



Asia Pacific Laboratory Accreditation Cooperation

**ASIA PACIFIC LABORATORY ACCREDITATION COOPERATION
MUTUAL RECOGNITION ARRANGEMENT (MRA) COUNCIL**

**Application to Become a Signatory to the APLAC Mutual Recognition Arrangement
(APLAC MRA) or to Extend Scope of Recognition
(Please type or write clearly in block letters)
(Please refer to the notes in Appendix 1 for guidance)**

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:

1. Is your organisation a signatory to the MRA of another ILAC or IAF recognised region?

Yes No

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

Yes No

If “Yes”, please attach details.

2. Please provide the scope of the organisation’s recognition in this arrangement (e.g. testing, calibration, etc.) and the date on which it entered into the arrangement. Please attach details.

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

Note: An applicant for RMP must already be a signatory for testing and/or calibration or be applying for testing and/or calibration and RMP at the same time. See clause 3.2.5 of APLAC MR 001.

4. Organisation

Are the accreditation activities part of the activities of a larger organisation, including a government Department or Ministry?

Yes No

If "Yes", please provide an organisation chart showing how the accreditation body fits within the larger organisation.

For Laboratory Accreditation Programs (incl. ISO 15189)

In what year did the program/(s) commence? Year

To what extent does the 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 the accreditation body to service these programs? Full-time Part-time

Please state the approximate number of assessments and/or surveillance visits carried out 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 the programs commence? Year

To what extent does the 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 the accreditation body to service these programs? Full-time Part-time

Please state the approximate number of assessments and/or surveillance visits carried out date:

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

For Reference Material Producer Accreditation Program

In what year did the program commence? Year

To what extent does the 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 the accreditation body to service these programs? Full-time Part-time

Please state the approximate number of assessments/surveillance visits carried out date

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

5. **Pre-Evaluation Visit**

Is a pre-evaluation visit requested? Yes No

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/IEC 17020, ISO Guide 34)	NO. OF ACCRED ORG.
Testing					
ISO 15189					
Calibration					
Inspection					
RMP					
Others (Specify)					

For all Accreditation Programs

1. To what extent does the organisation meet the requirements of APLAC MR 001, section 3? Fully Partially

Does the economy have access to a system of measurement standards traceable to SI units? Yes No

Through which institution(s)? (This may include through overseas institutions).

At what intervals are accredited conformity assessment bodies routinely fully reassessed?

Are applicant and accredited CABs required to participate in relevant proficiency testing programs? Yes No

Do they participate in APLAC proficiency testing programs? Yes No

Does the 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 the organisation has been involved).

PLEASE NOTE: The documentation detailed 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. The organisation agrees that it shall continue to be bound by and at all times abide by the APLAC Constitution and APLAC Code of Ethics as agreed when it was granted Full membership of APLAC. It also agrees 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.com.au

Appendix 1: Instructions to Applicants

1. The application form shall be completed in English and sent to the Chair of APLAC with copies to the APLAC Secretariat and to the Chair of the APLAC MRA Council.
2. In the application form, the representative of the applicant body signs to indicate that (s)he 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.
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.
4. The applicant body shall indicate whether a pre-evaluation visit is requested.
5. An initial applicant shall complete all sections of the application form. An applicant for an extension to its scope of recognition shall complete all sections relevant for the requested extension.
6. The two sets of documents (Set A, Set B) (see Appendix 2) shall describe in full the operation of the applicant body relevant to the scope of the requested evaluation. Set A documents shall be provided in English, the official language for APLAC evaluations. If these documents have been translated, they are not to be considered as legally binding when documents in the native language exist. Set B documents shall be supplied as published.

NOTE: Set A documents 5 and 6 shall be provided by completing sections 4 and 3 respectively of the APLAC evaluation report template (MR 009), a Word version of which is available from the “members only” section of the APLAC web site.

Appendix 2: Set A and Set B Documents

Set A:

1. the applicant body's quality documentation in which its policies and procedures, and the responsibility for implementation of the quality system are clearly described. Full details of the staff of the applicant body, including their professional qualifications and experience, and length of experience in each type of accreditation activity shall also be provided if not given in the quality documentation;
2. accreditation criteria and associated generally applicable technical criteria that the applicant body publishes;
3. 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;
4. a checklist or other cross-reference showing the applicant body's compliance with the requirements of the relevant ISO(/IEC) standard(s);
5. self-evaluation report against the ILAC/IAF KPIs (A3) by completing section 4 of the APLAC evaluation report template (APLAC MR 009);
6. background and history of the applicant body by completing section 3 of the APLAC evaluation report template (APLAC MR 009);
7. a report on its analysis of its relationship with related bodies to determine the potential for conflict of interest (ISO/IEC 17011, clause 4.3.7);
8. details of any organisations to which assessment activities are sub-contracted, either routinely or from time-to-time;
9. the policy for measurement traceability routes;
10. the written guidance provided for the calculation of measurement uncertainty for calibration laboratories, testing laboratories and RMPs;
11. the policy on the surveillance and re-assessment of accredited organisations;
12. the policy on the implementation and use of proficiency testing;
13. if applicable, the policy statement on the use of peer inspectors for inspection body assessments;
14. operational procedures covering proficiency testing, including criteria for statistical evaluation and corrective action procedures;
15. summary listing of all proficiency testing activity undertaken in the last two years by accredited (and applicant) organisations, e.g.

- (i) 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.
 - (ii) programs run by the accreditation body itself;
 - (iii) external programs (national or international) that have been mandated by the accreditation body;
 - (iv) measurement audits and/or any other on-site practical tests;
16. 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/>).
17. detailed scopes of accreditation (or draft scopes of accreditation) of all CABs to be visited during the evaluation visit.

Set B:

- 1. 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;
- 2. 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;
- 3. descriptions of any separate functions or affiliations of the applicant body to activities other than accreditation (such as standards writing, etc);
- 4. description of the economy's metrological infrastructure (e.g. national measurement institute or links to any other national measurement institutes);
- 5. 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;
- 6. reports of any recent evaluations carried out by other relevant organisations, if applicable.