

**MRA APPLICATION FORM**

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| --- | --- |
| **Application Type:** | **Please tick as appropriate** |
| Application to Become a Signatory to the APAC Mutual Recognition Arrangement (APAC MRA) |[ ]
| Application to Extend Scope of Recognition  |[ ]

*(Please refer to the notes in Appendix 1 for guidance)*

**ORGANISATION DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | Secretariat check only |
|  | Name of Organisation:  |  |[ ]
|  | 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. |  |

**EVALUATION REQUEST**

1. Please indicate (☒) the areas for which APAC MRA signatory status is sought:

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| **Biobanking - ISO 20387** |[ ]
| **Calibration - ISO/IEC 17025** |[ ]
| **Certification - Management systems – ISO/IEC 17021-1** |[ ]
| Anti-bribery management systems (ISO 37001) |[ ]
| Business continuity management systems (ISO 22301) |[ ]
| Energy management systems (ISO 50001) |[ ]
| Environmental management systems (ISO 14001) |[ ]
| Food safety management systems (ISO 22000) |[ ]
| Food Safety System Certification 22000 (FSSC 22000) |[ ]
| Information security management systems (ISO 27001) |[ ]
| Medical device quality management systems (ISO 13483) |[ ]
| Occupational health and safety management systems (ISO 45001) |[ ]
| Quality management systems (ISO 9001) |[ ]
| Quality and Safety System for Specialty Feed Ingredients (FAMI-QS) |[ ]
| **Certification - Product, process and services - ISO/IEC 17065** |[ ]
| Global G.A.P IFA CPCCs |[ ]
| **Certification - Persons – ISO/IEC 17024** |[ ]
| IPC Management System Auditors |[ ]
| **Inspection - ISO/IEC 17020** |[ ]
| **Medical testing - ISO 15189** |[ ]
| **Proficiency Testing Providers - ISO/IEC 17043** |[ ]
| **Reference Material Producers - ISO 17034** |[ ]
| **Testing - ISO/IEC 17025** |[ ]
| **Validation and Verification – ISO/IEC 17029** |[ ]
| Validation/verification of environmental information – ISO 14065:2020 |[ ]
| GHG Validation/Verification - ISO 14065:2013 |[ ]
| ICAO-CORSIA |[ ]

1. Pre-Evaluation Visit

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Is a pre-evaluation visit requested? | Yes  |  | No  |  |  |

1. Preferred Date

|  |  |  |
| --- | --- | --- |
|  | Preferred Month/Year (if any) for Pre-Evaluation/Evaluation | Month: ………. Year: ……….  |

**BACKGROUND INFORMATION**

*(Please note: Some of the information requested in this Application Form may duplicate and/or summarise information that is required to be provided in the Template Report IAF/ILAC-A3 that is one of the documents needed to support this Application – see Appendix 2. This is for ease of reference for the APAC MRA MC to consider the Application and does not absolve the applicant of the responsibility to fully complete IAF/ILAC-A3.)*

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|  | Is your organisation a signatory to an MLA/MRA of other IAF or ILAC recognised region? |
|  | Yes  |  |  | No |  |  |

|  |  |
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|  | If “Yes”, 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. ILAC* | *e.g. testing* | *e.g. 2006* |
|  | *e.g. calibration* | *e.g. 2006* |
| *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* |
|  |  |  |

1. Does your organisation have a bilateral arrangement with another accreditation body?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Yes  |  |  | No |  |  |
|  | If “Yes”, please attach details.  | Details attached: |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 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.) |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 18. | Are you and accredited CABs required to participate in relevant proficiency testing programs? | Yes |  | No |  |
|  |
|  | Do you and accredited CABs participate in APAC proficiency testing programs?  | Yes |  | No |  |
|  |
| 19. | Do you participate in relevant international technical activities?  | Yes |  | No |  |
|  | (e.g. APAC Technical Committees, IAF or ILAC Committees, ISO/CASCO activities, etc) |  |  |  |  |
| If “Yes”, please list the activities and the years in which the organisation has been involved: |
| 20.  | Please complete Table 1 at the end of this form to give details of the accreditation services your organisation provides |

21. Accreditation Programs

|  |
| --- |
| (a) 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: |  |
|  |
|  | At what intervals are accredited laboratories routinely fully reassessed? |  |
|  |
|  | Please state the approximate number of assessments carried out to date. |  |
|  |
|  | What percentage of accredited organisations have been through a full cycle of initial assessment to reassessment? |  |

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| (b) 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: |  |
|  |
|  | At what intervals are accredited inspection bodies routinely fully reassessed? |  |
|  |
|  | Please state the approximate number of assessments carried out to date. |  |
|  |
|  | What percentage of accredited organisations have been through a full cycle of initial assessment to reassessment? |  |

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| (c) For Biobanking 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: |  |
|  |
|  | At what intervals are accredited biobanks routinely fully reassessed? |  |
|  |
|  | Please state the approximate number of assessments carried out to date. |  |
|  |
|  | What percentage of accredited organisations have been through a full cycle of initial assessment to 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: |  |
|  |
|  | At what intervals are accredited reference material producers routinely fully reassessed? |  |
|  |
|  | Please state the approximate number of assessments carried out to date. |  |
|  |
|  | What percentage of accredited organisations have been through a full cycle of initial assessment to reassessment? |  |

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|  (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: |  |
|  |
|  | At what intervals are accredited proficiency testing providers routinely fully reassessed? |  |
|  |
|  | Please state the approximate number of assessments carried out to date. |  |
|  |
|  | What percentage of accredited organisations have been through a full cycle of initial assessment to reassessment? |  |

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| (f) For Management System Certification 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: |  |
|  |
|  | At what intervals are accredited management system certification bodies routinely fully reassessed? |  |
|  |
|  | Please state the approximate number of assessments carried out to date. |  |
|  |
|  | What percentage of accredited organisations have been through a full cycle of initial assessment to reassessment? |  |

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| (g) For Product Certification 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: |  |
|  |
|  | At what intervals are accredited product certification bodies routinely fully reassessed? |  |
|  |
|  | Please state the approximate number of assessments carried out to date. |  |
|  |
|  | What percentage of accredited organisations have been through a full cycle of initial assessment to reassessment? |  |

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| (h) For Persons Certification 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: |  |
|  |
|  | At what intervals are accredited persons certification bodies routinely fully reassessed? |  |
|  |
|  | Please state the approximate number of assessments carried out to date. |  |
|  |
|  | What percentage of accredited organisations have been through a full cycle of initial assessment to reassessment? |  |

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| (i) For GHG Validation/Verification Accreditation Programs (ISO 14065:2013) |
|  | 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: |  |
|  |
|  | At what intervals are accredited GHG validation/verification bodies routinely fully reassessed? |  |
|  |
|  | Please state the approximate number of assessments carried out to date. |  |
|  |
|  | What percentage of accredited organisations have been through a full cycle of initial assessment to reassessment? |  |

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| --- |
| (i) For Validation/Verification 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: |  |
|  |
|  | At what intervals are accredited validation/verification bodies routinely fully reassessed? |  |
|  |
|  | Please state the approximate number of assessments carried out to date. |  |
|  |
|  | What percentage of accredited organisations have been through a full cycle of initial assessment to reassessment? |  |

**REQUIRED DOCUMENTATION**

21. The documentation detailed in APAC MRA-001 must be provided to the team leader before any MRA evaluation (or pre-evaluation) is scheduled.

22. Have the following documents been supplied?

|  |  |
| --- | --- |
| **Set A Documents (in English)** |  |
| General: |  |
| 1. Self-evaluation report against ISO/IEC 17011 and other APAC requirements by completing the template given in [IAF/ILAC A3](https://www.apac-accreditation.org/publications/mra-series/);
 | Yes / No |
| 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;
 | Yes / No |
| 1. Accreditation criteria and associated generally applicable technical criteria that the applicant body publishes;
 | Yes / No |
| 1. 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;
 | Yes / No |
| 1. A checklist or other cross-reference showing the applicant body’s compliance with the requirements of the relevant ISO(/IEC) standard(s) using [APAC FMRA-019](https://www.apac-accreditation.org/publications/mra-series/) *Accreditation Body Evaluation Documentation Checklist*;
 | Yes / No |
| 1. Details of any organisations to which assessment activities are sub-contracted, either routinely or from time-to-time (if not included in 1. above);
 | Yes / No |
| 1. Detailed scopes of accreditation (or draft scopes of accreditation) of all CABs to be visited during the evaluation visit.
 | Yes / No |
| Specific |  |
| 1. The written guidance, if any, provided for the calculation of measurement uncertainty for calibration laboratories, testing laboratories and RMPs;
 | Yes / No |
| 1. If applicable, the policy statement on the use of peer inspectors for inspection body assessments (if not included in 1. above);
 | Yes / No |
| 1. Operational procedures covering proficiency testing, including criteria for statistical evaluation and corrective action procedures;
 | Yes / No |
| 1. Summary listing of all proficiency testing activity undertaken in the last two years by accredited (and applicant) organisations;
 | Yes / No |
| 1. The policy for measurement traceability routes (if not included in 1. above);
 | Yes / No |
| 1. List of international comparisons in which the economy’s national metrology institute (NMI) has been involved
 | Yes / No |

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| **Set B Documents** |  |
| 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;
 | Yes / No |
| 1. 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;
 | Yes / No |
| 1. Descriptions of any separate functions or affiliations of the applicant body to activities other than accreditation (such as standards writing, etc);
 | Yes / No |
| 1. Description of the economy’s metrological infrastructure (e.g. national measurement institute or links to any other national measurement institutes);
 | Yes / No |
| 1. 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;
 | Yes / No |
| 1. Reports of any recent evaluations carried out by other relevant organisations.
 | Yes / No |

**DECLARATION**

 I hereby declare that the above information is correct. I further declare that I understand the provisions of the APAC MRA and accept that the evaluation will be conducted in accordance with the procedures and requirements set out in [APAC MRA-001](https://www.apac-accreditation.org/publications/mra-series/).

The organisation accepts that determination of whether to conduct an on-site visit may also be based on the political, economic or environmental conditions of the applicant’s economy. When it is determined that the team may face unsafe conditions, the on-site visit may be delayed until there are more favourable conditions. This might have an impact on the application and on the MRA status of the applicant according to the MRA procedures and requirements.

The organisation agrees that it shall continue to be bound by and at all times abide by the APAC Constitution and APAC rules and regulations.

The organisation also agrees to meet the evaluation expenses as detailed in Section 6 of APAC MRA-001.

|  |  |
| --- | --- |
| (Name) |  |
|  | (please print)  |
|  |  |
| (Position) |  |
|  |  |
| (Signature) |  |
|  |  |
| (Date) |  |

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

**Appendix 1: Guidance to Applicants**

1. The application form shall be completed in English and sent to the APAC Secretariat who shall forward copies to the APAC MRA Management Committee.

2. In the application form, the representative of the applicant body signs to indicate that (s)he understands the provisions of the APAC MRA and accepts that the evaluation will be conducted in accordance with the requirements and procedures set out in APAC MRA-001.

3. 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.

4. The required documents (Set A, Set B) (see APAC MRA-001) 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, which is the official language for APAC evaluations. (Note: If these documents have been translated, they are not considered as legally binding when documents in the native language exist.) Set B documents shall be supplied as published.

**Table 1: Accreditation services provided**

(Please complete the table below with details of the accreditation services provided by your organisation.)

| **Scope**Sub Scope | **Disciplines, Programmes, Schemes offered** | **Number of accreditations** |
| --- | --- | --- |
| **Biobanking - ISO 20387** |  |  |
| **Calibration - ISO/IEC 17025** |  |  |
| **Certification - Management systems – ISO/IEC 17021-1** |  |  |
| Anti-bribery management systems (ISO 37001) |  |  |
| Business continuity management systems (ISO 22301) |  |  |
| Energy management systems (ISO 50001) |  |  |
| Environmental management systems (ISO 14001) |  |  |
| Food safety management systems (ISO 22000) |  |  |
| Food Safety System Certification 22000 (FSSC 22000) |  |  |
| Information security management systems (ISO 27001) |  |  |
| Medical device quality management systems (ISO 13483) |  |  |
| Occupational health and safety management systems (ISO 45001) |  |  |
| Quality management systems (ISO 9001) |  |  |
| Quality and Safety System for Specialty Feed Ingredients (FAMI-QS) |  |  |
| **Certification - Product, process and services - ISO/IEC 17065** |  |  |
| Global G.A.P IFA CPCCs |  |  |
| **Certification - Persons – ISO/IEC 17024** |  |  |
| IPC |  |  |
| **Inspection - ISO/IEC 17020** |  |  |
| **Medical testing - ISO 15189** |  |  |
| **Proficiency Testing Providers - ISO/IEC 17043** |  |  |
| **Reference Material Producers - ISO 17034** |  |  |
| **Testing - ISO/IEC 17025** |  |  |
| **Validation and Verification - ISO/IEC 17029** |  |  |
| Validation/verification of environmental information – ISO 14065:2020 |  |  |
| **GHG Validation and Verification - ISO 14065:2013** |  |  |
| ICAO-CORSIA |  |  |
| **Other (please specify)** |  |  |