



## Hong Kong Laboratory Accreditation Scheme

### HOKLAS 011

#### Change of Authorised Representative

The applicant is reminded to study carefully the following documents before submitting this form :

**For all applicants:**

HKAS 002

**For non-medical laboratories:**

HOKLAS SC-33

ISO/IEC 17025: 2017

HKAS PD001

**For medical laboratories:**

HOKLAS SC-33

HOKLAS 015

**For proficiency testing providers:**

HOKLAS SC-34

HOKLAS 017: 2016

**For reference materials producers:**

HOKLAS SC-39

HOKLAS 022: 2017

#### HONG KONG ACCREDITATION SERVICE

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E-mail : [hkas@itc.gov.hk](mailto: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 Change of Authorised Representative

On behalf of \_\_\_\_\_  
(Full name of Organisation<sup>@</sup> – See Note 1)

of \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Registered address<sup>@</sup> – See Note 1)

I \_\_\_\_\_  
(Chief Executive – See Note 2)

having read and understood the documents HKAS 002 / ISO/IEC 17025: 2017 and HKAS PD001 / HOKLAS 015 / HOKLAS 017: 2016 / HOKLAS 022: 2017\* and HOKLAS SC-33 / -34 / -39\* hereby apply for a change of the authorised representative of our laboratory / proficiency testing provider / reference material producer\* known as

\_\_\_\_\_  
(Name of Laboratory, Proficiency Testing Provider or Reference Material Producer<sup>@</sup> – See Note 3)

situated at \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Physical address of Laboratory, Proficiency Testing Provider or Reference Material Producer<sup>@</sup>)

I hereby nominate \_\_\_\_\_  
(Full name<sup>@</sup> – See Note 4)

as the HOKLAS authorised representative of this laboratory / proficiency testing provider / reference material producer\* 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 for all activities included in the current scope of accreditation and any activities for which the laboratory / proficiency testing provider / reference material producer\* is seeking accreditation.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_

\* Delete whichever is not applicable

<sup>@</sup> In both Chinese and English, if applicable

## Acceptance of Nomination

I \_\_\_\_\_  
(Full name<sup>@</sup>) (Position<sup>@</sup>)

of \_\_\_\_\_  
(Full name of Organisation<sup>@</sup> – See Note 1)

\_\_\_\_\_  
(Registered address<sup>@</sup> - See Note 1)

hereby accept nomination 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 / ISO/IEC 17025: 2017 and HKAS PD001 / HOKLAS 015 / HOKLAS 017: 2016 / HOKLAS 022: 2017\* and HOKLAS SC-33 / -34 / -39\*, 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 the current scope of accreditation and any activities for which the laboratory / proficiency testing provider / reference material producer\* is seeking accreditation and that I will discharge this responsibility to the best of my ability.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

\* 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 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.

### 2. 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 will at all times adhere to the Regulations for HKAS Accreditation in full.

### 3. 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 activities under or proposed for accreditation.

### 4. 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.