



Hong Kong Accreditation Service

HOKLAS 024

Application for using the Accredited CAB Combined ILAC MRA Mark

This form is to be used by an HKAS accredited conformity assessment body (CAB) to apply for using the Accredited CAB Combined ILAC MRA Mark for accredited conformity assessment activities under HOKLAS.

Before submitting this duly completed application form, the accredited CAB shall study the following documents carefully because they form part of the Terms and Conditions binding on the Organisation in relation to using the Accredited CAB Combined ILAC MRA Mark:-

HKAS 002

HKAS SC-01

HOKLAS SC-41

ILAC-R7

HKAS may amend items 1 to 3 of these documents from time to time at its discretion. ILAC may amend item 4 of these documents from time to time at its discretion. Successful applicant shall take note of the latest version of these documents.

HKAS will grant approval for using the Accredited CAB Combined ILAC MRA Mark to its accredited CAB which is established in an economy where the ILAC MRA Mark is registered.

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

- Note:
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 you to provide all the personal data requested in this form. If you do not provide sufficient information, we may not be able to process the application.
 3. The data subjects have the rights to obtain a printed copy of their own personal data held by HKAS and request for correction of their personal data. Please contact HKAS at the above address for access to and correction of your personal data.

Application for using the Accredited CAB Combined ILAC MRA Mark

We, _____ (the Organisation),
(Full name of Organisation[@] – see Note 1)

HOKLAS registration number HOKLAS

of _____

(Registered address[@] – see Note 1)

have authorised _____
(authorised representative – see Note 2)

to sign this form for and on our behalf. We have read and understood this form, the documents HKAS 002, HKAS SC-01, HOKLAS SC-41 and ILAC-R7 (collectively, Terms and Conditions). We hereby apply for using the Accredited CAB Combined ILAC MRA Mark subject to the Terms and Conditions.

In consideration of HKAS approving our application, we, as an accredited CAB granted the permission to use the Accredited CAB Combined ILAC MRA Mark for conformity assessment activities within our scope of accreditation under HOKLAS, hereby agree to comply with all the Terms and Conditions as the same, may from time to time, be revised by the ILAC or HKAS as the case may be.

We shall adopt a self-monitoring system to ensure that our use of the Accredited CAB Combined ILAC MRA Mark shall comply with all of the Terms and Conditions by appointing reviewers as follows. We hereby authorise each of the following reviewers to carry out periodic reviews on proper and compliant use of the Accredited CAB Combined ILAC MRA Mark. We hereby undertake to inform HKAS forthwith any changes to the list of appointed reviewers.

Signed by the authorised representative for and on behalf of the above-named Organisation: _____

Date: _____

Name of the Organisation: _____

Email: _____

Name and Position of the authorised representative: _____

Tel: _____

The following person(s) will be the reviewer(s) to monitor the proper and compliant use of the Accredited CAB Combined ILAC MRA Mark by us:

	Name of reviewer [@]	Position	Scope of Accredited Activities
1.			Testing/Medical Testing/Calibration/Proficiency Testing Providers/Reference Material Producers*
2.			Testing/Medical Testing/Calibration/Proficiency Testing Providers/Reference Material Producers*
3.			Testing/Medical Testing/Calibration/Proficiency Testing Providers/Reference Material Producers*

[@] In both Chinese and English, if applicable; * delete whichever is not applicable

Please refer to the personal data collection statement set out in the HOKLAS SC-41.

To apply for the use of Accredited CAB Combined ILAC MRA Mark, please complete this application form and return it to HKAS Executive at the address shown on page 1 of this form accompanied by:

1. document to support the authorised representative in this application can enter into contractual arrangements on behalf of the applicant Organisation (e.g. a certified true copy of the board resolutions of the company, business registration certificate for sole proprietor, etc.), and
2. document to support the appointed reviewer(s) are at managerial level (e.g. Organisation chart).

Explanatory Notes

1. Name and registered address of the Organisation

is the name and registered address of the Organisation as recorded in the Companies Registry of the HKSAR, if the Organisation is a company which has been registered with the Companies Registry in Hong Kong. For a Government Department, it is the name and address of the Government Department. If the Organisation is a sole-proprietorship or firm, the name shall be 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. The Authorised Representative

is the person within the Organisation with authority to enter into contractual arrangements on behalf of the Organisation. In the case if the Organisation is a sole proprietorship or firm, the authorised representative shall be the sole proprietor of the sole proprietorship, or partner of the firm as the case may be.

3. Reviewer

is a person at managerial level authorised by the Organisation to be responsible for reviewing and recording the intended use of the Accredited CAB Combined ILAC MRA Mark. He/she shall be assessed by the Organisation to be familiar with the Terms and Conditions governing the use of the Accredited CAB ILAC MRA Mark.