



Hong Kong Laboratory Accreditation Scheme

HOKLAS 012

Application for an Additional Copy of a Certificate of Accreditation

This completed application form must be submitted to HKAS Executive at the address shown at the bottom area of this page accompanied by the application fee.

Fees payable are listed either in HOKLAS 006 or HOKLAS 013.

Applicants should obtain and study carefully the following documents before submission of an application:

For all applicants:

HKAS 002

For laboratories:

HOKLAS SC-33

For proficiency testing providers:

HOKLAS SC-34

For reference material producers:

HOKLAS SC-39

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

- Notes:
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 your personal data.

Application for an additional copy of a Certificate of Accreditation

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

of _____

(Registered address[@] – See Note 1)

I _____
(Authorised representative – See Note 2)

having read and understood the documents HKAS 002 and HOKLAS SC-33 / -34 / -39* hereby
apply for an additional copy of the Certificate of Accreditation of our laboratory / proficiency
testing provider / reference material producer* known as

(Name of laboratory, proficiency testing provider or reference material producer[@] – See Note 3)

situated at _____

(Physical address of the laboratory, proficiency testing provider or reference material producer[@])

for the following test category _____
(Test category – See Note 4)

Signed _____ Date _____

Position _____

A separate application is required for each additional copy of a certificate.

* 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, a name and address of equivalent status under the law of its place of incorporation or registration should be used.

2. 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 authorised representatives 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.

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 tests, calibrations and examinations; organises the proficiency testing schemes; or provides the reference materials under or proposed for accreditation.

4. Test Categories

is a name used by HKAS to represent a branch of testing, calibration or other activity (e.g. organisation of proficiency testing schemes or production of reference materials) for which HKAS provides accreditation under HOKLAS. An up-to-date list of test categories under HOKLAS can be obtained on HKAS website at www.hkas.gov.hk.