

**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 five such bodies, two of which must include the same scope of accreditation (e.g. ISO/IEC 17025). Organizations that cannot demonstrate this may be considered for Affiliate status by completing and submitting Affiliate Application Form (APAC FGOV-006).

The applicant must also have a sincere intent fulfil the requirements of ISO/IEC 17011, including the impartiality requirements. This means close consideration will be given to any links or relationships that exist between the applicant’s organization and personnel with the provision of other services that may potentially affect impartiality (e.g. conformity assessment services, training, consultancy), either directly or through ownership, management or licensing arrangements. Applicants and their personnel may choose to divest their relationships and interests in any services that could be perceived to be a conflict of interest.

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.  | Do the organisation’s accreditation activities fully conform with all of 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? |  |

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

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

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

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| --- | --- | --- | --- | --- | --- |
| 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: |

 6a. 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, a multi-national company, industry body, regional or international organization, Government Department or Ministry? | Yes |  | No |  |
|  | If “Yes”, please provide an organisation chart showing how the accreditation body fits into the larger organisation and provide an explanation of the other activities undertaken by the larger body. Please explain how these other activities do not present a conflict of interest or risk to impartiality, competence, or consistent operation of the accreditation body *(Please attach separately).* |
| 6c. | Please provide a list of the owners, principal officers and senior management of the accreditation body, and a disclosure of any personal, family or commercial relationships, ownerships, share-holding, management or other forms of involvement with any conformity assessment body (accredited and non-accredited), clients of conformity assessment bodies, other accreditation bodies, training or consultancy services:  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Role associated with the applicant accreditation body | Description of any personal, family, commercial, ownership of any other form of relationship with any conformity assessment body, clients of a conformity assessment body, or another accreditation body |
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*Add additional rows to the above table if necessary.*

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):

***APAC reserve the right to seek feedback on this application from any organization or person, including APAC Members and Affiliates, IAF, ILAC, any other regional accreditation cooperations. This may result in requests for further information from the applicant. APAC also reserve the right to make public 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 true, correct and misleading.

*NOTE If any information included in this application or supporting documentation is found to be untrue, incorrect, misleading, plagiarised, or in any other way doubtful, the application will be refused or result in termination of APAC Member status.*

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. consent to become an APAC Member;
2. abide by the APAC Constitution and APAC Regulations and Codes;
3. support the aims and objectives of APAC, including the recognition and promotion of the APAC Mutual Recognition Arrangement (MRA);
4. operate accreditation scheme(s) in conformity with requirements 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*;
5. confirm that that the accreditation activities provided comply with all relevant local laws, regulations and relevant sanctions within the economies in which it operates;
6. conform with relevant international standards, guides and application guidance that have been adopted by APAC as normative documents;
7. to apply for APAC MRA signatory status within three years of becoming an Associate Member;
8. return ballots within the prescribed timeframes;
9. pay annual fees promptly by the due date;
10. offer representatives, whenever appropriate or feasible, to attend and support APAC meetings and working groups;
11. contribute to the efficient resolution of any complaints or other feedback received by APAC in circumstances where the organisation is involved;
12. uphold copyright of APAC publications, and confidentiality and security arrangements for internal and committee documents;
13. 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 undertaking conformity assessment activities covered by accreditation including but not limited to: biobanking; calibration; inspection; certification of management systems, persons, products, processes and services; provision of proficiency testing; production of reference materials; testing activities; 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 member status.

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. Please provide commentary and evidence of the organization/business registration for the explicit provision of accreditation services.
 |  |
| 1. Please provide commentary on how the applicant fulfils the definition of ‘accreditation body’ under ISO/IEC 17011:2017 and under what circumstances does it derive its authoritative status:

ISO/IEC 17011:2017 definition**3.2****accreditation body***authoritative body that performs accreditation*Note 1 to entry: The authority of an accreditation body is generally derived from government. |  |
| 1. Please provide commentary and confirmation that the accreditation services being provided are legal and meet all relevant local regulations, sanctions etc. in all the economies where those accreditation services are being provided.
 |  |
| 1. Have any of the top management personnel (including permanent, temporary, or contracted Founders, Directors, Presidents, Vice Presidents, Chief Executive Officers, 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: 1. the name of the other body(ies);
2. current status of relationships;
3. reasons for termination of any previous relationships.
 |  |
| 1. Please provide commentary on relationships with any other bodies, such as consultancy, training or advisory companies, agents, representatives, client managers, intellectual property licence holders, or franchisors or franchisees; including any:
2. financial interests;
3. personal or family relationships;
4. contractual relationships;
5. level of dependency for new business; or
6. payment or receipt of commissions or royalties.
 |  |
| 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?

If ‘yes’, please provide copies of letters/approvals, etc. |  |
| 1. Details of any government, industry or peer recognitions or authorisations previously held and the reason for their termination/withdrawal.
 |  |
| 1. Details on any past external evaluations/assessments/audits of accreditation services.
 |  |
| 1. Evidence to demonstrate financial solvency and stability, including externally audited financial audit reports for the past 3 years.
 |  |
| 1. Details of current insurance arrangements, including professional indemnity, public liability and employers liability.
 |  |
| 1. Has the accreditation body ever made any claims on its professional indemnity, public liability and employers liability insurance?

If ‘yes’, please provide details. |  |
| 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 F1.1-A3 Evaluation Report Template for Use in APAC Evaluations](https://www.apac-accreditation.org/publications/mra-series/) (MSWord format); and
3. the ‘AB documents’ column in the [APAC FMRA-019](https://www.apac-accreditation.org/publications/mra-series/) *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. Please provide copies of the last two internal audit reports and records showing examples of completed effective corrective actions.
 |  |
| 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.
 |  |
| 1. Has the accreditation body ever been subject to legal proceedings or regulatory complaints, complaints, investigations, prosecutions, fines or sanctions?

If ‘yes’, please provide details. |  |
| 1. How many complaints have the accreditation body received in the past three years?

Please provide details and evidence of complaint investigation and resolution.  |  |

**ANNEX 2**

**Details of all the accreditation services provided by your organisation**

Please ensure the answers in this table refer to accreditations that are granted to conformity assessment bodies that are active and are currently operating)

| **Scope**Sub Scope | **Name of Specific Accreditation Scheme[[1]](#footnote-1)****and disciplines/sectors that are covered** | **Number of accreditations** |
| --- | --- | --- |
| **Biobanking** ISO 20387 |  |  |
| **Calibration** ISO/IEC 17025 |  |  |
| **Certification - Management Systems** ISO/IEC 17021-1 and relevant sector applications |  |  |
| Anti-Bribery Management Systems ISO 37001 (ABMS) |  |  |
| Artificial Intelligence Management Systems ISO/IEC 42001 (AIMS) |  |  |
| Asset Management Management Systems ISO 55001 (AMMS) |  |  |
| Business Continuity Management Systems ISO 22301 (BCMS) |  |  |
| Compliance Management Systems ISO 37301 (CMS) |  |  |
| Educational Organizations Management Systems ISO 21001 (EdMS) |  |  |
| Energy Management Systems ISO 50001 (EnMS) |  |  |
| Environmental Management Systems ISO 14001 (EMS) |  |  |
| Facility Management Management Systems ISO 41001 (FMMS) |  |  |
| Food Safety Management Systems ISO 22000 (FSMS) |  |  |
| Food Safety Scheme Certification 22000 (FSSC 22000) |  |  |
| Healthcare Organization Management Systems ISO 7101 (HOMS) |  |  |
| Information Security Management Systems ISO 27001 (ISMS) |  |  |
| Information Technology Service Management Systems ISO 20000-1 (ITSMS) |  |  |
| International Aerospace Quality Group Industry Controlled Other Party Certification Scheme (IAQG ICOP) |  |  |
| Medical Device Quality Management Systems ISO 13485 (MDQMS) |  |  |
| Occupational Health and Safety Management Systems ISO 45001 (OHSMS) |  |  |
| Quality and Safety System for Specialty Feed Ingredients (FAMI-QS) |  |  |
| Quality Management Systems ISO 9001 (QMS) |  |  |
| Social Management Systems (FSSC 24000) |  |  |
| **Certification - Persons** ISO/IEC 17024 |  |  |
| IPC Management System Auditors |  |  |
| **Certification - Product, Process and Services** ISO/IEC 17065 |  |  |
| BRC Global Standards (BRCGS) for Agents And Brokers |  |  |
| BRC Global Standards (BRCGS) Consumer Products General Merchandise |  |  |
| BRC Global Standards (BRCGS) for Consumer Products Personal Care |  |  |
| BRC Global Standards (BRCGS) for Food Safety |  |  |
| BRC Global Standards (BRCGS) for Gluten Free |  |  |
| BRC Global Standards (BRCGS) for Packaging Materials |  |  |
| BRC Global Standards (BRCGS) for Storage And Distribution |  |  |
| GLOBALG.A.P. Integrated Farm Assurance |  |  |
| GLOBALG.A.P. Produce Handling Assurance |  |  |
| IFS Food, Part 1, Sections 2 & 3 and Part 4 |  |  |
| IFS Broker Version 3.2, Part 1, Part 3, Sections 2 & 3 and Part 4 |  |  |
| IFS PACsecure Version 3, Part 1, Part 3, Sections 2 & 3 and Part 4 |  |  |
| **Inspection** ISO/IEC 17020 |  |  |
| **Medical testing** ISO 15189 |  |  |
| **Proficiency Testing Providers** ISO/IEC 17043 |  |  |
| **Reference Material Producers** ISO 17034 |  |  |
| **Testing** ISO/IEC 17025 |  |  |
| **Validation/Verification** ISO/IEC 17029 |  |  |
| Environmental information ISO 14065:2020, ISO 14066 |  |  |
| ISO 14064-3 Part 3: Verification and validation of greenhouse gas statements |  |  |
| ISO 14064-1 Part 1: Organization level for quantification and reporting of GHG |  |  |
| ISO 14064-2 Part 2: Project level for quantification and reporting of GHG |  |  |
| International Civil Aviation Organization Carbon Offsetting and Reduction Scheme for International Aviation (ICAO-CORSIA) |  |  |
| **Other (please specify)** |  |  |

1. See ISO/IEC 17011:2017, subclause 4.6. [↑](#footnote-ref-1)