

**APPLICATION FORM FOR AFFILIATE STATUS**

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

Before preparing and submitting an application to become an APAC Affiliate, 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

*NOTE: In accordance with APAC GOV-006, the APAC Executive Committee have determined the eligibility criteria for Affiliates. It has been agreed that eligibility for Affiliates will be restricted to stakeholders such as national accreditation focal points, organizations that are or genuinely intend to become accreditation bodies, industry scheme operators, regulators and associations of conformity assessment bodies, and will not be available to individual 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 A - Applicant details**

Name of Organisation in Full (English):

Name of Organisation in Full (Own Language):

Short Name/Acronym:

Address:

Country:

Telephone:

Facsimile:

Email:

Website:

Designated Representative to APAC

Prefix (Mr., Mrs, Ms., Dr., etc):

Gender:

Given name(s):

Surname/Family name:

Position Within Organisation:

**SECTION B – Information and due diligence questions**

| **Question** | **Response** |
| --- | --- |
| 1. What are the reasons for the applicant wishing to become an APAC Affiliate?
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| 1. Please describe how the applicant intends to participate in APAC’s activities.
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| 1. Please provide commentary and documentary evidence of the applicant’s organization/business registration and date of establishment.
 |  |
| 1. What is the organizational/business purpose/objectives of the applicant?
 |  |
| 1. If the applicant provides accreditation services or intends to provide accreditation services, 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 state whether the applicant is a not-for-profit; for-profit, or other type of entity.
 |  |
| 1. Is the applicant a privately or publicly owned entity?
 |  |
| 1. Please provide the names and/or organizations that are the owners/members of the applicant’s organization/business.
 |  |
| 1. Is the applicant a government entity, ministry or department, and if so please provide an organization chart showing the applicant in relation to other government entities;
 |  |
| 1. Please provide commentary on the type of activities and services that the applicant undertakes, including the recipients/customers of those activities and services.
 |  |
| 1. Please describe where in the world the applicant’s activities and services are provided and confirm they are undertaken legally and meet all relevant local regulations, sanctions etc. in those locations.
 |  |
| 1. If the applicant provides accredited services, please provide a list of all accredited conformity assessment bodies, including there scopes and sub-scopes, and geographical locations.
 |  |
| 1. What are the names and background of the top management personnel (please include CVs/resumes)?
 |  |
| 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 ending any previous relationships.
 |  |
| 1. Describe any relationship, if any, that the applicant has with any accreditation body/ies or other APAC Members or Affiliates.
 |  |
| 1. What is the number of employees, contractors and volunteers (full time, part time and casual) working for the applicant?
 |  |
| 1. Please provide commentary on relationships with any other bodies, such as consultancy, training or advisory companies, agents, representatives, client managers, 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, royalties or intellectual property leasing arrangements.
 |  |
| 1. What is the annual turnover of the applicant and main sources of funding?
 |  |
| 1. Is the applicant a conformity assessment scheme owner? If ‘yes’, does that conformity assessment scheme include reference to accreditation activities, or rely on accreditation activities, or any other forms of external recognition?
 |  |
| 1. Please provide commentary on the relation the applicant has with ISO/IEC 17011 and accredited conformity assessment activities.
 |  |
| 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 applicant ever been subject to legal proceedings or regulatory compliance concerns, complaints, investigations, prosecutions, fines or sanctions?

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

Please provide details and evidence of complaint investigation and resolution.  |  |
| 1. Please provide a copy of the:
2. latest internal audit report and management review; and
3. the latest external evaluation report or other externally prepared audit, approval or recognition report.
 |  |

**SECTION C**

**Affiliate Application Declaration**

I hereby declare that the information provided in this Affiliate Application is true, correct and not 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 Affiliate status.*

I declare that, if this application is accepted by APAC, the applicant 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 Affiliate;
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. support 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 any activities provided by the organization comply with all relevant local laws and regulations within the economies in which it operates, and any applicable sanctions;
6. conform with relevant international standards, guides and application guidance that have been adopted by APAC as normative documents (see APAC FMRA-001);
7. return ballots within the prescribed timeframes;
8. pay annual fees promptly by the due date;
9. offer representatives, whenever appropriate or feasible, to attend and support APAC meetings and working groups;
10. contribute to the efficient resolution of any complaints or other feedback received by APAC in circumstances where the applicant is involved;
11. uphold copyright of APAC publications, and confidentiality and security arrangements for internal and committee documents;
12. to work actively to ensure there is no market confusion between accreditation and other forms of conformity assessment; and

1. not make any references which may be inferred that the applicant has signatory status within the APAC Mutual Recognition Arrangement or is an APAC Member.

I declare that the organisation (and any part of the same legal entity), and any of its personnel (e.g. owners, senior management, employees, contractors, volunteers, etc.) do not offer or provide any activity, service or behaviour that could result in a conflict of interest or reputational risk for APAC.

I agree to provide to 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 may result in termination of APAC Affiliate 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.