

**ASSOCIATE MEMBERSHIP APPLICATION FORM**

*(Please type or write clearly)*

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.

In accordance with APAC GOV-002 *APAC Regulations and Codes*, applicants for Associate Member status must be able to demonstrate that they are carrying out accreditation of conformity assessment bodies and have accredited at least two (2) such bodies. Organizations that cannot demonstrate this may be considered for Affiliate status by completing and submitting Affiliate Application Form (APAC FGOV-006).

The completed application, including **all** supporting information (see Annex 1), should be emailed to: secretariat@apac-accreditation.org

**SECTION A – Applicant’s information**

|  |  |
| --- | --- |
| 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: | Prefix: (e.g. Mr., Mrs., Ms., Dr., etc. |  |
| Gender: |  |
| Given name(s): |  |
| Surname/Family name: |  |
| Completed [APAC FGOV-007](https://www.apac-accreditation.org/publications/gov-series/) attached |  |
| 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 17011:2017? | Fully:  |  |
| Partially:  |  |
| 1c. | If only partially, what requirements of ISO/IEC 17011:2017 does the organisation not fulfil? |

|  |  |  |  |
| --- | --- | --- | --- |
| 1d. | Target of full implementation of ISO/IEC 17011:2017  | Year: |  |
|  | *(Note: An accreditation body that is accepted as an Associate Member has three years within which to become a signatory of the APAC MRA and demonstrate full implementation of ISO/IEC 17011:2017).* |

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

|  |  |
| --- | --- |
| 1f. | At what time intervals (months or years) 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 become a signatory to the APAC Mutual Recognition Arrangement? | Yes |  |
| No |  |
|  |
| 2b. | What is the anticipated timeframe for application? |  |

|  |  |
| --- | --- |
| 3a. | Please provide details of the accreditation services that the organisation provides *(Please complete the Annex 1 and 2 of this application form)* |
|  |  |

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

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 4a. | If ISO/IEC 17025 accreditation is provided to conformity assessment bodies, are those conformity assessment bodies required to participate in proficiency testing programs? (if ISO/IEC 17025 accreditation is not offered please leave this question blank). | Yes |  | No |  |
|  |  |  |  |
| 4b. | Please describe how the applicant and accredited CABs access proficiency testing programs: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 5a. | Has your organisation entered into any recognition arrangements (MRA/Bilaterals) with other accreditation bodies? | Yes |  | No |  |
| 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 organisation for example, Government Department or Ministry? | Yes |  | No |  |
|  | If “Yes”, please provide an organisation chart showing how the accreditation body fits into the larger organisation *(Please attach separately).*  |

7 In accordance with ISO/IEC 17011:2017 8.2.2, please provide information on conformity assessment bodies as described in ISO/IEC 17011:2017 7.8.1 including dates and scopes, and, where applicable, information on suspension or withdrawal of accreditation (e.g. a link to your public register of accredited conformity assessment bodies):

***Please note that if there are already APAC Members from the applicant’s economy, APAC reserve the right to seek feedback from those Members on this application, and may request further information based on the feedback received. In addition APAC may make enquiries with the IAF, ILAC and other regional accreditation cooperations, including communication of the result of this application.***

**SECTION C – Applicant declaration**

I hereby declare that the information provided in this Application for Membership (including Annex 1 and 2 and attachments) is correct. I declare 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 [APAC FMRA-001](https://www.apac-accreditation.org/publications/mra-series/) *List of Normative Documents*;
4. to confirm that that the accreditation activities provided comply with all relevant local laws and regulations within the economies in which it operates;
5. to conform with relevant international standards, guides and application guidance that have been adopted by APAC as normative documents;
6. to apply for APAC MRA signatory status within three years of becoming an Associate Member;
7. to return ballots within the prescribed timeframes;
8. to pay annual fees promptly by the due date;
9. to offer representatives, whenever appropriate or feasible, to attend and support APAC meetings and working groups;
10. to contribute to the efficient resolution of any complaints received by APAC in circumstances where the organisation is involved;
11. to uphold copyright of APAC publications, and security arrangements for 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

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:

**Designated Representative to APAC**

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

Please ensure a completed [APAC FGOV-007](https://www.apac-accreditation.org/publications/gov-series/) *APAC Confidentiality and Commitment Declaration* is included with this application.

**ANNEX 1**

**Supplementary questions and documentation requirements for inclusion in the application**

| **Question** | **Response** |
| --- | --- |
| 1. Have any of the top management personnel (including permanent, temporary, or contracted Founders, Directors, President, Vice Presidents, Chief Executive Officer, General Managers, or any of their direct reports) ever been involved or associated with any other accreditation body or conformity assessment body? If yes, please provide details including the name of the other body(ies).
 |  |
| 1. Does the accreditation body offer accreditation services for conformity assessment scheme(s) that require the acceptance or other form of recognition from an external scheme owner, and has that acceptance or other form of recognition been obtained? Please provide copies of letters/approvals, etc.
 |  |
| 1. How many accredited conformity assessment bodies (CABs) does the accreditation body have and in which economy/ies are they located?
 |  |
| 1. How many employees does the accreditation body have and in which economy/ies are they based?
 |  |
| 1. How many contractors and/or subcontractors does the accreditation body utilise and in which economy/ies are they based?
 |  |
| 1. Please complete and return:
2. the ‘AB descriptions’ part of the *IAF-ILAC\_A3\_03\_2020 Evaluation report template – For use in APAC evaluations (MSWord format);* and
3. the ‘AB documents’ column in the *APAC FMRA-019 Accreditation Body Documentation Checklist.*

Both of these documents can be found on the [APAC MRA publications](https://www.apac-accreditation.org/publications/mra-series/) page. |  |
| 1. Please submit a copy of the management system and/or documented processes and procedures that apply to the provision of accreditation services.
 |  |
| 1. The Designated Representative to APAC must:
2. sign and return an [APAC FGOV-007](https://www.apac-accreditation.org/publications/gov-series/) *APAC Confidentiality and Commitment Declaration* as part of this application; and
3. provide a curriculum vitae/resume.
 |  |

**ANNEX 2**

**Details of all accreditation activities undertaken by the applicant** (please add rows to the table as required).

|  | **Field of accreditation** | **Main scopes/ Standards used** | **Sub-scopes/Discipline(s)/Program(s)/Scheme(s)** | **Number of accreditations** |
| --- | --- | --- | --- | --- |
| [ ]  | **Biobanking** | ISO 20387 | *Please specify* |  |
| [ ]  |  | Other (*please specify*) | *Please specify*: |  |
|[ ]  **Calibration** | ISO/IEC 17025 | *Please specify*: |  |
|[ ]   |  | Laboratory medicine – Reference measurement laboratories (ISO 15195:2003) |  |
|[ ]   | Other (*please specify*) | *Please specify*: |  |
|[ ]  **Certification – Management systems** | ISO/IEC 17021-1 | Anti-bribery management systems (ISO 37001) |  |
|[ ]   | ISO/IEC 17021-1 | Business continuity management systems (ISO 22301) |  |
|[ ]   | ISO 50003 | Energy management systems (ISO 50001) |  |
|[ ]   | ISO/IEC 17021-1 | Environmental management systems (ISO 14001) |  |
|[ ]   | ISO/TS 22003 | Food safety management systems (ISO 22000) |  |
|[ ]   | ISO/IEC 17021-1 | Food Safety System Certification 22000 (FSSC 22000) |  |
|[ ]   | ISO/IEC 27006 | Information security management systems (ISO 27001) |  |
|[ ]   | ISO/IEC 17021-1 | Medical device quality management systems (ISO 13483) |  |
|[ ]   | ISO/IEC 17021-1 | Occupational health and safety management systems (ISO 45001) |  |
|[ ]   | ISO/IEC 17021-1 | Quality and Safety System for Specialty Feed Ingredients (FAMI-QS) |  |
|[ ]   | ISO/IEC 17021-1 | Quality management systems (ISO 9001) |  |
|[ ]   | Other (*please specify*) | *Please specify*: |  |
|[ ]  **Certification – Product, process and services** | ISO/IEC 17065 | *Please specify*: |  |
|[ ]   | ISO/IEC 17065 | Global G.A.P IFA CPCCs |  |
|[ ]   | Other (*please specify*) | *Please specify*: |  |
|[ ]  **Certification – Persons** | ISO/IEC 17024 | *Please specify*: |  |
|[ ]   | ISO/IEC 17024 | IPC Management System Auditors |  |
|[ ]   | Other (*please specify*) | *Please specify*: |  |
|[ ]  **Inspection** | ISO/IEC 17020 | *Please specify*: |  |
|[ ]   | Other (*please specify*) | *Please specify*: |  |
|[ ]  **Medical testing** | ISO 15189 | *Please specify*: |  |
|[ ]   |  | Point-of-care testing (POCT) (ISO 22870)  |  |
|[ ]   | Other (*please specify*) | *Please specify*: |  |
|[ ]  **Proficiency Testing Providers** | ISO/IEC 17043 | *Please specify*: |  |
|[ ]   | Other (*please specify*) | *Please specify*: |  |
|[ ]  **Reference Material Producers** | ISO 17034 | *Please specify*: |  |
|[ ]   | Other (*please specify*) | *Please specify*: |  |
|[ ]  **Testing** | ISO/IEC 17025 | *Please specify*: |  |
|[ ]   | Other (*please specify*) | *Please specify*: |  |
|[ ]  **Validation and Verification** | ISO/IEC 17029 | *Please specify*: |  |
|[ ]   | ISO 14065:2020 | Validation and verification of environmental information |  |
|[ ]   | ISO 14065:2013 | GHG Validation/Verification |  |
|[ ]   | ISO 14065:2013 | ICAO-CORSIA |  |
|[ ]   | Other (*please specify*) | *Please specify*: |  |
|[ ]  **Other (*please specify*)** | Other (*please specify*) | *Please specify*: |  |