**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 |
| 1 | Application form (LA 202EXT), duly signed and completed |  |  |  |
| 2 | Scope of accreditation sought attached and appropriately listed (as per item **Appendix A** of LA 202EXT) |  |  |  |
| 3 | Legal Status indicated or copy of ROC certificate (same as the central laboratory/office) |  |  |  |
| 4 | Information on Participation in PT activities (LA 1501-3) and PT Plan (LA 1501-5) |  |  |  |
| 5 | Curriculum Vitae / Work Experience of key personnel and nominated signatories (at least one resident signatory for each field of accreditation) |  |  |  |
| 6 | Laboratory documented information that covering the following:   1. Company profile and information about the laboratory and its activities; 2. Legal entity; 3. Structure/Organisation chart; 4. Policies and objectives; 5. Identified management personnel who is responsible for the laboratory’s activities (name and responsibility); and 6. Risk assessment analysis/report. |  |  |  |
| 7 | Procedure Manual (Laboratory’s Standard Operating Procedure (SOP) and Test/Calibration Method) (Optional) |  |  |  |
| 8 | Internal Audit Report |  |  |  |
| 9 | Management Review Minutes |  |  |  |

## 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 |
| 1 | Application sought is within Standards Malaysia’s scope offered.  If not within scope, send a rejection letter. |  |  |  |

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: …………………………………………………………………