**Name of Laboratory**: ………………………………………………………………………………

**Note:** Please complete this checklist and submit the following documents to the Department of Standards Malaysia with your application.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Particulars** | **Yes √** | **No √** | **Remark, if any** |
|  | Application form (LA 201C/T), duly signed and completed |  |  |  |
|  | Scope of accreditation sought attached and appropriately listed (as per item Appendix A of LA 201C/T) |  |  |  |
|  | Legal Status indicated or copy of ROC & MoA1 certificate |  |  |  |
|  | Information on Participation in PT activities (LA 1501-3) and PT Plan (LA 1501-5) |  |  |  |
|  | Curriculum Vitae / Work Experience of key personnel and nominated signatories |  |  |  |
|  | MS ISO/IEC 17025:2017 Checklist (LA 201-7) completed |  |  |  |
|  | Laboratory documented information that covering the following:   1. Company profile and information about the laboratory including legal entity and its activities; 2. Structure/Organisation chart; 3. Policies and objectives; 4. Identified management personnel who is responsible for the laboratory’s activities (name and responsibility); and 5. Risk assessment analysis/report. |  |  |  |
|  | Procedure Manual (Laboratory’s Standard Operating Procedure (SOP) and Test/Calibration Method) |  |  |  |
|  | List of procedures |  |  |  |
|  | Internal Audit Report |  |  |  |
| 1. 9 | Management Review Minutes |  |  |  |

**Note:** 1ROC- Register of Company, MoA – Memorandum of Association

## Confirmed by laboratory’s representative (however named)

Name: …………………………………………………………………………….………………………. Signature: ………………………………….………………..…………………………………

Date: ……………………………….………………………..…………………

**For Standards Malaysia’s use only:**

1. File ref. no: JSM/AD-700/01/04/……

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Particulars | Yes **√** | No **√** | Remark, if any |
|  | Standards Malaysia has the capability and resources to conduct accreditation with respect to the scope applied. |  |  |  |
|  | Application sought is within Standards Malaysia’s scope offered.  Note: If application not within scope or not within Standards Malaysia capability send a rejection letter. |  |  |  |
|  | For organisation under the same Ministry, complete the Analysis of Related Body Relationship With Standards Malaysia form (LA 201-3) |  |  |  |

1. Proposed Lead Assessor: …………………………………………………………………………………………………………………………………………

(The Proposed Lead Assessor has verbally declare non conflict of interest with the applicant on \_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Name of Officer in Charge:……………………………………………………………………

Prepared by: Signature: ………………………………………………………………………………………… Date:. …………………………………………………………

**Approved / Not approved** (by SAMM Manager)

Comment (if any)………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..

Signature: ………………………………………………….……………………………………… Date: …………………………………………………………………