

出國報告（出國類別：其他）

出席亞太實驗室認證聯盟（**APLAC**）

第**17**屆年會會議報告

服務機關：經濟部標準檢驗局

姓名職稱：陳介山 局長

張簡鴻儷 科長

派赴國家：菲律賓

出國期間：中華民國 100 年 9 月 11 日至 9 月 17 日

報告日期：中華民國 100 年 11 月 9 日

## 摘要

亞太實驗室認證聯盟（APLAC）會議目的為提供認證組織訊息交流之論壇，促進對實驗室與檢驗機構認證之認證機構對話與交流，並期能提升認證機構會員之認證服務水準，建立並維持會員間的技術能力與相互信任，努力促成多邊相互承認協議進一步的發展。

本次年會相關重要決議包括：理事會改選 2 名成員及公共資訊委員會主席，分別由我國全國認證基金會（TAF）周念陵執行長及泰國實驗室品質標準局 BLQS DMSc 代表 Ms. Suwana Charunut 當選理事會委員；公共資訊委員會主席由美國 ACLASS 代表 Mr. Roger Muse 當選，由會員大會通過此任命案；能力試驗委員會核准泰國實驗室品質標準局（BLQS-DMSc）提議之能力試驗計畫，會議期間並舉辦「權責機關及利益相關者研討會」，年會成功完成各項設定議題之討論並達成重要決定。

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## 壹、前言

「亞太實驗室認證聯盟 (Asia Pacific Laboratory Accreditation Cooperation, 簡稱 APLAC)」成立於 1992 年，為「亞太經濟合作會議」(APEC) 5 個專家區域團體 (SRB) 之一，其宗旨為建立並發展區域內認證機構間之相互承認協議 (MRA)，APLAC 其會員提供實驗室、檢驗機構及參考物質生產機構之認證服務，是由亞太地區國家認證機構組成的區域性認證組織。

目前 APLAC 共有來自 25 個經濟體的 37 個認證機構為正會員，來自 5 個經濟體的 8 個認證機構為副會員。APLAC MRA 包含校正(Calibration)、測試 (Testing)、檢驗(Inspection)、醫學(ISO 15189)以及參考物質生產機構(RMP)，正會員中共有來自 22 個經濟體的 33 個認證機構簽署 APLAC MRA；包括有 32 個正會員簽署測試領域 MRA、24 個正會員簽署校正領域 MRA、13 個正會員簽署檢驗領域 MRA、12 個正會員簽署醫學領域 (ISO 15189) MRA 及 5 個正會員簽署參考物質供應商 (RMP) MRA；我國中華民國實驗室認證體系 (為全國認證基金會之前身) 率先於 1995 年簽署合作備忘錄 (MoU)，並於 1997 年成為首批簽署校正、測試領域 MRA 之 7 個會員國之一，並陸續於 2005 年、2007 年分別簽署檢驗及醫學領域 MRA，目前，全國認證基金會 (TAF) 已簽署之 MRA 領域含括校正、測試、檢驗及醫學 4 大領域。

## 貳、目的

APLAC 會議主要目的為提供認證組織交流訊息之論壇，促進實驗室與檢驗機構的認證機構對話，包括認證相關機構間之活動交流，並期能提升認證機構會員之認證服務水準，建立並保持會員間的技術能力與相互信任，努力促成多邊相互承認協議進一步的發展。

財團法人全國認證基金會 (TAF) 與亞太地區認證機構互動頻繁，TAF 除多方參與及積極主辦 APLAC 國際活動外，並致力推動減少重複測試，以促進貿易，奠定我國認證之國際地位。

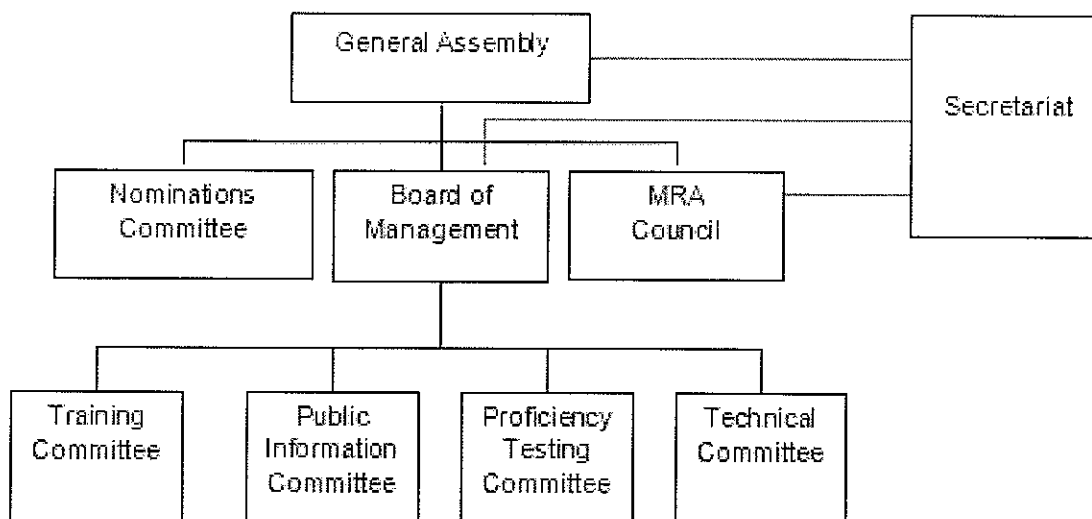
本局為建構符合國際規範及發展趨勢之認證環境，提升認證業務效能，依標準法第 14 條訂定「中華民國認證實施辦法」，推動前瞻技術認證機制研究發展、促進認證體系國際化、提升認證體系品質，為達成前揭任務目標，本局委託財團法人全國認證基金會有關國際化相關業務，並依法負有監督管理之責任，同時，為瞭解最新國際認證趨勢，本局每年均派員參加 APLAC 會議，藉由參加大會及各委員會會議，獲取國際間認證組織與實驗室認證相關資訊，建立並維持與各國以及各區域認證聯盟之良好關係，掌握國際認證合作動態，適時展現我國實驗室認證成果與專業，並分享國際認證組織最新發展趨勢資訊，期促使我國認證政策方向與認證業務發展與國際接軌。

## 參、過程

### 一、會議概述

APLAC 會員大會 (General Assembly) 為最高決策單位，每年舉辦 1 次會員大會，日常運作由秘書處負責，理事會 (Board of Management) 及相互承認協議委員會 (MRA Council) 會議則於年中再召開一次會議，每年舉辦 2 次會議。按往例，與大會同時召開之會議有：技術委員會 (Technical Committee)、能力試驗委員會 (Proficiency Testing Committee)、訓練委員會 (Training Committee)、提名委員會 (Nominations Committee) 及公共資訊委員會 (Public Information Committee)。本次 APLAC 第 17 屆年會暨相關委員會議由菲律賓認證委員會 (Philippine Accreditation Office, 簡稱 PAO) 主辦，於 100 年 9 月 10 日至 16 日假菲律賓馬尼拉 The Peninsula Manila 舉行，共有 101 位認證機構與相關機構代表出席。

APLAC 之組織架構如下：



本次我國出席會議人員由本局陳介山局長率張簡鴻儷科長參加；財團法人全國認證基金會由周副執行長念陵、陳副處長元貞及楊純如經理參加各項會議。

APLAC 第 17 屆年會暨相關委員會議程表如下：

日期	時間	會議
9 月 10-11 日 (六、日)	08:00-17:00	理事會 Board of Management Meeting
9 月 12 日 (一)	08:30-09:45	開幕典禮 Opening Ceremony
	10:00 - 12:00	技術委員會
	13:00 - 17:00	Technical Committee Meeting
	10:00 - 12:00	訓練委員會
	13:00 - 17:00	Technical Committee Meeting
	10:00-12:00	權責機關及利益相關者研討會 Public Seminar - Seminar for Regulators and Stakeholders
	18:00-21:00	歡迎晚宴 Welcome Dinner
9 月 13 日(二)	9:00 - 17:00	公共資訊委員會 Public Information Committee
	9:00 - 17:00	能力試驗委員會 Proficiency Testing Committee
9 月 14 日(三)	08:30-17:00	MRA 委員會 MRA Council Meeting
	17:30	MRA 簽署儀式 MRA Signing Ceremony
9 月 15 日(四)	08:30-12:00	MRA 委員會 MRA Council Meeting
	13:00-17:00	會員大會 General Assembly Meeting
	19:00	晚宴 Conference Dinner
9 月 16 日(五)	8:30-17:00	會員大會 General Assembly Meeting

## 二、會議重點摘要

### (一)、理事會(Board of Management)：

由 SAC Ms. Chang Kwei Fern 擔任主席並主持理事會討論。

1. APLAC 理事會倡議之策略計畫自 2009 年開始實施，理事會審查近 2 年的實施成效良好，本次理事會並設定 5 年至 10 年計畫之策略規劃、首要績效指標及追蹤指標，並將繼續朝向以 APLAC 效益為發展重點之目標邁進。
2. 理事會成員針對 2010 年至 2012 年 APLAC 財務現況及規劃檢討。

### (二)、MRA 委員會 (MRA Council)：

由 IANZ Mr. Barry Ashcroft 擔任主席主持 MRA 委員會討論。

1. 討論相互承認協議中新增能力試驗執行機構 (PTP) 相互承認協議之相關文件以及範圍。
2. 報告 EA 見證 APLAC 評估 NATA 及 IANZ 之檢驗領域，如於本 (2011)年 11 月 ILAC/IAF 曼谷大會中獲得通過，預計 2012 年可進行 ILAC MRA in Inspection 的簽署。

### (三)、技術委員會 (Technical Committee) (會議資料詳如附件 1)

由 A2LA Mr. Trace McInturff 擔任主席主持技術委員會討論。

1. 技術委員會原包括檢驗、參考物質、藥物測試、校正及亞太經濟合作會議電信相互承認任務小組 5 個次級委員會，以及遠方及實地活動 (Remote & Field Activities)、測試不確定度 (Uncertainty in Testing) 及軟體測試認證 (Accreditation of Software Testing) 3 個工作小組，會議中次級委員會及



工作小組召集人報告各委員會與小組文件訂定與修正情形。

2. 我國全國認證基金會周念陵執行長報告亞太經濟合作會議電信相互承認協議 (APEC TEL MRA) 現況。
3. 新增能力試驗執行機構 (PTP)次級委員會(sub-committee) ，討論認證要求與文件。

(四)、能力試驗委員會 (Proficiency Testing Committee) (會議資料詳如附件 2)

由 IAJapan Dr. Koichi Nara 擔任主席主持能力試驗委員會討論。

1. 我國 TAF 代表報告主辦 T083 醬油中防腐劑能力試驗執行情形。
2. 委員會核准泰國實驗室品質標準局 (BLQS-DMSc) 主辦之「雞脂肪中有機氯殘留農藥」能力試驗計畫。
3. 有關 APLAC 未來舉辦 LED 能力試驗之討論，我國 TAF 代表報告曾經舉辦 LED 能力試驗之經驗供會員參考。

(五)、公共資訊委員會 (Public Information Committee) (會議資料詳如附件 3)

由 ACLASS 代表 Mr. Roger Muse 擔任主席主持公共資訊委員會。

1. 討論有關 APLAC 20 周年之慶祝活動。
2. 就如何促進對 APLAC 之認同，降低權責機關對 APLAC MRA 與 ILAC MRA 之間關係之疑惑，這需要 APLAC 區域會員與 ILAC 之共同努力。
3. 討論參考物質生產機構(RMP)認證及使用 APLAC Logo 與 ILAC Logo 情形。

(六)、訓練委員會 (Training Committee) (會議資料詳如附件 4)

由中國合格評定國家認可委員會 CNAS 張明霞擔任主席主持討論。

1. 未來依新版 ISO/IEC 17020 規劃相關訓練內容，目前 ISO/IEC 17020 狀態為 FDIS 版。
2. 能力試驗統計方法訓練課程於本（2011）年 10 月 10 至 13 日由 Mr. Dan Thole n 及 Mr. W. W. Wong 擔任講師。
3. 訓練委員會文件「實驗室及檢驗機構評審員訓練課程指引」APLAC TR001 " Guidelines on training course for laboratory and inspection body assessors" 改版。
4. 對 APLAC 會員進行訓練需求調查，於 本（2011）年 10 月 1 日完成問卷回收後進行分析，以作未來 2 年之訓練規劃。
5. 案例研究資料（Database of Case studies）庫將於新版 APLAC TR001 發行後上網，並組成工作小組維護資料庫。

（七）、會員大會（General Assembly）（會議資料詳如附件 5、6）

由新加坡認證委員會（SAC）張署長惠芬擔任主席主持會員大會，共有來自認證機構及相關機構 101 位代表出席本次年會，年會中理事會、相互承認協議委員會、技術委員會、能力試驗委員會、訓練委員會及公共資訊委員會分別將各委員會之重要結論向會員報告；除前揭各委員會主席報告各委員會重要決議外，本次年會尚包括以下議題：

1. BoM 選舉: 本屆共有 4 位候選人爭取 2 個委員席次: 我國 TAF、中國 CNAS、泰國 DMSc 以及墨西哥 ema，我國全國認證基金會周念陵執行長在第一輪投票即確定當選，其餘 3 位候選人因票數過於接近需進行第二

輪投票確認，最後由泰國實驗室品質標準局 BLQS DMSc 代表 Ms.

Suwanna Charunut 當選。

2. 由會員大會通過美國 ACLASS 代表 Mr. Roger Muse 擔任公共資訊委員會主席之任命案。
3. 近年來德國聯邦物理研究院（Physikalisch-Technische Bundesanstalt，簡稱 PTB）積極協助亞太地區開發中國家建立符合性評鑑品質基礎建設（Quality Infrastructure，簡稱 QI）計畫，目前已由原先 4 年計畫延長至 6 年計畫（2008 年至 2014 年），協助開發中國家加入 APLAC 會員、建立認證制度，以利加入 APLAC MRA，推展亞太區域認證之完整性；今年 PTB 與 APLAC 合辦 3 場研討會，對認證技術之溝通有極大助益。
4. 明年年會訂於 2012 年 12 月 1 至 7 日於澳洲雪梨舉行，由澳洲實驗室認證機構（NATA）主辦，2013 年年會由越南 BoA 主辦，我國全國認證基金會申辦 2016 年 APLAC/PAC 聯合會員大會並獲大會通過。
5. 本年重新評鑑並確認下列認證組織 MRA 之資格與能力：

紐西蘭 IANZ：測試、校正、檢驗與醫學（ISO15189）領域

澳洲 NATA：測試、校正、檢驗與參考物質生產機構(RMP)領域

日本 VLAC：測試領域

香港 HKAS：測試、校正、檢驗與醫學（ISO15189）領域

#### （八）、「權責機關及利益相關者研討會」研討會

為使 APLAC 會員分享各經濟體對「權責機關及利益相關者研討會」的經驗與看法，主辦單位邀請 APLAC 主席張惠芬、歐盟主席、美國 A2LA 代表 Ms.

Roxanne Robinson 及菲方 INTERTEK 公司代表演講，分別就 APLAC 之 MRA 及其於進入市場之有效性、歐盟以法令規定使用認證制度與其所發揮之功效、美國政府法規在使用認證制度之規定與美國認證計畫種類及驗證機構在驗證服務提供品質保證及其於使用 MRA 與認證成果之經驗分享，當地業者與各國代表並藉此機會作意見交流。

#### (九)、拜會菲國貿工部

於 100 年 9 月 16 日上午陳介山局長率張簡鴻儷科長在菲律賓產品標準局代理局長 Ms. Carmencita B. Magno 陪同下拜會菲國貿工部主管標準業務之次長 Ms. Zenaida Cuison-Maglaya，討論台菲「標準化及符合性評估領域合作瞭解備忘錄」後續推動事項及執行進展議題；為協助臺菲雙方商品擴展至對方市場，會談中我方洽詢菲國有關可否特別針對鋼品、輪胎及電氣產品等產品推動簽署雙邊產品驗證相互承認協議，菲方亦提出磁磚（ceramic tile）及 LED 照明燈具（LED lighting）產品項目，雙方並同意就產品項目名單進行後續討論；另，由於第 17 屆台菲經濟合作會議上菲方就產品範圍提出修正意見，本局藉此晤面機會將修正版意向書送請菲國提供意見，以儘速達成雙方合作之目的。此外，也邀請菲方派員來臺進行交流，並獲致正面回應。

#### (十)、與泰國實驗室認證機構科學服務司/實驗室認證局簽署合作議事錄

100 年 9 月 13 日 APLAC 會議結束後陳介山局長代表我方與泰國實驗室認證機構科學服務司/實驗室認證局 Bureau of Laboratory Accreditation, Department of Science Service (簡稱 DSS-BLA) 簽署第 2 次同意合作議事錄，深化雙邊認證人員專業訓練及認證技術等項目之合作，這也是我國以認證專業能力與他國認證機構互助交流之成果展現。

## 肆、心得及建議

- 一、依據本(100)年 8 月底菲律賓國家統計處發佈報告顯示，今年 6 月份台菲貿易總額為 4 億 7027 萬美元，台灣躍升為菲律賓第 5 大進口來源，台灣享有 1 億 2691 萬美元的貿易順差，在東協經濟實力提升不容小覷情形下，對此重要貿易夥伴，本局將在台菲「標準化及符合性評估領域合作瞭解備忘錄」基礎架構平台上，持續推動實質技術合作與雙方交流，以及產品互認項目。
- 二、APLAC 會員大會為各國認證機構間之活動，本局為權責主管機關，參加本會議，除能加強瞭解 APLAC 之運作情形及國際組織認證發展之最新趨勢，並與其他認證機構及其主管機關代表建立良好關係，亦可展現我國權責主管機關對認證機構之支持與彼此間之密切合作，有助於認證新趨勢之掌握。
- 三、藉由本次會議活動之參與與瞭解，我國在校正及醫學領域認證之發展已於亞太地區居領先地位，另外在通信設備領域之 APEC TEL MRA 亦保持優勢，為加強國際參與及對國際組織之貢獻，本次會議我國提出申辦 2016 年 APLAC 年會在台灣舉行之提案，獲大會通過，我方在國際上主導認證議題之發展，借助我國認證資源與優勢，協助相對弱勢之其他經濟體之認證機構建立認證制度，以擴大我國國際空間，發揮影響力。
- 四、歐盟於 2008 年 8 月發布新法令規定並於 2010 年 1 月 1 日開始實施有關使用認證評鑑制度於產品要求與市場監督，以立法方式將產品之基本要求與技術規範或經調合之標準結合，保持必要之彈性與運用符合性評鑑制度，近年來發揮了相當功效，是成功運用認證架構、減少重複測試的例子。
- 五、經由認證所產生的效益唯有在實驗室與檢驗機構自主管理下方可獲致與持

續，因此，應可加強宣導、鼓勵及協助實驗室及檢驗機構實施自主管理，確保機構能力。

六、為拓展國際合作業務，本局除透過國際組織發展多邊合作關係外，並藉由參與國際活動場合，積極與各經濟體代表於會議期間交流，持續努力於標準及符合性評鑑領域推動雙邊合作業務，如本次會議期間與泰國代表及菲國次長之洽談獲致良好成效，有助於提升我國際合作，並使我國符合性評鑑事務達到國際水準之目標。

七、為配合國際認證業務之發展趨勢，我國已建立完善並符合國際規範之符合性評鑑及認證、驗證基礎架構平台，深具認證可信度，未來善用此基礎架構平台，促進政府主管機關採認認證結果，並加強認證領域評鑑人員之專業技術與知識，以及國際會議參與人才培養仍是重要目標。

## 伍、APLAC 會議相關照片



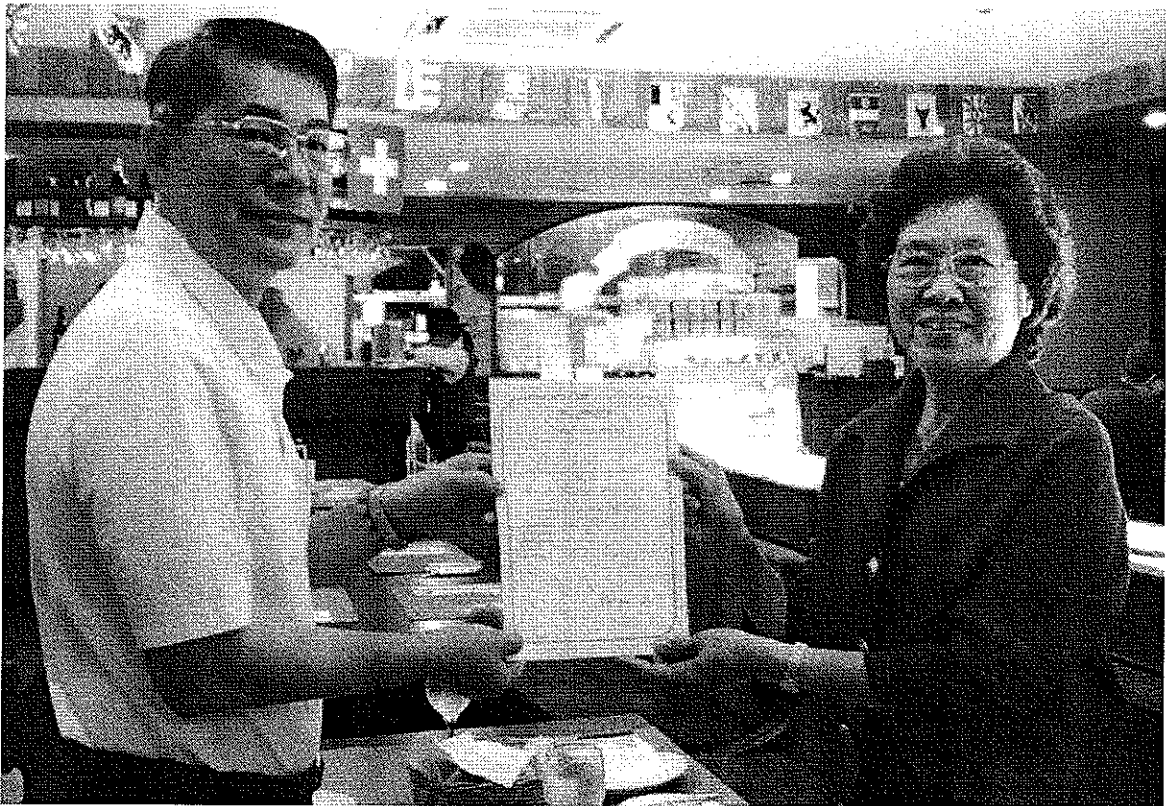
第 17 屆 APLAC 年會與會人員合照



第 17 屆 APLAC 年會大會會場



陳介山局長與菲國貿工部次長 Ms. Zenaida Cuison-Maglaya 會談

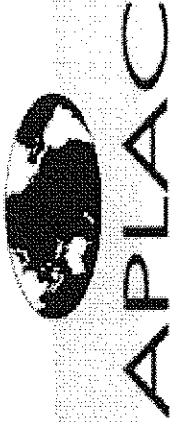


陳介山局長與泰國實驗室認證機構科學服務司/實驗室認證局 Bureau of Laboratory Accreditation, Department of Science Service (DSS-BLA) 簽署合作議事錄



## 陸、附件

- 附件 1 技術委員會報告
- 附件 2 能力試驗委員會報告
- 附件 3 公共資訊委員會報告
- 附件 4 訓練委員會報告
- 附件 5 會員大會議程與報告
- 附件 6 **APLAC 2012 年年度預算草案**



**APLAC TECHNICAL COMMITTEE**  
17<sup>th</sup> Meeting – Manila

**AGENDA**

**Date and Venue**

**On: Monday 12 September 2011, 10:00 am to 5:00 pm**

**At: The Peninsula Manila, Manila, PHILIPPINES**

Item	Subject	Information/Discussion/Open Action Items	Responsible Person	Document(s)
<b>1</b>	<b>Opening of the meeting</b>			
1.1	Introductions		All	
<b>2</b>	<b>Membership of APLAC Technical Committee</b>			
2.1	Review and confirmation of membership of APLAC Technical Committee	Membership in Bali was confirmed through 2012.		APLAC SEC 029, Issue 53 06/2011 being circulated.
2.2	Introduction of Alternates			
2.3	Apologies			
<b>3</b>	<b>Adoption of the Agenda</b>	Please review the agenda and provide any necessary feedback at the meeting. Any "other business" should also be notified at this time.		APLAC TC (11) 01
<b>4</b>	<b>Minutes of Osaka TC Meeting</b>	Minutes sent out for comment and finalized.		APLAC TC(11)02 Osaka - Minutes.doc
<b>5</b>	<b>Terms of Reference</b>	Current ToR as confirmed in Bali.		APLAC TC(11)03 ToR for TC.doc
5.1	Terms of Reference for	TC confirmed the ToR's in Bali.	Subcommittee Chairs	See individual

	Subcommittees of TC			Subcommittee/Working Group Status Document.
<b>6</b>	<b>Liaison and Cooperation with Other International Organizations</b>			
6.1	ILAC Accreditation Committee (AIC) Report	AIC report from Montreux.	Trace McInturff	<u>APLAC TC(11)04 - REPORT TO APLAC BOARD OF MANAGEMENT.docx</u>
6.2	EA LC Report		Christina Waddington	<u>APLAC TC(11)22 - ILAC AIC Apr2011 Draft Minutes Version 2.doc</u>
6.3	ISO Standards update	Brief updates on ISO standards currently under review/revision.	???	
<b>7</b>	<b>Report of APLAC Technical Subcommittees</b>			
7.1	Inspection Subcommittee	Report on the Inspection Subcommittee work.	Mr Raj Nathan	<u>APLAC TC(11)05 - Inspection Subcommittee Status Document.doc</u>
7.2	Reference Material Subcommittee	Report on the Reference Material Subcommittee work.	Mr Wang Wah Wong	<u>APLAC TC(11)06 - Inspection Subcommittee Report.doc.docx</u> <u>APLAC TC(11)07 - RMP Subcommittee Status Document.doc</u>
7.3	Medical Testing Subcommittee	Report on the Medical Testing Subcommittee work.	Dr. Katsuo Kubono	<u>APLAC TC(11)08 - Report of RM Subcommittee 2011.doc</u> <u>APLAC TC(11)09 - Medical Subcommittee Status Document.doc</u> <u>APLAC TC(11)10 - Report Medical SC July 2011.doc</u>

				<u>APLAC TC(11)31 - Guidance for pre-examination phase(KUBONO SHIMODA).ppt</u>
7-4	Calibration Subcommittee	Report on the Calibration Subcommittee work.	Mr. Douglas Leonard	<u>APLAC TC(11)11 - Calibration Subcommittee Status Document.doc</u>
7-5	APEC TEL MRA Task Force Subcommittee	Report on the APECTEL MRA Task Force work.	Mr. Nigel Jou	<u>APLAC TC(11)12 - APECTEL MRA TF Subcommittee Status Document.doc</u>
7-6	Working Group on Remote & Field Activities	Report on the Remote & Field WG work.  The Convener is asking the TC for one last review of TCo13 before it gets sent out for APLAC Full Member vote. Please come prepared to discuss any issues that you have with this current version.	Ms. Colleen Cotter	<u>APLAC TC(11)13 - Remote and Field Activities Working Group Status Document.doc</u>  <u>APLAC TC(11)14 - Remote Field WG Report 2011.doc</u>  <u>APLAC TC(11)27 - aplac tco13 issue 1 draft 2 Aug 8 Clean.doc</u>  <u>APLAC TC(11)28 - aplac tco13 issue 1 draft 2 Aug 8.doc</u>  <u>APLAC TC(11)29 - TCo13 Combined comments table.doc</u>
7-7	Uncertainty in Testing Working Group	Report on the Uncertainty in Testing WG work.	Mr. Yoshi Uematsu	<u>APLAC TC(11)15 - Uncertainty in Testing Working Group Status Document.doc</u>
7-8	Accreditation of Software Testing	Report on the Accreditation of	Dr. Gun Ho-Choe	<u>APLAC TC(11)16 - Accreditation of</u>

	Working Group	Software Testing WG work.		<u>Software Testing Working Group Status Document.doc</u>
<b>8</b>	<b>Review of APLAC Technical Committee Documents</b>			
8.1	Update of TCxxx Series Documents <ul style="list-style-type: none"> <li>• TC002, TC003</li> <li>• TC004</li> <li>• TC005</li> <li>• TC006</li> <li>• TC007</li> <li>• TC008</li> <li>• TC009</li> <li>• TC010</li> <li>• TC011</li> <li>• TC012</li> <li>• TC013</li> </ul>	Report and discussion. Review of APLAC TC documents.	Nigel Jou Doug Leonard Yoshi Uematsu Raj Nathan Roger Brauningger WW Wong Barry Ashcroft Yoshi Uematsu Barry Ashcroft WW Wong Colleen Cotter	<u>APLAC TC(11)17 - List of APLAC Technical Committee Documents.doc</u>
<b>9</b>	<b>Work Items for APLAC MRA (Normative documents)</b>			
9.1.1	Vacant			
<b>10</b>	<b>Work Items for the APLAC Technical Guidance</b>			
<b>10.1</b>	<b>Development of APLAC Technical Guidance Document</b>			
10.1.1	Documents under APLAC member comment or voting	TC 013 (Covered under 7.6/8.1)		
<b>11</b>	<b>Work Items under ILAC AIC Initiative</b>			
11.1	Accreditation of Medical Laboratories <ul style="list-style-type: none"> <li>• Implementation of ISO 15189</li> </ul>	Report	Zhai Peijun/Regina Robertson	
11.2	Accreditation to 15195	Report	Zhai Peijun/Regina Robertson	
11.3	WADA	Report	Regina Robertson	
11.4	WHO	Report	Regina Robertson	
11.5	ILAC G2: Guidelines for the Traceability of Measurement	Revision of this document put on hold until ILAC P10 is launched	Yoshi Uematsu/Doug Leonard	

11.6	Revision of ILAC P10	<p>DRAFT 4 of ILAC P10 incorporates the changes as agreed at the AIC meeting in Montreux in April this year. Also included with the documents is the 60-day ILAC member comments table with responses from ILAC AIC WG2, and a copy of the proposed draft memo that will go out to ILAC members.</p> <p>The intention is that after a final review by the AIC that the document will be properly formatted by the ILAC Secretariat and sent to ILAC members for a 30-day ballot. The implementation period will be two years from the publication date, and was agreed in Montreux.</p>	Yoshi Uematsu/Doug Leonard	<p><u><a href="#">APLAC TC(11)18 - P10 4th draft 28t april 2011 clean.doc</a></u></p> <p><u><a href="#">APLAC TC(11)19 - Memo for 4th draft ILAC P10 for AIC 60 day circulation.doc</a></u></p> <p><u><a href="#">APLAC TC(11)20 - ILAC Comment and Observations P10 28th april 2011.doc</a></u></p>
11.7	BIPM	Report	Yoshi Uematsu	
11.8	ILAC Policy for Uncertainty in Calibration		Doug Leonard	<u><a href="#">APLAC TC(11)21 ILAC P14-2010.pdf</a></u>
11.9	Remote Calibration	<p>The third draft of GXX:XX/201X <i>ILAC Guidelines for Remote Calibration</i> was distributed by the ILAC Secretariat on 18 March 2011 to all ILAC members for a 60-day comment period closing 16 May 2011.</p>	Yoshi Uematsu	
11.10	Accreditation of NMI	A final draft ILAC/CIPM document	Yoshi Uematsu/Doug Leonard	

		<p>incorporating the comments received will be written. This final draft will be presented to the RMOs (September 2011) and then CIPM (October 2011) by Andy Henson. Following that, it will be circulated to ILAC members for 30-day balloting.</p>		
<p>11.11</p>	<p>Other ILAC Issues</p> <ul style="list-style-type: none"> <li>• Accreditation of Sampling</li> </ul> <ul style="list-style-type: none"> <li>• ILAC Case Studies Project</li> </ul> <ul style="list-style-type: none"> <li>• ILAC PTCG</li> </ul>	<p>Cecilie Laake provided a second draft of the position statement, incorporating comments received from the working group. This second draft was distributed to AIC following the meeting. A third draft will be discussed in Bangkok, and distributed to all ILAC members for the 60-day comment period before that (if possible).</p> <p>The ILAC Executive Committee granted approval for the formation of a new ILAC AIC working group to develop the ILAC case studies further.</p> <p>Steve Sidney has agreed to take on the role of Convener of ILAC AIC WG11. The WG is seeking a few AB members to join the WG.</p> <p>ILAC P9 "ILAC Policy for Participation in Proficiency Testing Activities" approved and released.</p>	<p>Trace McInturff</p>	<p><u>APLAC TC(11)24 - Position statement - accreditation of sampling activities version 05-04-2011.docx</u></p> <p><u>APLAC TC(11)25 - Comments on 1st draft position statement for accreditation of sampling.docx</u></p>

12	<p><b>Issues led by EA</b></p> <p>Technical (on line) Forum</p>	<p>EA has created technical networks for areas of laboratory testing (forensics, food, environmental, mechanical/electrical, calibration) for all EA members. Each EA member designates a staff officer for each area of testing. Whenever an AB has a technical issue, they can submit an email that goes out to an on line forum per discipline to discuss technical issues. APLAC is investigating a similar process for APLAC Lead Evaluators for timely communications while on evaluations. Is this something that the TC would like to consider?</p>	Trace McInturff	<p><a href="#">APLAC TC(11)30 - EA LC activity August 2011.doc</a></p>
13	<p><b>TC Training Needs</b></p>	<p>Training for ISO/IEC 17020 in 2012. Additional training?</p>	Zhang Mingxia	
14	<p><b>Other Business</b></p> <ul style="list-style-type: none"> <li>• <b>New PT Working Group???</b></li> </ul>	<p>At the MRA Council meeting in Auckland, the MRA Council discussed what is needed to be done to push forth an APLAC MRA for proficiency testing providers. The Council's WG in this area is embarking on a work program to up-date the MR-series of documents accordingly, but suggested there may well be a need to provide guidance on how an AB might/should assess a PT provider against ISO/IEC 17043 and (in particular) what an accredited PT provider's scope of accreditation might look like.</p> <p>One of the action items coming out</p>	Trace McInturff	



		<p>of the meeting was to invite the Technical Committee to consider the need for and to prepare such a document. The Council sees this as being analogous to the TCo08 document prepared to support the RMP MRA. Martha Meijer from ema, Mexico volunteered at the meeting to lead such work for the TC.</p> <p>Since the meeting, Barry Ashcroft and I have chatted further about this possibly being a better fit for the PT Committee to handle. I have reached out to Dr Nara (PT Committee Chair) to see if he was amenable to adding this work item to the PT Committee work. He has indicated that at this time he is unable to take this on under his PT Committee. As such, I am adding this to the TC agenda to see if there is a need for this document (regardless of what the Council says). If agreed in the TC, we will need to establish membership, ToR and a way forward for the WG.</p>	Regina Robertson	
		<p style="text-align: right;"><u>APLAC TC(11)23 - ACTIONS of 16th Meeting of the APLAC Technical Committee.doc</u></p>		
		<ul style="list-style-type: none"> <li>• 16<sup>th</sup> TC Action Items</li> <li>• TC report to GA</li> <li>• Confirmation of decision and motion(s) to GA</li> </ul>	December XX, 2012, Sydney,	
15		Next Meeting		

		Australia			
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**APLAC**

**APLAC PROFICIENCY TESTING COMMITTEE  
17<sup>th</sup> Meeting – Manila**

**AGENDA**

**Date and Venue**

**On: 12th Sep 2011, 8.30 am to 5.00 pm**

**Venue: Manila, Philippines**

Item	Subject	Information/Discussion/Open Action Items	Responsible Person	Document(s)
<b>1</b>	<b>Opening of the meeting and Introductions</b>			
<b>2</b>	<b>Membership of APLAC Proficiency Testing Committee</b>			
2.1	Review and confirmation of membership of APLAC Proficiency Testing Committee	To review the changes made in APLAC PT Committee	Dr Koichi Nara	<u>APLAC_SEC_028_issue_53[1].pdf</u>
2.2	Apologies	<ul style="list-style-type: none"> <li>• Daniel W Tholen, A2LA</li> <li>• Betty Ann Sandoval, NVLAP</li> </ul>	Dr Koichi Nara	
<b>3</b>	<b>Adoption of the Agenda</b>	Please review the agenda and provide any necessary feedback at the meeting. Any "other business" should also be notified at this time.		PT(11)01 APLAC PT Committee Manila Agenda(V2).doc
<b>4</b>	<b>Minutes of 16th PT Committee Meeting (Osaka)</b> Items arising from 16 <sup>th</sup> meeting	Minutes sent out for comment 2011 and actions taken till date on progress	Dr Aparna Dhawan	PT(11)041 <u>minutes16thmeeting</u> <u>Osaka.doc</u> PT(11)042 Report on the

	<p><b>5</b></p> <p><b>Status of APLAC PT Schemes</b></p>		<p>action Program for 2011 of PT Committee.doc</p>
<p>5.1</p>	<p><b>Record of APLAC PT Schemes</b></p>	<p>The format has been changed from DOC to Excel file to allow for sorting and filtering, etc. Corrections are welcome</p>	<p>PT(11)051 MasterList of Studies.xls PT(11)055 MasterList of Studies.pdf PT(11)053NewMasterListofPT s.ppt</p>
<p>5.2</p>	<p><b>Reports Completed since 12/10</b></p>	<p>Presentation on the final PT report by the organizing accreditation body to be made.</p>	
	<p>T072 Food Synthetic Dyestuffs</p>		<p>CNAS</p>
	<p>T076 Iron Ore</p>		<p>CNAS</p>
	<p>T078 PAH in Sediment</p>		<p>HKAS</p>
<p>5.3</p>	<p><b>Findings in the recent Reports</b></p>	<p>Observation and discussion items on the recent report.</p>	<p>Koichi NARA PT(11)052 Findings on the Recent Final reports.doc</p>
<p>5.4</p>	<p><b>Programmes currently underway</b></p>	<p>Organizing ABs are invited to report</p>	<p>No written reports</p>
	<p>M021 Volume</p>		<p>KAN</p>
	<p>M022 Gauge Blocks</p>		<p>ONAC</p>
	<p>M024 Plain Plug Gauges</p>		<p>KOLAS</p>
	<p>M025 Hydraulic Pressure</p>		<p>Standards Malaysia</p>
	<p>T061 Electromagnetic Interference</p>		<p>VLAC</p>
	<p>T074 Pb and Cd in Rice</p>		<p>CNAS</p>
	<p>T075 Paralytic Shellfish Poison</p>		<p>CNAS</p>
	<p>T077 Elements in Bovine Liver</p>		<p>HKAS</p>
	<p>T079 Phthalates in Plastic</p>		<p>TAF</p>
	<p>T080 Determination of Active</p>		<p>CNAS</p>

	Pharmaceutical Ingredients				
	T081 Pesticide in green tea			HKAS	
	T082: Essential and Toxic Elements in Seafood			HKAS	
	T083 : Preservatives in Soy Sauce Modifications			TAF	
5.5	<b>Programmes approved</b>		<i>All currently approved programmes have been started</i>		
5.6	<b>New PT Proposals</b>		<i>Organizing ABs are invited to report</i>		
5.7	<b>Action to encourage the new PT proposal</b>		Some templates are now being prepared. Some of them are introduced	Dr Koichi NARA	Something to be added <u>PT(11)054Analysis of APLAC PTs.ppt</u>
<b>6</b>	<b>Areas of New Activity</b>				
6.1	Templates for all WG activities are proposed		The conveners are asked to fill in the templates. The report can be made by use of it.		PT(11)061 WGupdateplate.doc
6.2	Schemes for inspection		Update of activity at meeting with status of PT in inspection in CNAS	Zhai Peijun	PT(11)062 Report Inspection PT CNAS.doc PT(11)063 Survey Inspection CNAS.doc
6.3	Validating methods when PT is not available		Update of activity at meeting	Jason Stine	No document to review
	Discussion paper on Alternatives to PT		Any proposal is welcome	Dr Aparna Dhawan	All are invited to contribute
6.4	Preparation of draft guidance paper on adapting a harmonised approach for implementation of ISO/IEC 17043.		Formation of WG	All are invited to comment	No documents
6.5	Other new areas			All are invited to comment	
<b>7</b>	<b>Review of PT Scheme Procedures</b>				

7.1	Revision of APLAC PT-documents	Some important issues are raised during the document review process. The present stage is explained. Can the final report be open to public? any comments at 17 <sup>th</sup> meeting	Dr Koichi NARA	PT(11)071 Issues on APLAC PT 001 and PT 002.doc PT(11)075 FlowchartofReviewatPTC.ppt PT(11)076 TopicsonPTProgram.ppt PT(11)073 Combined Comment table PT 001 issue 6nara1.doc PT(11)074 Combined Comment table PT 002 issue 7Aparna Nar a.doc No documents at this moment.
7.1	Calibration Programmes	any comments at 17 <sup>th</sup> meeting		
7.2	Testing Programmes	any comments at 17 <sup>th</sup> meeting		
7.3	Measurement Audits	<b>ACTION #4</b> – Approve edited revision, including suggested edits and any comments at 16 <sup>th</sup> meeting The conveners are asked to fill in the templates. The report can be made by use of it.	Dr Koichi NARA	
7.4	Templates for all WG activities are proposed	Questions to resolve: Action on the proposed revisions suggested at the 15 <sup>th</sup> meeting – a searchable database. Otherwise, <i>How frequently should we update the Directory?</i>	Zhai Peijun	PT(11)072 WGupdatetemplate.doc
7.5	Directory of PT Schemes	Design of questionnaire	Dr Aparna Dhawan	Formation of WG.
7.6	Review of benchmark frequency of PT-006			
<b>8</b>	<b>ILAC PTCG Activity</b>			
8.1	Report for the meetings at Montreaux - PTCG	ILAC Interim meeting: Montreaux, Switzerland on	Either an ILAC rep or Dr Koichi NARA	PT(11)081 Montreux Draft minutes PT

		Wednesday 13 April: Two hour meeting and 6 hour workshop on issues related to implementation of ISO/IEC 17043.		<a href="#">CG.pdf</a>
<b>9</b>	<b>EA Cooperation</b>			
9.2	IMEP PT Participation	<b>We have to update this part</b> <b>IMEP 26</b> Brominated fire retardants <b>IMEP 30</b> Trace metal in seafood <b>IMEP 31</b> Trace elements in mineral feed	Dr Koichi NARA	No documents
<b>10</b>	<b>APLAC/APMP Cooperation</b>			
10.1	APMP meeting	Koichi NARA may attend the APMP to be held in Kobe 2011		No documents
10.2	Joint PT Study	APMP has proposed that APMP and APLAC jointly conduct PT studies of Pesticides in Tea, with HKGL as coordinating body	WW Wong	No documents
<b>11</b>	<b>APLAC/PTB Proposed Workshop for Enhanced PT Training Train PT Trainers</b>			
11.2	workshop	Update on APLAC -PTB training for Enhanced Experts	Anna Cypionka/Dr Aparna Dhawan	At meeting
<b>12</b>	<b>ISO Activities</b>			
12.1	ISO/IEC 17043 Update and proposal of new WG	Preparation of documents on ISO/IEC 17043 for implementation (harmonised) APLAC region, formation of WG	All members	PT(11)121 WGupdatetemplate.doc
12.2	Revision of ISO 13528	Report from 2011 ISO/TC69 Berlin meeting	Dan Tholen	PT(11)122 SC6-WG9-Closin gPlenaryReport.doc
<b>13</b>	<b>Technical</b>	<b>Committee</b>	Trace McInturff	Verbal report

	<b>Cooperation</b>			
	APLAC MRA for ISO/IEC 17043	A new WG will be formed at TC for the APLAC MRA for ISO/IEC 17043	Members from PT Committee to be nominated.	
<b>14</b>	<b>Training Cooperation Committee</b>		Zhang Mingxia	
14.1	Is there a need for a WG on the training activity?	Templates for all WG activities are proposed		PT(11)141 WGupdate.template.doc
14.2	Update on trainings related to PT	Report from Training activity	Zhang Mingxia	
14.3	Update on Statistical Training on PT to be held in New Delhi in Oct 2011		Dr Aparna Dhawan	
14.4 (a)	Organise 17043 training for developing countries	Organise 17043 training for developing countries_Path Forward and flow chart.		<u>PT(11)142 1st APLAC PTB PT Expert Training.pdf</u>
14.4 (b)	Other training needs?	Is there a need for other types of PT training, offered by PT Committee? Specific types of PT	All members	No document
<b>15.</b>	<b>PT Committee Operations</b>			
15.1	BoM Report		Dr Koichi NARA	<u>PT(11)151 BoM Report Sep 2011.doc</u>
15.2	Peer Evaluation Reports	# PT Participation reports have been provided for 2010 Peer Evaluation Teams.	Dr. Koichi NARA	
15.3	2011 Requested Budget		Dr Koichi NARA	
15.4	Terms of Reference	Any need for revision? Highlights show changes from the 2009 meeting (and removal of "draft"	Dr Koichi NARA	<u>PT(11)152 Terms of Reference January 2010.doc</u>
15.6	Committee Structure	New deputy Chair person	Dr Koichi NARA	At meeting
15.7	Exchange of information on the APLAC WEB	Discussion regarding the space in APLAC website wherein		No documents at this moment.



		economies could exchange information related to PT.	
16	<b>Other Business</b>		
17	<b>Comment from Observers</b>	Observers are welcome to comment on anything observed at the Committee meeting, or raise new issues for the Committee to consider	
18	<b>Next Meeting</b>		
19	<b>Closing</b>		

APLAC Public Information Committee

AGENDA

Meeting to be held in Manila, Philippines  
On 13<sup>th</sup> September, commencing at 0900am

Item	Subject	Person reporting or responsible	Document	Comments and expectations
<b>ITEMS FOR DISCUSSION WITHIN THE APLAC PIC MEETING</b>				
1.0	Welcome	Roger Muse		
2.0	Apologies	Roger Muse		
3.0	Agreement to Agenda	Roger Muse		
4.0	Approval of Last Minutes	Roger Muse		
5.0	Discussion on corporate identity of APLAC and its association with ILAC	PIC		Tactical discussion on alignment of PIC with MCC
5.1	Economy requirements	PIC		ID economies needing APLAC MRA specifically
5.2	APLACs role within ILAC	PIC		APLAC as a regional workhorse of ILAC
5.3	Corporate identity	PIC		
6.0	<b>Brochures and Documents</b>			
6.1	APLAC Corporate Identity	Roger Muse	<b>Document to follow</b>	To review progress (R & P series) Case study templates To agree next steps

6.2	The APLAC/ILAC MRA mark – Rules for use and promotion of the MRA	Roger Muse	<b>Document to follow</b>	
6.3	Brochure review	Roger Muse	<b>Document to follow</b>	To review revised ILAC regulator brochure  To consider the inclusion of a statement that it may be useful for laboratories/IBs to reference international standards where they can instead of national standards, if they wish their accreditation to be used in support of international trade.
6.4	Regulator Acceptance – Case Study – United States	Roger Muse	<b>Document to follow</b>	Drafted by Pete Unger, updated by Roger Muse
6.5	Inspection brochures	Roger Muse	<b>Documents to follow</b>	To review ILAC inspection brochure designs
7.0	<b>Website</b>			
7.1	Web development	Roger Muse	<b>Documents to follow</b>	Web statistics Coordination with ILAC ILAC e-Newsletter
8.0	<b>ILAC rep. Graham Talbot</b>			Graham will join the PIC to discuss ILAC and its updates. Additionally, the economic value of MRA
9.0	<b>APLAC News Notes</b>	Roger Muse	<b>Document to follow</b>	
10.0	<b>Regulator Survey</b>	Roger Muse	<b>Document to follow</b>	To review results of 2010 ILAC Regulator survey
11.0	<b>Communication with Members following Regulatory developments</b>	Roger Muse		To review outcome of ILAC ARC regarding ILAC MRA specifier list
12.0	<b>World Accreditation Day 2011</b>	Roger Muse	<b>Documents to follow</b>	
13.0	<b>Common description of accreditation</b>	Roger Muse	<b>Document to follow</b>	

14.0	<b>PIC Strategic Plan Work Items</b>			
15.0	<b>Review of activities</b>	Roger Muse		To update the working plan based upon progress in this meeting
16.0	<b>Future Meetings</b>	Roger Muse		Q2 – Net Meeting

## Public Information Committee (PIC) Workplan: August 2011 Mr. Roger Muse, Acting Chair APLAC PIC

### 1. Overview

The previous APLAC GA was held in Osaka, Japan where Mr. Allan Patterson chaired the PIC meeting. In Osaka, the decision was made to elect a Vice Chair to all committees and the MCC position was filled by Mr. Roger Muse. Roger was nominated by Mr. Terrance Chan and reiterated by Mr. Lew Richards. Shortly after the APLAC GA, Mr. Patterson resigned and Roger Muse was designated Acting Chair of the committee.

The Osaka meetings held several discussions from its members involving a theme covering the overall direction and purpose of the APLAC PIC. Only a few of the agenda items were delegated to specific committee members and other agenda items have been left unattended. Some of the discussion led to the draft of a new Terms of Reference.

### Terms of Reference

A new draft Terms of Reference was established following the PIC meeting in December 2010 in Osaka, Japan. The objectives for the committee were specified as:

- To coordinate an effective exchange of information within APLAC.
- Promote APLAC activities to external interest groups and the wider public, in conjunction with the MRA effectiveness WG where appropriate.
- Coordinate with ILAC and other regional and national co-operations in order to minimize duplication of effort and focus on promoting issues specific to APLAC.
- To work with the BoM to develop the APLAC brand that delivers against success against the Strategic Plan.

## Membership

As at May 2011 the Public Information Committee's membership consisted of:

Name	Position	Company	Economy
Mr Yang Ming		CNAS	China
Mr Terrance Chan	Executive Administrator	HKAS	Hong Kong, China
Mr Isao Fujita	Manager for International Affairs	I/Japan	Japan
Ms Cheryl O Morton	Director	AIHA-LAP LLC	United States
Dr Llewellyn Richards	Chief Executive	IANZ	New Zealand
Ms Wanji Yang	International Affairs Manager	TAF	Chinese Taipei
Mr Roger Muse (Acting Chair, PIC)	Director	ANSI-ASQ National Accreditation Board/ACLASS	United States
Mr Jason Stine	Testing Program Manager	L-A-B	United States
Mrs Suanna Charunut	Director	BLQS-DMSc	Thailand
Mrs Daranee Vacharaungvit	Director	BLA-DSS	Thailand
Mr Jason Stine	Testing Program Manager	L-A-B	United States
Ms Samerjai Suporncho		NSC-ONAC	Thailand

Acting Chair

Name	Position	Company	Economy
Mr Roger Muse	Director	ANSI-ASQ National Accreditation Board/ACLASS	United States

Secretary

Name	Position	Company	Economy
Ms Susan Jones	Executive Officer	NATA	Australia

## 2. Update on Work Plan

### Scope of the 2011 Work Plan

There are economies within the APLAC MRA that need to keep the APLAC PIC focus separate than that of the ILAC MCC focus or other regional cooperations. It is important to recognize this and identify specifically where the APLAC MRA, on its own merit, provides value. It is also important to recognize that many specifiers and regulators get very confused about the difference between ILAC and its regional cooperations, such as APLAC. One of the primary purposes of the PIC and ILAC MCC committee is to help spread the word and expand the awareness and acceptance of these MRAs. By simultaneously marketing both initiatives, marks, logos and messages, we risk the possibility of running counter current to this initiative. Since we often have so few moments to get the attention of the specifiers and regulators, it is sometimes more efficient to promote ONE MRA instead of several. This work plan will investigate the idea of using the APLAC PIC to put MORE of an emphasis on uniting efforts with the ILAC MCC and use a "we're more powerful as one" approach to gain notoriety and acceptance. However, we recognize there are still many instances where the APLAC MRA needs its unique promotion. This strategy is simply articulating the possibility of using the PIC members as regional workhorses of the ILAC MRA, while promoting the APLAC MRA when possible and when necessary. The end result will deliver more awareness of our ILAC structure and overall acceptance of third party conformity assessment.

**APLAC PIC 2011 WORK PLAN AS SUBMITTED.**

<b>1.0</b>	<b>STRATEGIC DIRECTION</b>	<b>Committee Actions</b>	<b>By Whom?</b>	<b>By When?</b>	<b>Review</b>
1.1	Identify economies and situations where APLAC MRA is needed exclusively	Open discussion amongst members	PIC Members	End 2011	
1.2	Develop a partial focus denoting APLAC PIC as a regional coop of the ILAC MCC	Factual discussion on alignment of PIC with MCC, brief review of the MCC work plan and minutes	PIC Members	End 2011	
1.3	Review of the 2011 ILAC MCC work plan	Gap analysis between MCC and PIC. Decide if any work items within the MCC apply to PIC, brainstorm additional items for focus.	PIC Members		
<b>2.0</b>	<b>INTERNATIONAL INVOLVEMENT</b>	<b>Committee Actions</b>	<b>By Whom?</b>	<b>By When?</b>	<b>Review</b>
2.1	Enhance the influence of APLAC and its members in ILAC activities and decisions.	Continual engagement between the PIC and MCC. Supporting and encouraging marketing and communication personnel to attend a variety of forums.	Roger Muse	On-going	
2.2	Deepen cooperation and liaison with regional bodies	A. Cooperation with other regional cooperations (PAC, IAAC, SADCA and EA) to share resources and prevent duplication.	PIC Members	End 2011	



			B. Produce a successful joint APLAC News Notes in September 2012.	Belinda Mott (PAC) and a representative from the subcommittee for communications for IAAC	Sept 2012	
			<b>Committee Actions</b>	<b>By Who?</b>	<b>By When?</b>	<b>Review</b>
3.0	<b>MEMBERSHIP DYNAMICS AND ANALYSIS</b>					
3.1	Further assist the development of the capability of APLAC accreditation body members, in terms of the breadth and effectiveness of their accreditation services		A - Support APLAC members through the further development of the marketing and communication plan in partnership with the BoM.  B - Actively engage Members of APLAC to identify their communication needs and gaps and work to provide marketing collateral in support	PIC Members	ongoing	
3.2	Promote and facilitate active participation of members in APLAC activities.		A - Continue collecting and editing examples of success stories.  B - Examples of text used in regulations or other documents that specify either accreditation or the APLAC MRA to be collected and made available in PDF format on the website.  C - Continual engagement, cooperation and liaison with the chairs of the various committee Technical, PT and training. To provide support and information to them to facilitate their work.	APLAC Members  APLAC Members and members of the PIC  Roger Muse	On-going  On-going  End 2011	

		D - APLAC News Notes assignments	TBD	TBD	
<b>4.0</b>	<b>SCOPE AND EFFECTIVENESS OF THE MRA</b>	<b>Committee Actions</b>	<b>By Who?</b>	<b>By When?</b>	<b>Review</b>
4.1	Continue expanding the scope of the APLAC to satisfy the needs of members. Continue to improve the quality, credibility, effectiveness and efficiency of the APLAC MRA.	A - Promotion of World Accreditation Day	PIC Members	9 June 2011	
		B - Assistance in preparing a booklet for regulators on the benefits of accreditation Areas of inspection and medical testing regulators to be included or considered for separate development Discussion on rules for mark international relevance/importance of this APLAC MRA	PIC Members	June 2011	
4.2	RMP MRA		PIC Members	ongoing	
<b>5.0</b>	<b>COMMON MARKETING INTERESTED AMONGST ECONOMIES</b>	<b>Committee Actions</b>	<b>By Who?</b>	<b>By When?</b>	<b>Review</b>
5.1	International programs	A. Energy Star B. Toy Safety C. Food Safety Legislation D. Others?? Discussion on circulars (ILAC has some) needed, if any			
5.2	Public information sharing	A. CMC and BMC B. Draft Guide: Best Practice for Communicating with Regulators C. 9001 vs. 17020 circular			
<b>6.0</b>	<b>ADMINISTRATION</b>	<b>Committee Actions</b>	<b>By Who?</b>	<b>By When?</b>	<b>Review</b>

6.1.1	Web site	Evaluate the overall communicative effort and message while keeping the alignment of ILAC intact.	PIC Committee	
6.1.2	Support for the continued provision of efficient secretariat services	A - Review of the website in terms of its application and use to be undertaken to allow for the facilitation of communication between members and committees and explore a number of ways to improve access to the website and the content and delivery mechanisms of the website	Cheryl O Morton, Chuck Ramani, Alan Patterson and Sergio Hurtado will work closely with the APLAC web administrator	December 2011
6.2	PIC Name	Open discussion about the committee name		
6.3	World Accreditation Day	Share and publish concepts for activities by each AB on the committee.		
6.4	Vice Chair election			

### 3. Recommendations on Work plan

The PIC Work Plan has been reviewed along with all of the agenda items since 2007. Additionally, a conference call with the Chair of the ILAC MCC occurred to discuss alignment. We will endeavor to fulfill the work plan, making a priority:

- Streamlining the promotion efforts between ILAC and PIC
- The promotion of World Accreditation Day in conjunction with MCC;
- Maximize penetration and acceptance of MRA by specifiers and regulators
- Providing support to members and working with them to address communication needs
- Liaise with other Committee Members
- Organize the production of 4 issues of the APLAC News Notes.

Roger Muse  
August, 2011

## Report to General Assembly from Training Committee

12 September 2011

APLAC Training Committee only has one meeting on 12 September 2011 in Manila, Philippines since last meeting in Osaka, Japan. The following is a summary of activities in 2011 and future work planned for 2012.

### Main activities in 2011

#### 1. Training Needs Survey

A training needs survey was conducted by the training committee in 2011. The survey form was sent out to all APLAC members on 2 July 2011 with closing on 1 October 2011. Totally 17 members have responded to this survey. The survey results were analysed during the meeting of Training Committee. Based on this survey result as well as considering the development of accreditation standards, a training plan for 2012 to 2013 was established as follows:

- Workshop on ISO/IEC 17020 in 2013 after the revised version is published and the substantial change is identified;
- Workshop on ISO15189 in 2013 after the revised version is published and the substantial change is identified;
- Training course on ISO/IEC 17011 in 2013

At the next meeting of Training Committee, the needs for the above training activities will be analysed further by considering the inputs from Technical Committee.

#### 2. ToR of training Committee

The current ToR of training Committee was approved at 15th GA meeting. During the meeting of Training Committee on September 12, this version of ToR is confirmed again and no change is needed.

#### 3. Training Course on Statistical Methods for Proficiency Testing

The Training Course on Statistical Methods for Proficiency Testing is scheduled to be held 11-13 October 2011. The presenters are Dan Tholen and W W Wong. The facilitator is Dr. Aparna Dhawan. The schedule and contents of this training was already finalized by the organizing group. Up to now, 19 nominations have been accepted, among which 3 nomination came from ILAC, IAAC and SADCA. Special thanks to NABL for kindly hosting this training activity.

#### 4. Revision of APLAC TR001 "Guidelines on Training Course for Laboratory and Inspection Body Assessors"

The draft of revised APLAC TR001 was already sent out to all APLAC members for comments on 23 March 2011. The drafting WG has responded all comments received. The ballot version will go to members soon.

#### 5. Database of case studies

The Database of Case studies ( more accurately, collection of case studies) is planned to uploaded to APLAC website after the new version of APLAC TR001 is

published. The working group in charge of establishing and maintaining this database is trying to collect more case studies regarding to medical testing and inspection accreditation. It is appreciated for those ABs to contribute their studies to this database without reservation.

### **Action Plan of 2012**

- go ahead with the revision of TR001;
- collect more case studies from APLAC members to add to “database” of case studies, especially those in inspection body accreditation, medical laboratory accreditation and application of ISO/IEC 17043;
- continue to assist PT committee to plan and organize a training on statistical method for PT if the training course is approved by GA;
- Strengthen communication and cooperation with EA, IAAC and other regional bodies in training activities;
- Provide input to revision of ILAC G3,
- Provide input to “case studies” on which ILAC AIC is designing;
- Keep interaction with TC and PT committees.

**Zhang Mingxia**

**Chair of APLAC Training Committee**



## APLAC GENERAL ASSEMBLY SEVENTEENTH MEETING

to be held on Thursday 15 September 2011 from 1.30 pm to 5.00 pm and on Friday 16 December 2011 from 8.30 am to 5.00 pm at The Peninsula Manila, Manila, Philippines

### A G E N D A

1. Opening and Welcome [Click here](#)
2. Apologies [Click here](#)
3. Election of Office Bearers [Click here](#)
  - 3.1 Elections for APLAC Board of Management
  - 3.2 Election of APLAC Public Information Committee Chair
4. Minutes of the 16<sup>th</sup> APLAC General Assembly [Click here](#)
5. Minutes of the 28<sup>th</sup> and 29<sup>th</sup> APLAC Board of Management Meetings [Click here](#)
6. Report from APLAC Chair and APLAC BoM [Click here](#)
  - 6.1 Report from APLAC Chair
  - 6.2 Report from APLAC BoM, 30<sup>th</sup> Meeting
  - 6.3 APLAC Strategic Plan
  - 6.4 Internal Audit of APLAC Secretariat
  - 6.5 Suggestions for Improvement of APLAC Processes
7. Membership and Structure [Click here](#)
  - 7.1 Applications for Membership
  - 7.2 Non-financial Members
  - 7.3 Relationship with Stakeholders and Other Non-APLAC Member Organisations
8. APLAC Documents [Click here](#)
  - 8.1 New APLAC Documents
  - 8.2 Revisions to APLAC Documents
  - 8.3 Ballots on APLAC Documents
  - 8.4 APLAC Website

- 
9. APLAC MRA Council [Click here](#)
    - 9.1 Report from APLAC MRA Council Chair
    - 9.2 New Signatories to APLAC MRA
    - 9.3 ILAC MRA
      - 9.3.1 ILAC Evaluation of APLAC
    - 9.4 Evaluator Training
  
  10. Reports from APLAC Committees [Click here](#)
    - 10.1 Training Committee
    - 10.2 Public Information Committee
    - 10.3 Proficiency Testing Committee
    - 10.4 Technical Committee
    - 10.5 Nominations Committee
  
  11. APLAC Secretariat [Click here](#)
    - 11.1 Report
    - 11.2 Financial Report
      - 11.2.1 Audited Accounts for 2010
      - 11.2.2 2011 Financial Position
      - 11.2.3 Proposed Budget for 2012
  
  12. International Liaison [Click here](#)
    - 12.1 Asia Pacific Economic Cooperation (APEC)
      - 12.1.1 APEC SCSC
      - 12.1.2 APEC TEL
    - 12.2 International Laboratory Accreditation Cooperation (ILAC)
    - 12.3 European cooperation for Accreditation (EA)
    - 12.4 Interamerican Accreditation Cooperation (IAAC)
    - 12.5 Southern Africa Development Community Cooperation on Accreditation (SADCA)
    - 12.6 ASEAN Consultative Committee on Standards and Quality (ACCSQ) WG2
    - 12.7 African Accreditation Cooperation (AFRAC)
  
  13. Other Specialist Regional Bodies (SRBs) [Click here](#)
    - 13.1 Asia-Pacific Legal Metrology Forum (APLMF)
    - 13.2 Asia-Pacific Metrology Program (APMP)
    - 13.3 Pacific Accreditation Cooperation (PAC)
    - 13.4 Pacific Area Standards Congress (PASC)
  
  14. Matters Arising from the Minutes [Click here](#)
  
  15. Other Business [Click here](#)
    - 15.1 Presentation by PTB
  
  16. Next Meetings [Click here](#)
    - 16.1 18<sup>th</sup> General Assembly 2012
    - 16.2 19<sup>th</sup> General Assembly 2013
    - 16.3 General Assemblies 2014 and Beyond



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<b>ASIA PACIFIC LABORATORY ACCREDITATION COOPERATION</b>				
<b>Draft BUDGET 2012</b>				
	Actual	Budget	Projection	Budget
	2010	2011	2011	1.05
	USD	USD	USD	2012
	USD	USD	USD	USD
<b>Income</b>				
Membership Fees	366,069	360,000	374,350	375,000
Bank interest	8,608	7,000	8,500	8,000
Other income	-	-	-	-
<b>Total Income</b>	<b>374,677</b>	<b>367,000</b>	<b>382,850</b>	<b>383,000</b>
<b>Expenditure</b>				
<b>Administration</b>				
Secretariat fee*	159,689	172,553	172,533	190,052
Bank charges	1,746	2,500	2,500	2,625
Audit fees	3,597	2,000	3,100	3,675
Insurance	5,493	6,000	4,726	6,300
Other secretariat expenses	12,484	5,000	2,000	2,625
External Printing	-	-	-	-
Meeting costs not associated with GA	25,267	35,000	10,168	30,000
Computer expenses	2,566	2,000	-	2,100
<b>Personnel</b>				
Travel & expenses - Secretariat	61,142	35,000	35,000	28,350
Specialist consultant fees	-	2,500	-	2,100
Other personnel charges	-	-	-	-
<b>Projects and contracts</b>				
Representational travel (incl. Secretariat rep travel)	47,754	90,000	90,000	96,500
APLAC Projects:				
- APLAC Committees				
- Training Committee	48,619	20,000	20,000	-
- Technical Committee	-	-	-	-
- PT Committee	19,213	70,000	60,000	60,000
- MRA Council	9,642	2,000	2,000	50,000
- PIC	-	15,000	-	10,000
- APLAC website	4,024	6,000	4,182	6,000
- APLAC website development MRA Council evaluator resource	-	7,000	-	10,000
- support for developing economy non-member ABs	-	5,000	5,000	5,000
- support for developing regions	-	5,000	5,000	-
- ILAC evaluation of APLAC	8,399	15,000	11,695	-
- APLAC-PTB Series of workshops "Enhanced training of PT experts"	-	10,000	8,036	10,000
- Registration assistance for committee chairs and APLAC Chair to attend APLAC GA	-	6,000	5,721	6,000
<b>Total Expenses from operations</b>	<b>409,635</b>	<b>508,553</b>	<b>436,661</b>	<b>521,327</b>

ASIA PACIFIC LABORATORY ACCREDITATION COOPERATION Draft BUDGET 2012				
	Actual	Budget	Projection	Budget
	2010	2011	2011	1.05
	USD	USD	USD	2012
				USD
Operating surplus (deficit) before gain (loss) on foreign currency co	(34,958)	(141,533)	(53,811)	(138,327)
(Gain) Loss on foreign currency conversions	36,391	-	(20,000)	-
Operating Surplus/ Deficit -	1433	(141,533)	(73,811)	(138,327)
<b>*AUD 181,002 (2011 fee + 3%) :converted to USD 190,052 (AUD = USD 1.0500)</b>				

Budget	Budget	Budget	Budget
0.95	1.00	1.05	1.10
2012	2012	2012	2012
USD	USD	USD	USD
(115,677)	(127,002)	(138,327)	(149,652)

APLAC Representational Travel 2012 September 2011

Activity	Representative	Freq	Funding USD	Half Reg Fee	Total USD
ILAC EC	APLAC Chair	2	3500	1000	8000
ILAC AIC	Technical Committee Chair	2	3500		7000
ILAC AMC	MRA Council Chair	2	3500	1000	8000
ILAC Inspection Committee	TC Inspection SC Convenor	1	3500		3500
ILAC MCC	PIC Chair	1	3500		3500
ILAC ARC	APLAC Secretary	2			
ILAC PTCG	PT Chair	0	3500		0
ILAC Joint A Series	MRA Council Chair	0	3500		0
EA	BOM Representative	2	3500		7000
IAAC	BOM Representative	1	3500		3500
AFRAC	BOM Representative	1	3500		3500
Eurachem Conference	PT Chair	0	4000		0
APEC SCSC	APLAC Secretary	2	7000		14000
APEC TEL SC	TC APEC TEL SC Convenor	2	3500		7000
APMP	BOM Representative	1	3500		3500
APMP/APLAC Chairs Meeting	APLAC Chair	1	3500		3500
APMP/APLAC Chairs Meeting	APLAC Secretary	1	3500		3500
APLMF	BOM Representative	1	3500		3500
PAC Plenary and EC	APLAC Chair	2	3500		7000
PAC Plenary	APLAC Secretary	1	7000		7000
PASC	BOM Representative	1	3500		3500
					96500