

**MEMBERSHIP OR AFFILIATE APPLICATION FORM**

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

Before preparing and submitting an application for APAC membership, prospective applicants shall familiarise themselves with the content on the APAC website ([www.apac-accreditation.org](http://www.apac-accreditation.org)), especially with the APAC GOV 001, *APAC Constitution* and APAC GOV 002, *APAC Regulations and Codes*, which can be accessed from [APAC/Publications/GOV series](https://www.apac-accreditation.org/publications/gov-series/) webpage.

The completed application, including **all** supporting information, should be emailed to: secretariat@apac-accreditation.org

**SECTION A – Applicant’s information**

|  |  |  |
| --- | --- | --- |
|  |  | Secretariat check only |
| What APAC status is the organisation applying for: | ASSOCIATE MEMBER / AFFILIATE(choose one) |[ ]
| Name of organisation in full (in English): |  |[ ]
| Name of organisation in full (in own language): |  |[ ]
| Organisation acronym: |  |[ ]
| Head office address: |  |[ ]
| Economy/Country: |  |[ ]
| Designated representative to APAC: |  |[ ]
| Position within organisation:  |  |[ ]
| Telephone: |  |[ ]
| Facsimile: |  |[ ]
| Email: |  |[ ]
| Website: |  |[ ]
| If you have offices other than the Head Office, please attach a list of the addresses of all other offices. |  |

**SECTION B – Applicant’s accreditation activities**

|  |  |  |  |
| --- | --- | --- | --- |
| 1a.  | In what year did the accreditation activities commence? | Year:  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 1b.  | To what extent does the organisation meet the requirements of ISO/IEC 17011? | Fully:  |  |
|  |  | Partially:  |  |
| 1c. | If only partially, what requirements of ISO/IEC 17011 does the organisation not fulfil? |

|  |  |  |  |
| --- | --- | --- | --- |
| 1d.  | Target of full implementation of ISO/IEC 17011  | Year: | 2222 |

|  |  |  |
| --- | --- | --- |
| 1e.  | Date of first accreditation granted by the accreditation body? |  |

|  |  |
| --- | --- |
| 1f.  | At what intervals are accredited conformity assessment bodies  |
|  | - subject to visits to maintain accreditation? |  |
|  | - routinely fully re-assessed? |  |

|  |  |
| --- | --- |
| 1g.  | Of the accredited conformity assessment bodies, what percentage have had  |
|  | - a visit to maintain accreditation? |  % |
|  | - a full re-assessment? |  % |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 2a. | Is it intended to apply for peer evaluation to  | Yes |  | No  |  |
|  | become a signatory to the APAC Mutual  |  |  |
|  | Recognition Arrangement?  |  |  |
| 2b. | What is the anticipated timeframe for application? |  |

|  |  |
| --- | --- |
| 3a.  | Please provide details of the accreditation services the organisation provides |
|  | (*Please complete the Table in Annex 1 of this application form*)  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 3b. | Does the economy have access to a system of  | Yes |  | No  |  |
|  | measurement standards traceable to SI units? |  |  |

|  |
| --- |
| If “Yes”, through which institution(s)? |
| [*Note: This may include overseas institutions*] |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 4a. | Are applicant and accredited conformity  | Yes |  | No  |  |
|  | assessment bodies required to participate in  |  |  |
|  | proficiency testing programs?  |  |  |

|  |  |
| --- | --- |
| 4b. | Please describe how the applicant and accredited CABs access proficiency testing programs: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 5a. | Has your organisation entered into any  | Yes |  | No  |  |
|  | recognition arrangements (MRA/Bilaterals) with  |  |  |
|  | other accreditation bodies? |  |  |
| 5b.  | If Yes, please list. |

6b. What is the legal status of the accreditation body? *(Please attach certification of incorporation or similar legal registration or establishment documentation)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 6b. | Is the accreditation body part of a larger  | Yes |  | No  |  |
|  | organisation for example, Government Department or Ministry? |  |  |
|  | If “Yes”, please provide an organisation chart showing how the accreditation  |
|  | body fits into the larger organisation *(Please attach separately).*  |

***Please note that if there is already an APAC member from the applicant’s economy, APAC reserves the right to consult with that member to clarify any issues in relation to this application.***

**SECTION C – Applicant declaration**

I hereby declare that the information provided in this Application for Membership (including Annex 1) is correct. I agree that, if this application is accepted by APAC, the organisation shall be bound by and at all times abide by the APAC Constitution and APAC Regulations and Codes.

Without limiting the generality of the foregoing, the organisation shall, in particular, uphold and fulfil the following obligations:

1. to abide by the APAC Constitution and APAC Regulations and Codes;
2. to support the aims and objectives of APAC, including the recognition and promotion of the APAC Mutual Recognition Arrangement (MRA);
3. 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 APAC document APAC MRA-001;
4. to conform with relevant international standards, guides and application guidance that have been adopted by APAC as normative documents;
5. to apply for APAC MRA signatory status within 3 years of becoming an Associate Member;
6. to return ballots within the prescribed timeframes;
7. to pay annual fees promptly by the due date;
8. to offer representatives, whenever appropriate or feasible, to attend and support APAC meetings and working groups;
9. to contribute to the efficient resolution of any complaints received by APAC in circumstances where the organisation is involved;
10. to uphold copyright of APAC publications, and security arrangements for internal and committee documents;
11. 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

1. to not make any references which may be inferred that the organisation has signatory status within the APAC Mutual Recognition Arrangement or is an APAC Full Member before such status is conferred.

I declare that the organisation (and any part of the same legal entity) does not offer or provide any service that affects its impartiality such as conformity assessment activities covered by accreditation which include but are not limited to testing, calibration, inspection, certification of management systems, persons, products, processes and services, provision of proficiency testing, production of reference materials, validation and verification; or consultancy.

I agree to provide APAC 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 APAC for membership may result in termination of APAC membership.

Signed on behalf, and with the full authority of, the applicant:

|  |  |
| --- | --- |
| Name: |  |
| Position: |  |
| Signature: |  |
| Date: |  |

**ANNEX 1 Details of all accreditation activities undertaken by the applicant - to be completed by applicants for Associate Member status** (please add rows to the table as required).

|  | **Field of accreditation** | **Standards used** | **Discipline(s)/Program(s)** | **Number of accreditations** |
| --- | --- | --- | --- | --- |
|[ ]  **Calibration** | ISO/IEC 17025 |  |  |
|[ ]   |  | Laboratory medicine – Reference measurement laboratories (ISO 15195:2003) |  |
|[ ]   | Other *(please specify)* |  |  |
|[ ]  **Certification – Management systems** | ISO/IEC 17021-1 | Environmental management systems (ISO 14001) |  |
|[ ]   |  | Quality and Safety System for Specialty Feed Ingredients (FAMI-QS) |  |
|[ ]   |  | Medical device quality management systems (ISO 13483) |  |
|[ ]   |  | Occupational health and safety management systems (ISO 45001) |  |
|[ ]   |  | Quality management systems (ISO 9001) |  |
|[ ]   | ISO/TS 22003 | Food safety management systems (ISO 22000) |  |
|[ ]   | ISO/IEC 27006 | Information security management systems (ISO 27001) |  |
|[ ]   | ISO 50003 | Energy management systems (ISO 50001) |  |
|[ ]   | Other *(please specify)* |  |  |
|[ ]  **Certification – Product, process and services** | ISO/IEC 17065 |  |  |
|[ ]   |  | Global G.A.P IFA CPCCs |  |
|[ ]   | Other *(please specify)* |  |  |
|[ ]  **Certification – Persons** | ISO/IEC 17024 |  |  |
|[ ]   |  | IPC Management System Auditors |  |
|[ ]   | Other *(please specify)* |  |  |
|[ ]  **GHG Validation/Verification** | ISO 14065 |  |  |
|[ ]   | Other *(please specify)* |  |  |
|[ ]  **Inspection** | ISO/IEC 17020 |  |  |
|[ ]   | Other *(please specify)* |  |  |
|[ ]  **Medical testing** | ISO 15189 |  |  |
|[ ]   |  | Point-of-care testing (POCT) (ISO 22870)  |  |
|[ ]   | Other *(please specify)* |  |  |
|[ ]  **Proficiency Testing Providers** | ISO/IEC 17043 |  |  |
|[ ]   | Other *(please specify)* |  |  |
|[ ]  **Reference Material Producers** | ISO 17034 |  |  |
|[ ]   | Other *(please specify)* |  |  |
|[ ]  **Testing** | ISO/IEC 17025 |  |  |
|[ ]   | Other *(please specify)* |  |  |
|[ ]  **Other** | Other (*please specify*) |  |  |
|  |  |  |  |  |