 2016 / HOKLAS 022: 2017* and the specific accreditation requirements for HOKLAS specified in HOKLAS SC-33 for a laboratory / SC-34 for a proficiency testing provider / SC-39 for a reference material producer*. Furthermore, on behalf of the Organisation, I hereby undertake and agree to be bound by HKAS 002, ISO/IEC 17025: 2017 and HKAS PD001 / HOKLAS 015 / ISO 15189: 2022 and HKAS PD002 / HOKLAS 017: 2016 / HOKLAS 022: 2017* and HOKLAS SC-33 / -34 / -39* 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 5)

as the HOKLAS 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 the organisation – See Note 2)

hereby accept nomination / extension of my responsibility* as the HOKLAS authorised representative of the aforesaid laboratory / proficiency testing provider / reference material producer*. I declare that I have read and understood the documents HKAS 002, HOKLAS SC-33 / -34 / -39* and ISO/IEC 17025: 2017 and HKAS PD001 / HOKLAS 015 / ISO 15189: 2022 and HKAS PD002 / HOKLAS 017: 2016 / HOKLAS 022: 2017*, 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 the Organisation is accredited will be listed in a scope of accreditation published by HKAS. The following contact details for public enquiry will be attached to this scope. The applicant should provide the following contact details if this is an initial application for accreditation or there is any change to the information which has been provided to HKAS.

Name and post title of the enquiry person[@] _____
Address _____
Telephone _____
Fax _____
E-mail _____
Website _____
Clientele _____

* Delete whichever is not applicable.

@ In both Chinese and English, if applicable

Explanatory Notes

1. The fees in HOKLAS 006 are applicable to laboratories, proficiency testing providers and reference material producers. The fees in HOKLAS 013 are applicable to laboratories only.
2. Name and registered address of the Organisation ...
is the name and address of the Organisation's registered office as recorded in the Companies Registry of the HKSAR, if the Organisation is a company incorporated under the Companies Ordinance (Cap. 622) in Hong Kong. For a Government Department, it is the name and address of the Government Department. For a sole-proprietorship business, the name of the Organisation 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) while the address shall be the address shown on the same certificate. If the Organisation is not incorporated nor registered in HKSAR, the name and address of equivalent status under the law of the Organisation's place of incorporation or registration should be used.
3. Chief Executive...
is the person within the Organisation with authority to enter into contractual arrangements on behalf of the Organisation. He/she is required to accept, in a corporate capacity, responsibility for ensuring that the laboratory, proficiency testing provider or reference material producer for which accreditation is sought will at all times adhere to Regulations for HKAS Accreditation in full. For an initial application for accreditation or when there is a change of the Chief Executive, HKAS Executive will process such application or the change of the Chief Executive only if this application had included supporting document(s) which authorise the Chief Executive to enter into contractual arrangements on behalf of the Organisation.
4. Name of Laboratory, Proficiency Testing Provider or Reference Material Producer...
is the name used by the Organisation to identify the laboratory, proficiency testing provider or reference material producer which performs the tests, calibrations and examinations, or organises the proficiency testing schemes or produces the reference materials for which accreditation is sought, e.g., Textile Division Laboratory.
5. HOKLAS Authorised Representative...
is the person nominated by a laboratory, proficiency testing provider or reference material producer to represent it in all matters affecting the day to day maintenance of accreditation status. He/she is therefore responsible for liaison with HKAS Executive. The roles and responsibilities of the authorised representative are described formally in HKAS 002.

HKAS Executive recommends that a laboratory, proficiency testing provider or reference material producer should nominate 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 as the authorised representative.

The Chief Executive may nominate himself/herself as the authorised representative.