



**ASIA PACIFIC LABORATORY ACCREDITATION COOPERATION**

**APPLICATION FOR MEMBERSHIP  
(Full, Associate)**

*(Please type or write clearly in block letters)*

Organisation:

Address:

Country:

Telephone:

Facsimile:

Email:

Website:

Contact Person:

Position Within Organisation:

Class of Membership Sought (Full or Associate):

**For Applicants for Full Membership**

**1a. Please tick the appropriate box for the type of recognition within the economy:**

- (i) Formal designation by government to provide accreditation services
- (ii) Formal endorsement by participation in another recognition mechanism e.g. by an ILAC member national coordination body
- (iii) Substantial industry recognition either across industry or within a significant industry sector as a well-established practitioner in the field of accreditation

- 1b. If (i) and/or (ii) above are ticked, please provide current documentary evidence (in the original language and in English translation), e.g. government law or regulation. Please clearly explain the authority provided by government, and the link between that authority and the provision of accreditation.**
- 1c. If (iii) above is ticked, please provide documentary evidence in English for all of the applicable requirements:**
- a significant number of accredited conformity assessment bodies in one or more sectors (attach a list of all relevant sectors)
  - substantial market penetration for the accreditation of conformity assessment bodies operating within one or more industry sectors (attach a list of all relevant sectors)
  - a history of accreditation and experience with surveillance of accredited conformity assessment bodies
  - evidence of recognition by specifiers and purchasing bodies
  - evidence of any formal appraisal by an external body
  - other evidence as the applicant may deem relevant
- 2a. In what year did the accreditation program commence? Year**
- 2b. To what extent does the organisation meet the requirements of ISO/IEC 17011?** Fully  Partially
- 2c. Target of full implementation of ISO/IEC 17011** Year
- 2d. Date of first accreditation granted by the accreditation body?**
- 2e. At what intervals are accredited conformity assessment bodies**
- |                                    |  |
|------------------------------------|--|
| - subject to a surveillance visit? |  |
| - routinely fully assessed?        |  |
- 2f. Of the accredited conformity assessment bodies, what percentage have had**
- |                         |   |
|-------------------------|---|
| - a surveillance visit? | % |
| - a full assessment?    | % |
- 2g. Are applicant and accredited conformity assessment bodies required to participate in proficiency testing programs?** Yes  No

3. Is it intended to apply for peer evaluation to become a signatory to the APLAC Mutual Recognition Arrangement? Yes  No

4a. Please provide details of the accreditation services the organisation provides?  
(Please complete the table found on page 5 of this application form)

4b. Does the economy have access to a system of measurement standards traceable to SI units? Yes  No

If "Yes", through which institution(s)?  
[Note: This may include overseas institutions]

5. Proficiency Testing

Does the organisation offer its own proficiency testing programs? Yes  No

If Yes, please provide a list of the proficiency testing programs.

If No, please describe how the accredited CABs access PT Programs.

6. Recognition Arrangements

Has your organisation entered into any recognition arrangements (MRA/Bilaterals) with other accreditation bodies? Yes  No

If Yes, please list.

7. Organisation

Is the accreditation body part of a larger organisation (including government Department or Ministry)? Yes  No

If "Yes", please provide an organisation chart showing how the accreditation body fits into the larger organisation (Please attach separately).

**For Applicants for Associate Membership**

1. Please describe the nature of the organisations's business and how it relates to accreditation body activities.

2. Describe the relationship, if any, that the organisation has with its domestic accreditation body.

3. Is this organisation part of a larger organisation (including government Department or Ministry?) Yes  No

If "Yes", please provide an organisation chart showing how the organisation fits into the larger organisation *(Please attach separately)*.

**For All Applicants**

Please note that if there is already an APLAC member (Full or Associate) from the applicant's economy APLAC reserves the right to consult with that member to clarify any issues.

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

AREA	DISCIPLINE(S) PROGRAM(S)	YES (√)	NO (√)	STANDARDS USED (e.g. ISO/IEC 17025, ISO/IEC 17020)	NO. OF ACCRED ORG.
Testing					
Calibration					
Medical					
RMP					
PTSP					
Other (Specify)					

**9. Declaration**

**I hereby declare that the above information is correct. I agree that, in the event that this application is accepted by APLAC, the organisation shall be bound by and at all times abide by the APLAC Constitution and APLAC Code of Ethics. Without limiting the generality of the foregoing the organisation shall, in particular, uphold and fulfil the following obligations:**

- to abide by the APLAC Constitution and Code of Ethics and support the aims and objectives of APLAC, including the recognition and promotion of the APLAC Mutual Recognition Arrangement (MRA);**
- to operate accreditation program(s) in compliance with the requirements set out in relevant standards established by appropriate international standards writing bodies such as the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC) and the APLAC application document, (APLAC MR 001);**
- to return postal ballots within the prescribed timeframes;**
- to pay annual fees promptly by the due date;**
- to offer representatives, whenever appropriate or feasible, to attend and support APLAC meetings and working groups;**
- to contribute to the efficient resolution of any complaints received by APLAC in circumstances where the organisation is involved;**
- to uphold copyright of APLAC publications, and security arrangements for internal and committee documents;**
- to work actively to ensure there is no market confusion between accreditation activities and activities of any related bodies; and to clearly distinguish accreditation from certification by avoiding any impression that the organisation is working at the certification level; and**
- to not make any references which may be inferred that the organisation has signatory status within the APLAC Mutual Recognition Arrangement before such status is conferred.**

**I agree to provide APLAC at any time information about the measures taken to fulfil the above obligations. I further understand that failure to uphold or fulfil the above obligations and any other requirements that may be established by APLAC for membership may result in termination of APLAC membership.**

**(Name)**

**(please print)**

**(Position )**

**(Signature)**

**(Date)**

### Notes for Completion of Application Form

The APLAC Constitution (Section 3) provides for admission of new members on the basis of:

#### **Full Members**

- any fully operational accreditation body, from any one of the APEC economies, involved in the accreditation of laboratories, inspection bodies and related activities (or, with the agreement of the APLAC General Assembly, from a non-APEC economy and with formal government designation);
- any other fully operational accreditation body from any one of the APEC economies that can demonstrate that it is a well-established practitioner of accreditation (as defined in clause 3.4.3 of the APLAC Constitution) and thus able to be recognised by APLAC, as determined by a positive vote by three-fourths of APLAC Full Members;
- subject to a positive vote by three-fourths of APLAC Full Members, an accreditation body in a non-APEC economy but able to similarly demonstrate that it is either government-designated or a well-established accreditation practitioner.

**NOTE:** “Fully operational” means having completed at least one round of surveillance visits or reassessments.

A government-designated operational accreditation body from an APEC economy, therefore, need only substantiate its claim to government designation by providing a copy of appropriate current documentation, and complete this form (sec 017).

For the other two situations, the following criteria apply (APLAC Constitution, clauses 3.4.2, 3.4.3):

- substantial industry recognition either across industry or within a significant industry sector as a well-established practitioner of accreditation;
- OR
- having formal endorsement by participation in another recognition mechanism.

Appropriate documentation (in the original language and in English translation) must be provided to support the application.

#### **Associate Members**

- an organisation from an APEC economy expressing an interest in accreditation and wishing to participate in APLAC activities
- for organisations outside of the APEC economies, acceptance by a positive vote by three-fourths of APLAC Full Members is required.

Applications should be forwarded to:

The Secretary  
Asia Pacific Laboratory Accreditation Cooperation  
71-73 Flemington Road  
North Melbourne VIC 3051  
AUSTRALIA  
fax: +61 3 9326 5148  
email: [aplac@nata.com.au](mailto:aplac@nata.com.au)