APLAC
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 (ISO/IEC 17025)

☐ Calibration (ISO/IEC 17025)

☐ Medical (ISO 15189)

☐ Inspection (ISO/IEC 17020)

☐ RM Producers (ISO Guide 34)

☐ PT Providers (ISO/IEC 17043)

1. Is your organisation a signatory to the MRA(s) of other ILAC or IAF recognised regions?

Yes ☐ (Go to **2.**) **No** ☐ (Go to 1.1)

1.1 If **"No",** does your organisation have a bilateral arrangement with another accreditation body?

Yes ☐ (Go to 1.2) **No** ☐ (Go to **3.**)

1.2 If **"Yes",** please attach details. **Details attached:** ☐

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 provide details as shown in the following example.

MRA	Scope	Date Entered
e.g. APLAC	*e.g. testing*	*e.g. 1996*
	e.g. calibration	*e.g. 1999*
	e.g. inspection	*e.g. 2004*
e.g. ILAC	*e.g. testing*	*e.g. 2000*
	e.g. calibration	*e.g. 2000*
e.g. IAAC	*e.g. testing (incl ISO 15189)*	*e.g. 2008*
	e.g. calibration	*e.g. 2008*
	e.g. inspection	*e.g. 2012*
	e.g. product certification	*e.g. 2010*
e.g. IAF	*e.g. product certification*	*e.g. 2010*

3. Please complete Table 1 on the following pages, giving details of the accreditation services your organisation provides.

Note: An applicant for RM Producers or PT Providers must already be a signatory for testing or calibration, or be applying for testing or calibration and RM Producers or PT Providers at the same time. See Section 3.2.5 of APLAC MR 001.

Table 1: Accreditation services provided

(From Question 3, please complete the table below with details of the accreditation services provided by your organisation.)

AREA	YES / NO	DISCIPLINE(S) / PROGRAM(S) offered	No. OF ACCREDITATIONS
Testing (ISIO/IEC 17025)			
Medical Testing (ISO 15189)			
Calibration (ISO/IEC 17025)			
Inspection (ISO/IEC 17020)			
RMP (ISO Guide 34)			
PTP (ISO/IEC 17043)			

Other (specify)		(Please also specify the accreditation standard(s) used) 	

4. Organisation

(a) 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.

(b) 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:**
At what intervals are accredited laboratories routinely fully reassessed?		
Please state the approximate number of assessments and/or surveillance visits carried out to date.		
What percentage of accredited organisations have been through a full cycle of initial assessment, surveillance and reassessment?		

(c) For Inspection Body Accreditation Programs

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:**
At what intervals are accredited inspection bodies routinely fully reassessed?		

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

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

(d) For Reference Material Producer Accreditation Programs

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:**

At what intervals are accredited reference material producers routinely fully reassessed?

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

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

(e) For Proficiency Testing Provider Accreditation Programs

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:**

At what intervals are accredited proficiency testing providers routinely fully reassessed?

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

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

For all Accreditation Programs

(f) **To what extent does the organisation meet the requirements of APLAC MR 001, section 3?** **Fully** ☐ **Partially** ☐

(g) **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.)

(h) **Are applicants and accredited CABs required to participate in relevant proficiency testing programs?** **Yes** ☐ **No** ☐

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

(i) **Does the organisation participate in relevant international technical activities?** **Yes** ☐ **No** ☐
(e.g. APLAC Technical and/or Proficiency Testing Committees, ILAC Accreditation Issues Committee, ISO/CASCO activities)

If "**Yes**", please list the activities and the years in which the organisation has been involved:

5. **Pre-Evaluation Visit**

Is a pre-evaluation visit requested? **Yes** ☐ **No** ☐

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 (APLAC SEC 052) and APLAC Code of Ethics (APLAC SEC 042) 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, together with supporting documentation to:

Chair
Asia Pacific Laboratory Accreditation Cooperation
C/- APLAC Secretariat
Level 1
675 Victoria Street
Abbotsford VIC 3067
AUSTRALIA
fax: +61 3 9421 0887
email: aplac@nata.com.au

Appendix 1: Instructions to Applicants

1. The application form shall be completed in English and sent to the APLAC Secretariat at aplac@nata.com.au (who shall forward copies to the APLAC Chair 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/IEC 17025), medical testing (ISO 15189), RMP (ISO Guide 34), PTP (ISO/IEC 17043) and/or inspection body (ISO/IEC 17020) accreditation. An applicant for RMP and/or PTP 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 from. 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, 6, and 15 (i) shall be provided by completing sections 3, 4, and 5, and Annex VI respectively of the APLAC evaluation report template (MR 009), a Word version of which is available from the “members only” section of the APLAC website.

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 ISO/IEC 17011 and other APLAC requirements (IAF/ILAC A3) by completing sections 4 and 5 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 (if not included in 5. above);

9. The policy for measurement traceability routes (if not included in 5. above);

10. The written guidance, if any, 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 (if not included in 5. above);

12. The policy on the implementation and use of proficiency testing (if not included in 5. above);

13. If applicable, the policy statement on the use of peer inspectors for inspection body assessments (if not included in 5. above);

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. Participation in APLAC (and other regional co-operations e.g. IAAC) PT programs for the last 4 years shall be listed by completing Annex VI of the APLAC evaluation report template (MR 009);

(ii) Programs run by the accreditation body itself;

(iii) External programs (national or international) that have been mandated by the accreditation body;

(iv) Where it is practical to collate the information, 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 Mésures (CIPM), Asia Pacific Metrology Programme (APMP) or other Regional Metrology Organisations (RMOs)), and;

    Note: The list of CIPM and RMO key comparisons is available on the BIPM (Bureau Internationale des Poids et des Mésures) 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, and;

6. Reports of any recent evaluations carried out by other relevant organisations, if applicable.