



Hong Kong Certification Body Accreditation Scheme

HKCAS 016

Application for using the Combined IAF MLA Mark

This form is to be used by an HKAS accredited certification body (CB) or validation and verification body (V/VB)^{Note} to apply for using the International Accreditation Forum Multilateral Recognition Arrangement (IAF MLA) mark in conjunction with the HKAS accreditation symbol for accreditation granted under the HKCAS (Combined IAF MLA Mark). In order to be eligible to apply for the use of the Combined IAF MLA Mark, the HKAS accreditation of the applicant must be recognised under the IAF MLA. The HKSAR Government, acting through the HKAS Executive Administrator, is a party to a licensing agreement with IAF in relation to the use of the IAF MLA mark. If the application submitted by an accredited CB is successful, the HKSAR Government, acting through HKAS Executive Administrator, will enter into a licensing agreement with the accredited CB in relation to the use of the Combined IAF MLA mark (sub license agreement). The sub license agreement to be signed with the HKSAR Government is titled 'Agreement for use of the IAF MLA Mark between a Licensed IAF MLA Member and an Accredited Conformity Assessment Body'.

Note: In this document, validation and verification body (V/VB) refers to 'validation body', 'verification body' or 'validation and verification body'.

Before submitting this duly completed application form, the accredited CB or V/VB shall study the following documents carefully because in addition to the sub license agreement (available on request), they form part of the terms and conditions binding on the organisation in relation to using the Combined IAF MLA Mark:-

1. HKAS 002
2. HKAS SC-01
3. HKCAS SC-05
4. IAF document no. IAF ML 2 'General Principles on the Use of the IAF MLA Mark' – downloadable from IAF website: <http://www.iaf.nu/>

HKAS may amend items 1 to 3 of these documents from time to time at its discretion. IAF may amend item 4 of these documents from time to time at its discretion. Successful applicants shall take note of the latest version of these documents.

HONG KONG ACCREDITATION SERVICE

36/F, Immigration Tower, 7 Gloucester Road, Wanchai, Hong Kong.

Tel : 2829 4840

Fax : 2824 1302

E-mail : hkas@itc.gov.hk

Remarks:

1. Any personal data provided in this form will be retained and used by HKAS for accreditation purpose only. The personal data may be disclosed to members of the assessment team.
2. It is obligatory for you to provide all the personal data requested in this form. If you do not provide sufficient information, we may not be able to process the application.
3. The data subjects have the rights to obtain a printed copy of their own personal data held by HKAS and request for correction of their personal data. Please contact HKAS at the above address for access to and correction of your personal data.

Application for using the Combined IAF MLA Mark

We, _____ (the Organisation),
(Full name of the Organisation[@] – see Note 1)

HKCAS registration number _____

of _____

(Registered address[@] – see Note 1)

have authorised _____

(authorised representative – see Note 2)

to sign this form for and on our behalf. We have read and understood this form, the sub licence agreement, the documents HKAS 002, HKCAS SC-05, HKAS SC-01, IAF document no. IAF ML 2 (collectively, Terms and Conditions). We confirm that we have taken appropriate steps to satisfy the indemnity requirement under the sub license agreement to be signed. We hereby apply for the use of the Combined IAF MLA Mark on QMS certification / EMS certification / EnMS certification / FSMS certification / OH&SMS certification / product certification / GHG validation and verification * subject to the Terms and Conditions.

In consideration of HKAS approving our application, we, as an accredited certification body licensed to use the Combined IAF MLA Mark on QMS certification / EMS certification / EnMS certification / FSMS certification / OH&SMS certification / product certification / GHG validation and verification*, hereby agree to comply with all the Terms and Conditions as the same, may from time to time, be revised by the IAF or HKAS as the case may be.

We shall adopt a self-monitoring system to ensure that our use of the Combined IAF MLA Mark on QMS certification / EMS certification / EnMS certification / FSMS certification / OH&SMS certification / product certification / GHG validation and verification * shall comply with all of the Terms and Conditions by appointing reviewers as follows. We hereby authorise each of the following reviewers to carry out periodic reviews on proper and compliant use of the Combined IAF MLA Mark on QMS certification / EMS certification / EnMS certification / FSMS certification / OH&SMS certification / product certification / GHG validation and verification *. We hereby undertake to inform HKAS forthwith any changes to the list of appointed reviewers.

Signed by the authorised representative for and on behalf of the above-named Organisation: _____

Date: _____

Name of the Organisation: _____

Email: _____

Name and Position of the authorised representative: _____

Tel: _____

The following person(s) will be the reviewer(s) to monitor the proper and compliant use of the Combined IAF MLA Mark by us:

	Name of reviewer[@]	Position	Certification / Validation and Verification Service (e.g. QMS/EMS/EnMS/FSMS/OH&SMS/Product/GHG)
1.			
2.			

[@] In both Chinese and English, if applicable; * delete whichever is not applicable
Please refer to the personal data collection statement set out in the HKCAS SC-05.

To apply for the use of Combined IAF MLA Mark, please complete this application form and return it to HKAS Executive at the address shown on page 1 of this form accompanied by:

1. document to support that the authorised representative in this application can enter into contractual arrangements on behalf of the applicant organisation (e.g. a certified true copy of the board resolutions of the company, business registration certificate for sole proprietor, etc.), and
2. document to support that the appointed reviewer(s) are at managerial level (e.g. organisation chart).

Explanatory Notes

1. Name and registered address of the Organisation

is the name and address of registered office of the Organisation as recorded in the Companies Registry of the HKSAR if the Organisation is a company incorporated in Hong Kong. For a Government Department, it is the name and address of the Government Department. For a sole-proprietorship business, the name of the Organisation shall be the name of its sole-proprietor and the name of the business marked on its business registration certificate issued under the Business Registration Ordinance (Cap. 310) while the address shall be the address shown on the same certificate. If the Organisation is not incorporated nor registered in HKSAR, the name and address of equivalent status under the law of the Organisation's place of incorporation or registration should be used.

2. Authorised Representative

is the person within the Organisation with authority to enter into contractual arrangements on behalf of the Organisation. In the case if the Organisation is a sole proprietorship, the authorised representative shall be the sole proprietor of the sole proprietorship, or partner of the firm as the case may be.

3. Reviewer

is a person at managerial level authorised by the Organisation to be responsible for reviewing and recording the intended use of the Combined IAF MLA Mark. He/she shall be assessed by the Organisation to be familiar with the Terms and Conditions governing the use of the Combined IAF MLA Mark.