



ASIA PACIFIC LABORATORY ACCREDITATION COOPERATION

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

(Please type or write clearly in block letters)

- 1. **Organisation:**
- Address:**
-
-
- Country:**
- Telephone:**.....
- Facsimile:**
- Email:**
- Website:**
- Contact Person:**
- Position Within Organisation:**
- Class of Membership Sought (*Full or Associate*):**.....

For Accreditation Bodies

- 2a. **Please tick the appropriate type of recognition within your economy:**
 - (i) Formal recognition by your government as an accreditation body
 - (ii) Formal endorsement by your government or participation in another recognition mechanism such as a national coordination body
 - (iii) Industry recognition either across industry or within a significant industry sector

- 2b. **If you tick (i) or (ii), please provide documentary evidence in the original language and in English translation, e.g. government law or regulation.**

2c. If you tick (iii), please provide documentary evidence in English for all the applicable following requirements:

- a significant number of accredited laboratories and/or inspection bodies in one or more sectors
- substantial market penetration of laboratories and/or inspection bodies operating within one or more industry sectors
- a history of accreditation and experience with surveillance of accredited laboratories and/or inspection 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

1. Please identify the sectors from where your accredited organisations are drawn (ie. government, industry/private, etc).

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4a. In what year did your program commence? Year

4b. To what extent does your organisation meet the requirements of ISO/IEC 17011? Fully Partially

4c. Target for full implementation of ISO/IEC 17011 Year

4d. Date of first accreditation granted by your accreditation body?

4e. At what intervals are laboratories/inspection bodies within your program
 - **subject to a surveillance visit?**
 - **routinely fully assessed?.....**

4f. Of your accredited laboratories, what percentage have undergone
 - **surveillance visit? %**
 - **full reassessment? %**

4g. Are they required to participate in proficiency testing programs? Yes No

5. Is it your intention to apply for peer evaluation for becoming a signatory to the APLAC Mutual Recognition Arrangement? Yes No

6a. Please provide details of the accreditation services your organisation provides? (Please complete the table found on page 4 of this application form)

6b. Does your 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]

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7. Proficiency Testing

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

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

8. Recognition Arrangements

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

If "Yes", please list

For Non-Accreditation Bodies

If your organisation does not undertake accreditation of laboratories and/or inspection bodies, what is the nature of its business?

.....
.....

9. Organisation

Are your accreditation activities part of a larger organisation? Yes No

If "Yes" please provide an organisational chart to illustrate how your accreditation activities fit into the larger organisation (*Please attach separately*).

From Question 6a, 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) | NO. OF ACCRED ORG. | |
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| Testing | | | | | | |
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| Inspection | | | | | | |
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| Others | | | | | | |
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10. Declaration

I hereby declare that the above information is correct. We agree that, in the event that our application is accepted by APLAC, we 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 we 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 our organisation is involved;
- to uphold copyright of APLAC publications, and security arrangements for internal/committee documents;
- to work actively to ensure there is no market confusion between our accreditation activities and activities of any related bodies; and to clearly distinguish accreditation from certification by avoiding any impression that our organisation is working at the certification level; and
- to not make any references which may be inferred that our 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 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 laboratory or laboratory and inspection body accreditation organisation from any one of the APEC economies or, with the agreement of the APLAC General Assembly, from a non-APEC economy with formal government recognition;
- any other laboratory or laboratory and inspection body accreditation organisation 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 three-fourths majority of Full Members;
- subject also to a three-fourths majority of Full Members, laboratory or laboratory and inspection body accreditation organisations not located in an APEC economy but able to similarly demonstrate that they are well established and thus able to be recognised by APLAC Full Members.

A government-authorised body from one of the APEC economies, therefore, need only substantiate its claim to government endorsement by providing a copy of appropriate documentation, and complete this form (SEC 017).

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

- a self declaration of adherence to, or commitment to adopting, the requirements of ISO/IEC 17011;
- substantial industry recognition either across industry or within a significant industry sector as a well-established practitioner; and
- evidence of having completed at least one round of surveillance visits or reassessments;
OR
having entered into one or more mutual recognition arrangements with a member of the APLAC MRA or the ILAC MRA or other equivalent MRAs that may be developed from time to time.

Appropriate documentation must be provided to support the application.

Associate Members

- organisations from any one of the APEC economies expressing an interest in laboratory accreditation and wishing to participate in APLAC activities;
- for organisations outside of the APEC economies, a three-fourths majority of all 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.asn.au