

Purpose

Signatories to the APLAC MRA are required to advise the APLAC Secretariat and the MRA Council Chair as soon as reasonably practicable of any significant changes in status and/or operational practices.

Scope

This procedure applies to APLAC Full Members, MRA Council Chair and the Secretariat

Procedure

1. Notification of Changes

Members must complete form *Q14.1 Advice of Changes by APLAC Full Member* to provide the necessary information when the following organisational changes occur:

- details of any change in the name or legal or corporate status of the accreditation body or its parent organisation; details of any changes in the accreditation body's relationship with government;
- details of any changes to contact details including changes to designated representatives (or Alternates in the case of the MRA Council) to the APLAC General Assembly and APLAC MRA Council, changes of address and contact details, etc;
- details of new arrangements negotiated, and of the revision, suspension or termination of any existing arrangements;
- significant changes in key senior staff and/or the organisational structure;
- significant changes in the mode of operation of the system and in particular in the accreditation criteria and procedures used to assess organisations; details of the use of a sub-contracted organisation(s) to do assessments, either routinely or from time-to-time;
- any other changes that significantly affect the competence or credibility of the accreditation process.

Any such changes need to be reviewed to assess their impact on the accreditation body's signatory status within the APLAC MRA.

The accreditation body shall also advise APLAC of the maximum period, after change of name and/or merger, that the old accreditation mark will be permitted to be used by its accredited bodies.

APLAC MR 001 details the minimum information that shall be supplied by the accreditation body at the time of notification of the changes.

2. Processing Changes

Upon receiving the notification of changes from the accreditation body, the APLAC Secretariat will advise the Chair of the APLAC MRA Council.

When the change includes a change of name and/or a merger of two or more existing accreditation bodies, the APLAC Secretariat shall process the name change, etc. in APLAC's records, including membership lists and lists of APLAC MRA signatories (APLAC SEC 020, SEC 038, SEC 039, PR 008, and all relevant APLAC Committee membership lists).

For a change in name and/or merger the listing in APLAC SEC 039 and APLAC PR 008 shall state the previous name and the date on which the name changed.

The APLAC Secretariat shall also advise all APLAC members of the change of name, etc.

It is the responsibility of the accreditation body itself to notify ILAC if it is also a member of ILAC.

3. Impact on APLAC MRA Signatory Status

Until the information supplied by the accreditation body has been reviewed, under the direction of the Chair of the APLAC MRA Council, the accreditation body's signatory status, including scope of recognition, shall remain as status quo for both the APLAC MRA and the ILAC Arrangement.

On completion of the review, a recommendation shall be made to the APLAC MRA Council as to the change, if any, to the accreditation body's MRA signatory status and/or scope of recognition.

Any subsequent changes shall be made to APLAC's records, including membership lists, by the APLAC Secretariat.

The accreditation body's new name or merger shall be noted in parentheses in the signatories list in APLAC MR 002 against its name at the time of signing the APLAC MRA.

4. Notification to ILAC Secretariat

The APLAC Secretariat shall promptly notify the ILAC Secretariat of any changes to the accreditation body's APLAC MRA signatory status and/or scope of recognition.

The ILAC Secretariat will then alter ILAC's records accordingly.