



**AUTHORITY ON BUILDING CONTROL AND CONSTRUCTION INDUSTRY (ABCi)
CONSTRUCTION LABORATORY ACCREDITATION SERVICES [A-CLAS]
MINISTRY OF DEVELOPMENT, NEGARA BRUNEI DARUSSALAM**

APPLICATION FOR LABORATORY ACCREDITATION IN ACCORDANCE WITH ISO/IEC 17025

DETAILS OF APPLICANT

Name of Laboratory:

Laboratory Address:

Mailing Address (if different from the above):

Registration of Companies and Business Names' (ROCBN) No.:

Type of application: New application Renewal application

Name of Authorised Representative:

Position/Title:

Office & Handphone number:

E-mail:

DETAILS OF ANY ASSOCIATION/ AFFILIATION WITH ANY BIGGER ENTITY

Name of Entity:

Relationship description:

Does the application include testing on-site laboratories?

Yes No

If yes, give details of all laboratories to be accredited

Does the laboratory sub-contract testing?

Yes No

If yes, give details of all sub-contractors

SCOPE OF ACCREDITATION SOUGHT FOR EACH LABORATORY

TEST CATEGORY	ITEMS/ MATERIALS TESTED	SPECIFIC TESTS/ PARAMETERS OR PROPERTIES TESTED	TEST METHOD/ STANDARDS/ SOPs	LOCATION OF TESTS PERFORMED (P) Permanent Laboratory or (O) On-Site

(Please fill in completely and to attach a continued list separately)

POLICIES

- A. Confidentiality Policy:** I authorise A-CLAS to release information with regards to our application status **Yes** **No**
- B. Language Policy:** All documentation and records are to be provided in English Language. Where documentation or records are in any other language apart from English Language, the applicant needs to provide the translation to English Language where required by A-CLAS.
- C. Application Validity:** The application is valid for a period of two (2) years from the date of the official application receipt notification. The application will expire if there is no assessment undertaken by A-CLAS within the first twelve (12) months or may be cancelled when there is no follow-up or communication by the conformity assessment body (CAB) for a period of three (3) months. In these cases, the CAB can only submit their re-application for accreditation after at least three (3) months has lapsed.
- D. Legally Enforceable Agreement:** In line with the requirements of ISO/IEC 17011, the Accreditation Agreement between A-CLAS and the applicant is detailed in **Annex-1**.

Annex-1: Accreditation Agreement

- 1. Conditions for Accreditation:** To attain and maintain accreditation, the applicant (Conformity Assessment Body, CAB) must agree to:
- a. Continually commit to fulfil the requirements for accreditation for all the scope(s) of accreditation sought for (new applicant or granted) and to commit in providing evidence of fulfilment; the accreditation requirements that include, but is not limited to: compliance with accreditation criteria (scheme); requirements of A-CLAS; and the requirements of international bodies such as APAC and ILAC;
 - b. Cooperate as is necessary to enable A-CLAS to assess and verify the fulfilment of the accreditation requirements;
 - c. Provide access to CAB personnel, locations, equipment, information, documents and records as necessary to assess and verify the fulfilment of accreditation requirements;
 - The applicant shall provide all the required documents (see **Annex-2**).
 - d. Arrange the witnessing of conformity assessment activities, whenever applicable, and as and when requested by A-CLAS;
 - e. Have, where applicable, legally enforceable arrangements with their clients to provide, on request by A-CLAS, access to assess the CAB's performance when carrying out conformity assessment activities at the client's site;
 - f. Claim accreditation with respect to only the scope of accreditation that has been granted;
 - g. Commit to follow A-CLAS's policy on the use of the accreditation symbol;
 - h. Not to use its accreditation in a way that could dishonour A-CLAS or bring A-CLAS into disrepute;
 - i. Inform (in writing) to A-CLAS without undue delay for any changes or pending changes in respect of the:
 - Organisation's status;
 - Operation that affects the organisation's legal, commercial or ownership status;
 - Organisation / top management / key personnel;
 - The resources and location(s);
 - Scope(s) of accreditation;
 - Other matters that can affect the CAB's ability to fulfil accreditation requirements.
 - j. Pay fees determined by A-CLAS;
 - k. Assist in the investigation and resolution of any complaints that are accreditation-related, about the CAB.

2. Use of accreditation symbols and other claims of accreditation

The rules and requirements for use of A-CLAS Accreditation Mark are as defined by A-CLAS, in which the applicant must agree to:

- a. Conform to A-CLAS's requirements when claiming and referring to its accreditation status in any communication media;
- b. Not make any misleading or unauthorised statement relevant to its accreditation;
- c. Discontinue its use on any reference to the accreditation, upon suspension, withdrawal or expiration of it;
- d. Not referring to its accreditation in a way that may imply that a product, process, service, management system or person is approved by A-CLAS;
- e. Inform, without undue delay, their affected clients on the suspension, reduction or withdrawal of its accreditation and the associated consequences.

Declaration

As the Authorised Representative, I declare and confirm that the information given and copies of documents submitted are true. I agree that this application is subject to the requirements set by A-CLAS.

Name:

Signature:

Date:

Name of Laboratory:

Annex-2: Required documents

No.	Items	For Applicant Use	For Office Use
1.	For existing accreditation, please provide: <ol style="list-style-type: none"> a. Copy of Accreditation Certificate b. Copy of Accreditation Scope c. Copy of the latest assessment report 		
2.	Certificate of Registration (Business Names Act 16/17 or Companies Act, Chapters 39)		
3.	Quality management system documentation <ol style="list-style-type: none"> a. Documented mechanism of quality policies & procedures e.g. Quality manual or procedural manual, as applicable b. Quality procedures (management system procedures) 		
4.	Reference list of documents of the management system		
5.	Organisational chart		
6.	List of personnel for the scope of accreditation and list of approved signatories of the reports / certificates		
7.	Provide methods / procedures/ standards / SOPs in relation to the scope applied.		
8.	List of equipment		
9.	Copy of latest Management Review Report		
10.	Copy of latest Audit Report		
11.	Impartiality documents (Policy, risk analysis and top management declarations)		