



APLAC OBLIGATIONS OF MEMBERS

PURPOSE

This document sets out the expectations of all APLAC Full and Associate Members. All Members are required to fulfil their membership responsibilities by complying with the obligations outlined in this document.

AUTHORSHIP

This publication has been written by the APLAC Board of Management.

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FURTHER INFORMATION

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1. APPLICATION

The membership obligations apply to all APLAC Full and Associate Members.

2. MEMBERSHIP OBLIGATIONS

Upon acceptance by the APLAC General Assembly, an APLAC Full or Associate Member agrees to fulfil the following obligations:

1. to abide by the APLAC Constitution and APLAC Code of Ethics, and support the aims and objectives of APLAC, including the recognition and promotion of the APLAC Mutual Recognition Arrangement (MRA);
2. to ensure that its delegates and other representatives abide by the APLAC Code of Conduct;
3. for Full Members to operate in compliance with the requirements of ISO/IEC 17011 and the relevant normative ILAC and APLAC documents;
4. to return postal ballots within the prescribed timeframes;
5. to pay annual fees by the due date;
6. to attend and participate actively in meetings of the General Assembly and for signatories to the APLAC MRA, in meetings of the MRA Council;
7. to offer representatives, whenever appropriate or feasible, to attend and support APLAC committees and working groups, and for signatories of the APLAC MRA, to volunteer as evaluators;
8. to provide comments on draft APLAC documents, where appropriate;
9. to contribute to the efficient resolution of any complaints received by APLAC pertaining to the Member's activities;
10. to uphold copyright of APLAC publications;
11. to maintain the security and confidentiality of internal and committee documents;
12. 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
13. to ensure that it cannot be inferred that the Member has signatory status within the APLAC Mutual Recognition Arrangement before such status is conferred.

3. NON-COMPLIANCE

In signing the APLAC Application for Membership form (APLAC SEC 017) a Member also agrees to provide APLAC at any time information about the measures taken to fulfil the above obligations.

Non-compliance to the above obligations by an APLAC Member will be investigated by the APLAC Board of Management in accordance with APLAC's Complaints and Appeals procedures (APLAC Management System Manual Section 10 and Section 11).

A Member also further understands that failure to uphold or fulfil the above obligations and any other requirements that may be established by APLAC for membership may result in withdrawal of APLAC membership.