



**APPLICATION TO ENTER APLAC MUTUAL RECOGNITION  
ARRANGEMENT (MRA) OR TO EXTEND SCOPE OF  
RECOGNITION**

This document describes the procedure to apply to become a signatory to the APLAC MRA or to extend the scope of recognition for an existing signatory. The following documents are required for the application.

- **Application Form:** See Appendix 1 (Refer to clause 7.1 of APLAC MR 001).
- **Related Documents (Set A, Set B):** See Appendix 2 (Refer to clause 7.7 of APLAC MR 001).

## **1. Instructions for Application**

- 1.1 The application form shall be completed in English and sent to the Chair of APLAC with copies to the APLAC secretariat and the Chair of the APLAC MRA Council.
- 1.2 In the application form, the head of the applicant body shall indicate that he or she understands the provisions of the APLAC MRA and accepts that the evaluation will be conducted in accordance with the requirements and procedures set out in APLAC MR 001.
- 1.3 The applicant body shall indicate whether the application is for calibration, testing, ISO 15189 (medical testing), RMP and/or inspection body accreditation. An applicant for RMP recognition shall either already be a signatory to the MRA for calibration and/or testing, or be applying for testing and/or calibration at the same time.

When an accreditation body applies for signatory status for calibration and/or testing and RMP at the same time, the signatory status for RMP will be granted only after the signatory status for calibration and/or testing has been granted or at the same time that the signatory status for calibration and/or testing is granted.

- 1.4 The applicant body shall indicate whether a pre-evaluation visit is requested.
- 1.5 For an applicant body, the application shall be accompanied by a statement of the applicant body's operational status, the accreditation criteria it uses, its staffing, the fields of accreditation in which it operates, the number of accreditations granted and the number of assessment/surveillance/re-assessment visits already performed. The statement shall also state its relationship to government and its authority to operate. The involvement of the accreditation body in the mandatory sector should be clearly stated.
- 1.6 Information on its participation in relevant international technical activities (e.g. activities of the APLAC Technical Committee and/or APLAC Proficiency Testing Committee, activities of the ILAC Accreditation Issues Committee, activities of ISO/CASCO) shall also be provided with the completed application form.

## **2. Instructions for Related Documents (Set A, Set B)**

The two sets of documents (Set A, Set B) shall describe the operation of the applicant body relevant to the scope of the evaluation. Set A shall be written in English that is the official language for APLAC evaluations. These documents are not to be considered as legally binding where documents in the native language exist. Set B shall be supplied as published.



**ASIA PACIFIC LABORATORY ACCREDITATION COOPERATION  
MUTUAL RECOGNITION ARRANGEMENT COUNCIL**

**Application to Become a Signatory to the Multilateral Mutual Recognition  
Arrangement (APLAC MRA)**  
*(Please type or write clearly in block letters)*

1. **Organisation:** .....
- Address:** .....
- .....
- .....
- Country:** .....
- Telephone:** .....
- Facsimile:** .....
- Email:** .....
- Website:** .....
- Contact Person:** .....
- Position Within Organisation:** .....

**Areas for which APLAC MRA signatory status is sought:**

Testing:  Calibration:  Inspection:  ISO 15189:  RM producers:

Note 1: An applicant body for RMP must be a signatory for calibration and/or testing or be applying for calibration and/or testing and RMP at the same time. See Clause 1.3 of MR 003.

2. **Is your organisation a signatory to the MRA of an ILAC recognised region?**

Yes  No

If “No”, does your organisation have a bilateral arrangement with another accreditation body? Yes  No

If “Yes”, please provide details.

3. Please provide the scope of your organisation’s acceptance in this arrangement (eg. testing, calibration, etc)? Please attach details separately.

4. Please give details of the accreditation services your organisation provides? (Please complete the table found on page 3 of this application form)

5. Organisation

Are your accreditation activities part of those of a larger organisation, including a government department? Yes  No

If “Yes”, please provide an organisational chart to illustrate how your accreditation activities fit within the large organisation.

**For Laboratory Accreditation Programs (incl. ISO 15189)**

In what year did your program commence? Year .....

To what extent does your program meet the requirements of ISO/IEC 17011? Fully  Partially

Target date for full implementation of ISO/IEC 17011 Year .....

How many staff are employed by your program? Full-time ..... Part-time .....

Please list the approximate number of assessment/surveillance visits performed to date .....

What percentage of accredited organisations have been through a full cycle of assessment, surveillance and reassessment? .....

**For Inspection Body Accreditation Programs**

In what year did your program commence? Year .....

To what extent does your program meet the requirements of ISO/IEC 17011? Fully  Partially

Target date for full implementation of ISO/IEC 17011 Year .....

How many staff are employed by your program? Full-time ..... Part-time .....

Please list the approximate number of assessment/surveillance visits performed to date: .....

What percentage of accredited organisations have been through a full cycle of assessment, surveillance and reassessment? .....

**For Reference Material Producer Accreditation Programs**

In what year did your program commence? Year .....

To what extent does your program meet the requirements of ISO IEC 17011? Fully  Partially

Target date for full implementation of ISO/IEC 17011 Year .....

How many staff are employed by your program? Full-time ..... Part-time .....

Please list the approximate number of assessment/surveillance visits performed to date: .....

What percentage of accredited organisations have been through a full cycle of assessment, surveillance and reassessment? .....

From Question 4, please complete the table below with details of the accreditation services provided by your organisation.

AREA	DISCIPLINE(S) PROGRAM(S)	YES (√)	NO (√)	STANDARDS APPLIED (e.g. ISO/IEC 17025, ISO 15189, ISO/IEC 17020, ISO Guide 34)	NO. OF ACCRED ORG.
Testing					
ISO 15189					
Calibration					
Inspection					
RMP					
Others					

**For All Accreditation Programs**

**Relationship with government:**

Government Entity  Private Sector  Other  .....  
(Please specify)

**Is your organisation designated by your government as the official body for accreditation of laboratories and/or inspection bodies?** Yes  No   
(If no, please provide evidence to demonstrate that your organisation is “recognised” as required by section 3.4.2 of the APLAC *Constitution*.)

**To what extent does your program meet the requirements of APLAC MR 001?** Fully  Partially

**Does your economy have access to a traceable system of measurement standards?** Yes  No

**Through which institution(s)?** .....  
.....  
.....

**At what intervals are laboratories/inspection bodies/RM producers within your program routinely fully reassessed?** .....

**Are they required to participate in proficiency testing programs?** Yes  No

**Do they participate in APLAC proficiency testing programs?** Yes  No

**Has your organisation entered into any mutual recognition arrangements (MRAs) with other accreditation bodies** Yes  No

*(If yes, please list the accreditation bodies and the year the MRA was entered into)*

Testing incl. ISO 15189: .....

Calibration: .....

Inspection: .....

RMP: .....

Other: .....

Does your organisation participate in relevant international technical activities (e.g. APLAC Technical Committee, APLAC Proficiency Testing Committee, ILAC Accreditation Issues Committee, ISO/CASCO activities)? (If yes, please list the activities and the years in which your organisation has been involved).

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.....

**PLEASE NOTE:** The documentation detailed in Clause 7.7 of APLAC MR 001 and below in Appendix 2 **must** be provided to the team leader **before** any MRA evaluation (or pre-evaluation) is scheduled.

“Set A” enclosed? Yes  No

“Set B” enclosed? Yes  No

Reports on any recent evaluations enclosed? Yes  No

**6. Declaration**

I hereby declare that the above information is correct. I further declare that I understand the provisions of the APLAC MRA and accept that the evaluation will be conducted in accordance with the procedures and requirements set out in APLAC MR 001. We agree that we shall continue to be bound by and at all times abide by the APLAC Constitution and Code of Ethics as agreed when we were granted Full membership of APLAC. We also agree to meet the evaluation expenses as detailed in Section 4 of APLAC MR 001.

(Name).....  
(please print)

(Position) .....

(Signature).....

(Date) .....

Application to be forwarded by courier or post, together with supporting documentation to:

Chair  
Asia Pacific Laboratory Accreditation Cooperation  
C/- APLAC Secretariat  
71-73 Flemington Road  
North Melbourne VIC 3051  
AUSTRALIA  
fax: +61 3 9326 5148  
email: aplac@nata.asn.au

## Appendix 2: Related documents (set A, set B)

(Refer to clause 7.7 of MR 001)

Set A:

- the applicant body's quality manual in which its policies and procedures, and the responsibility for implementation of the quality system are clearly designated. Full details of the staffing of the applicant body, including their backgrounds and length of experience in each type of accreditation activity shall also be provided if not given in the quality manual;
- accreditation criteria and associated generally applicable technical criteria that the applicant body publishes;
- all other general criteria published which include formal rules or regulations affecting the applicant body's operation and the responsibilities and obligations of its accredited organisations;
- a record of the applicant body's compliance with the requirements of the appropriate ISO/(IEC) standard(s);
- self-evaluation report against the ILAC/IAF KPIs (A3) by completing section 4 of the APLAC evaluation report template (APLAC MR 009);
- background and history of the applicant body by completing section 3 of the APLAC evaluation report template (APLAC MR 009);
- if applicable, a report on its analysis of its relationship with related bodies to determine the potential for conflict of interest;
- details of any organisations to which assessment activities are sub-contracted, either routinely or from time-to-time;
- the policy for measurement traceability routes;
- the written guidance provided for the calculation of measurement uncertainty for calibration laboratories, for testing laboratories and for RMPs;
- the policy on the surveillance and re-assessment of accredited organisations;
- the policy on the implementation and use of proficiency testing;
- if applicable, the policy statement on the use of peer inspectors for inspection body assessments;
- operational procedures covering proficiency testing, including criteria for statistical evaluation and corrective action procedures;
- summary listing of all proficiency testing activity undertaken in the last two years by accredited (and applicant) organisations, e.g.

- APLAC and/or international (other regional) proficiency testing programs (where a final or interim report has been issued), including details of any associated corrective actions.
- programs run by the accreditation body itself;
- external programs (national or international) that have been mandated by the accreditation body;
- measurement audits and/or any other on-site practical tests;
- list of international comparisons in which the economy's national metrology institute (NMI) has been involved in (e.g. comparisons run by Comité Internationale des Poids et des Mesures (CIPM), Asia Pacific Metrology Programme (APMP) or other Regional Metrology Organisations (RMOs));

Note: The list of CIPM and RMO key comparisons is available on the BIPM (Bureau Internationale des Poids et des Mesures) website (<http://kcdb.bipm.org/>).

- detailed scopes of accreditation and draft scopes of accreditation of all organisations to be visited during the re-evaluation or evaluation visit.

Set B:

- any other documentation that describes the mechanics of operation of the accreditation system, including annual reports, questionnaires, newsletters, guidance documents, summary reports of proficiency testing programs (where applicable), etc;
- a copy of the applicant body's directory or other listings providing the name and scope of accreditation of each accredited organisation. If the directory is published through the Internet, the web site address of the directory should be given;
- descriptions of any separate functions or affiliations of the applicant body to activities other than accreditation (such as standards writing, etc);
- description of the metrological infrastructure (e.g. national measurement institute or links to any other national measurement institutes);
- details of any formal agreement or recognition to which the applicant body is party either nationally or internationally, including with government authorities, private sector organisations, other accreditation systems, etc;
- reports of any recent evaluations carried out by other relevant organisations, if applicable.