

Public Guide : Registration, Renewal and Extending Scope of Registration of Laboratory Service Provider : The Office of Standard Accreditation, Ministry of Agriculture and Cooperatives

Criteria, Methods and Condition (applicable) for application and licensing

1. Applicants wish to register as the Agricultural Commodity and Food Testing Laboratory must perform following the Criteria and Condition for Registration of Laboratory for agricultural commodity and food testing. http://www.acfs.go.th/cssa_manual.php

Applicants must possess the qualifications as follows:

- 1) Be a laboratory registered as a juristic person;
- 2) Must not be an entity that its accreditation has been withdrawn in an applied scope, within the previous 6 months;
- 3) Be accredited for ISO/IEC 17025 by Accreditation Body, i.e. the Department of Medical Sciences, the Department of Science Services, the Thai Industrial Standard Institute;
- 4) Must not be criminal conviction or have its representative being investigated or charged for counterfeit documents that are used to apply for accreditation, except such case is terminated stating that the Applicant or its representative is not guilty. If the finally verdict is guilty then the Applicant can only apply again when it has been exonerated at least 2 years after the date of the verdict;
- 5) Must not be under an investigation to prove the accuracy of any document due to its behaviors or facts suggesting that an applicant or its representative forges the government documents relevant to the application, or participate or connive in such case.

Condition

- 1) Applicants must agree and cooperate with ACFS related to laboratory operations of testing and analysis in both during registration process or after registration;
- 2) ACFS will register Applicants with complete qualification to be the Agricultural Commodity and Food Testing Laboratory, and register only the scopes, which have been accredited by Accreditation Body;
- 3) Certificates issued for Laboratory are valid for a 3-year period after the date of issuing the certificate;
- 4) Registered Laboratory must maintain the ISO/IEC 17025 accredited quality system throughout the registration periods;
- 5) Registered Laboratory must have no conflict of interest nor relationship with other business that compromise the impartiality and integrity of operating its activities;
- 6) Provide the documented evidence including other related information to ACFS upon request;

7) Subcontracting of laboratory testing and analysis can be performed, provided that such a subcontracted laboratory must be accredited for ISO/IEC 17025 and be notified to ACFS;

8) Provide cooperation with ACFS, e.g., ACFS officers to access the Laboratory and related areas, allow ACFS officers to assess the testing operations for monitor the Laboratory's competence, and prepare samples and other items as requested by ACFS for Surveillance;

9) ACFS may review the Laboratory Registration process. If there is a significant change on the testing and analysis activities of laboratory in terms of competence and/or potential of testing and analysis of agricultural commodity;

10) Must not use nor claim a certificate that causes damages or misleads in accreditation defined in such a certificate;

11) If there is a change of details in application, Applicant must inform, in writing, ACFS within 15 working days of such the change, namely:

- Legal, business status and organization structure;
- Authorized person in organizational management;
- Policy and procedures in quality documentation;
- Persons, equipment, facilities and environment condition affecting the analysis results;
- Authorized person to sign the test reports;
- Other changes influencing on Laboratory's competence.

12) For issuing a Test Report used in applying for a Health Certificate for exporting, it follows the corresponding criteria and methods of sampling and analysis defined by the Rice Department, the Department of Fisheries, the Department of Livestock Development, and the Department of Agriculture, depending on types of agricultural commodity and foods.

2. Extending or Reducing scopes of Testing List

If a registered Laboratory wishes to register additional testing list or reduce the scope, it informs, in writing, ACFS with copies of Laboratory Accreditation Certificates in such applied testing lists. Operating process and condition are similar to those for applying for registration.

3. Renewal of the Laboratory Registration

If a registered Laboratory wishes to renew the registration, it informs, in writing, ACFS in advance at least 30 days before the expiry date of its certificate. Operating process and condition are similar to those for applying for registration.

4. Cancellation of certificates

If a Laboratory wishes to cancel its certificate, it informs, in writing, ACFS in advance at least 45 days, ACFS issues the official notes to inform the authorized persons and related persons.

5. Surveillance

ACFS officer may conduct a Surveillance for registered Laboratories as necessary. It may be a Surveillance for all or parts of the system to use the obtained information to develop and solve problem related to laboratories. Laboratory is notified in advance of a Surveillance date and each Surveillance is not more than 1 day.

6. Reduction of Registration Scope

ACFS determines for reducing scope of registration in case that a registered Laboratory cannot maintain the laboratory quality system in some registered scopes or the Accreditation Body informs ACFS of reduced scopes. ACFS presents the case to the Review Panel to determine for reducing scope of registration.

7. Suspension of Registration

When a Laboratory cannot maintain its registered quality system and/or does not comply with the ACFS defined criteria and condition, ACFS presents this case to the Review Panel to determine for suspending the registration with a suspension period of not more than a 90-day period. If a Laboratory is suspended by the Accreditation Body, ACFS will suspend its registration with a time period in consistent with the suspension period defined by the Accreditation Body.

8. Lifting the Suspension of Registration

When a suspended registered Laboratory demonstrates that it can operate the quality system complied with the Registration and the ACFS defined Criteria and Condition again, ACFS will present to the Review Panel to determine for cancelling suspension of former scope or partial scope as appropriately.

9. Withdraw of registration

ACFS presents to the Review Panel for withdrawing the registration in following cases:

- 1) Laboratory terminates its accredited laboratory services;
- 2) Laboratory is in bankruptcy;
- 3) Laboratory's accreditation is withdrawn by the Accreditation Body;

- 4) There is a change in the rules and regulation of laboratory accreditation and registered Laboratory cannot comply with new requirements;
- 5) Laboratory is fault in case of intentionally issuing false Test Report.

10. Appeals

- 1) Applicants, reduced scope, suspended or withdrawn Laboratory can submit an appeal, in writing, to ACFS within 15 working days after the date of the ACFS notification of Registration decision or sanction.
- 2) ACFS appoints an appeal committee to determine an appeal, and notify an appellant of outcomes within 45 days after the date of receiving the appeal.
- 3) During the appeal process, the previous decision on registration or sanction remains valid.
- 4) The appeal committee decision deems finalized.

11. Complaints

- 1) A complaint is submitted in writing to ACFS.
- 2) ACFS determines such a complaint and notifies a complainant of result within 15 working days.

12. Confidentiality

- 1) ACFS and all relevant person keep all information of Applicant/Registered Laboratory confidentially, and do not disclose to other persons, except obtaining a writing consent from Applicant/Laboratory, or required by law.
- 2) ACFS is not responsible for any damage on Applicant/Registered Laboratory resulted from disclosure of the confidential information to external, except caused by ACFS's mistake.

13. Use of symbol

A Registered Laboratory can use the symbol to demonstrate its registration with respect to the ACFS defined criteria, methods and conditions. The symbol must not be used in the ways to cause damage or mislead that products, satisfied with the registered Laboratory for test and analysis, are certified by ACFS.

14. Miscellaneous

- 1) When there is a change in any requirements, criteria or conditions related to registration, ACFS informs, in writing, the Laboratories.
- 2) When a Laboratory moves its location or its accredited business is transferred to other, such a certificate becomes invalid and must be returned to ACFS within 30 days.

3) If a registration is cancelled or withdrawn, Laboratory must return the registration certificate to ACFS within 30 days after the date of ACFS notification.

4) Cancelled or Withdrawn Laboratory must discontinue use of all printed media and advertisement, claiming accreditation status.

5) ACFS is not responsible for any actions in which a Laboratory performs dishonestly, or breaches the defined criteria and conditions.

15. If application or supplementary document is incomplete, inaccurate or not amending,

The application officer and Applicants must jointly sign in the nonconformity record and list of incomplete or inaccurate supplementary documents, and defining a timeframe for the Applicants to submit or correct (The application officer and Applicants jointly define the timeframe). If Applicant does not correct within the defined timeframe, the application officer will terminate such an application.

16. The operation timeframe

Operating process following the Guide starts after the officer examines that application is complete and accurate, according to the Public Guide.

17. Notification of Registration

The officer notifies Applicants after the registration certificates with testing scopes, including the notification letters of registration to related organizations, are signed by authorized person.

Service Options

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| <p>Service Place: <i>Office of Standard Accreditation, the National Bureau of Agricultural Commodity and Food Standards, the 2nd floor of the 3rd Building. 50 Paholyothin Road, Ladyao, Chatuchak, Bangkok 10900. Telephone 0-2561-2277 ext 1241-1246, Fax 0-2579-8427/ contact in person service at the office. (Note: -)</i></p> | <p>Service hours : <i>Monday to Friday (except holidays)</i> <i>: 08.30 -16.30</i> <i>(lunch break)</i></p> |
| <p>Service Place: <i>Office of Standard Accreditation, the National Bureau of Agricultural Commodity and Food</i></p> | <p>Service hours: <i>Monday to Friday (except holidays):</i> <i>08.30 -16.30</i> <i>(lunch break)</i></p> |

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| <p>Standards, the 2nd floor of the 3rd Building. 50 Paholyothin Road, Ladyao, Chatuchak, Bangkok 10900. Telephone 0-2561-2277 ext 1241-1246, Fax 0-2579-8427/ Mail. (Note: application via mail: the timeframe as in the Guide starts when the ACFS register for receiving the mail))</p> | |
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Steps, Timeframe and Responsible units

Total operating timeframe: 8 working days

| No. | Steps | Timeframe | Responsible units |
|-----|---|----------------|--|
| 1) | <p>Examination of Document</p> <p>1.1 Applicants submit the letter of intents for the laboratory registration to the Secretary General of ACFS with the application forms and supplementary documents.</p> <p>1.2 An officer examines completeness and accuracy of application documents.</p> <p><i>(Note: (if incomplete and/or inaccurate documents, the officer notifies an Applicant of submitting additional documents or correcting documents within a defined timeframe. But if document is not complied with the criteria and condition of laboratory registration, the officer returns the application)).</i></p> | 1 working day | Office of Standard Accreditation |
| 2) | <p>Determination</p> <p>2.1 A certificate of a laboratory registration with applied scope of testing list are established and examined for accuracy by an officer, and then presented to the authorized person for considering on signature.</p> <p>2.2 The notification letters of the Laboratory Registration sent to all related organizations, and</p> | 4 working days | National Bureau of Agricultural Commodity and Food Standards |

| No. | Steps | Timeframe | Responsible units |
|-----|---|----------------|--|
| | <p>the letter of notifying the Laboratory to receive the Laboratory Registration documents are established by an officer and presented to the authorized person for signatures.</p> <p><i>(Note: all related organizations, i.e. the Rice Department, the Department of Fisheries, the Department of Livestock Development, the Thai Frozen Foods Association, the Thai Food Processors Association, the Federation of Thai Industries, the Thai Chamber of Commerce and Board of Trade of Thailand, the Horticulture Association of Thailand).</i></p> | | |
| 3) | <p>Signature/Committee's resolution</p> <p>3.1 The Secretary General of ACFS signs the certificates with the scopes of the testing list, and the notification letters of Laboratory Registration to all related organizations.</p> <p><i>(Note: an officer notifies Applicants and send the notification letters of Laboratory Registration to all related organizations).</i></p> | 3 working days | National Bureau of Agricultural Commodity and Food Standards |

List of documents and supplements for application

| No. | Document names, number and additional details (if applicable) | Government Body issuing documents |
|-----|--|--|
| 1) | <p>Letters of applying for Laboratory Registration or extending scope of testing lists or renewal of registration (if applicable), submitted to the Secretary General of ACFS</p> <p>Original 1 Copy No Note -</p> | - |
| 2) | Application Form for Laboratory Registration of agricultural commodity and food testing, competence | National Bureau of Agricultural Commodity and Food |

| No. | Document names, number and additional details (if applicable) | Government Body issuing documents |
|-----|---|---|
| | <p>in ISO/IEC 17025</p> <p>Original 1</p> <p>Copy No</p> <p>Note -</p> | Standards |
| 3) | <p>Business registration license</p> <p>Original No</p> <p>Copy 1</p> <p>Note (the license is valid of less than 90 days after date of issuing the license).</p> | Department of Business Development |
| 4) | <p>National Identification Card</p> <p>Original No</p> <p>Copy 1</p> <p>Note (the national identification cards of the Managing Director, a duly authorized representative of the company or its shareholders and if the duly authorized representative of the Applicant does not submit by himself, he may authorize other persons. Copies of ID cards of Grantor and Attorney or other equivalent documents recognized by government organizations).</p> | Department of Provincial Administration |
| 5) | <p>Copied of House Registration</p> <p>Original No</p> <p>Copy 1</p> <p>Note (copies of the house registrations of the Managing Director, a duly authorized representative of the company or its shareholders and if the duly authorized representative of the Applicant does not submit by himself, he may authorize other persons. Copies of the house registrations of Grantor and Attorney or other equivalent documents recognized by government organizations).</p> | Department of Provincial Administration |
| 6) | <p>Evidenced Document of Laboratory's scopes of testing and analysis</p> <p>Original No</p> | Bureau of Laboratory Quality Standards, the Department of Medical Sciences, Ministry of |

| No. | Document names, number and additional details (if applicable) | Government Body issuing documents |
|-----|--|---|
| | <p>Copy 1 Note the documents of laboratory scopes of testing and analysis: other 2 organizations can also issue these documents, i.e. the Thai Industrial Standards Institute (Ministry of Industry) and the Department of Science Services (Ministry of Science and Technology), depending on where accreditation is applied to.</p> | Public Health |
| 7) | <p>Laboratory Certificates from Accreditation Body Original No Copy 1 Note (the laboratory certificate: other 2 organizations can also issue the certificates, i.e. the Thai Industrial Standards Institute (Ministry of Industry) and the Department of Science Services (Ministry of Science and Technology), depending on where accreditation is applied to.</p> | Bureau of Laboratory Quality Standards, the Department of Medical Sciences, Ministry of Public Health |
| 8) | <p>The published media for introduction of the organization Original 1 Copy No Note (if Applicant wishes to display additionally)</p> | - |
| 9) | <p>Letter of power of attorney of the Applicant, including revenue stamp as defined by the Legislation Original 1 Copy No Note (if A duly authorized representative of the Applicant does not submit by himself).</p> | - |
| 10) | <p>Maps of the Head Office and branches in Thailand where applying for registration in detail: Original No Copy 1 Note -</p> | - |

Fees

| No. | Details of Fee | Fee (Baht/Percentage) |
|-----|----------------|-----------------------|
| 1) | 0 (Note:-) | - |

Complaints and Suggestions for Services

| No. | Complaints/Suggestions for Services |
|-----|---|
| 1) | Office of Standard Accreditation, National Bureau of Agricultural Commodity and Food Standards 50 Paholyothin Road, Ladyao, Chatuchak, Bangkok 10900. Telephone 0-2561-2277 ext .1241-1246. Fax 0-2579-8427 (Note: -) |
| 2) | The Complaint Service System, Ministry of Agriculture and Cooperatives, Website : http://www.moac.go.th/complain/ (Note: -) |
| 3) | Public Service Center, Office of the Permanent Secretary, the Prime Minister's Office (Note: 1 Pissanulok Road, Dusit, Bangkok 10300/ Hotline 1111/ www.1111.go.th / P.O. Box 1111, 1 Pissanulok Road, Dusit, Bangkok 10300)) |
| 4) | Public Sector Anti-Corruption Center (Note: Office of Public Sector Anti-Corruption Commission (PACC) - 99 Moo.4 the Software Park Building, the 2 nd floor, Chaeng Wattana Road, Klong klue, Pakkred, Nonthaburi 11120 - hotline 1206 / Telephone 0 2502 6670-80 ext. 1900 , 1904- 7 / Fax 0 2502 6132 - www.pacc.go.th / www.facebook.com/PACC.GO.TH The Anti-Corruption Operation center Tel : +66 92 668 0777 / Line : Fad.pacc / Facebook : The Anti-Corruption Operation Center / Email : Fad.pacc@gmail.com)) |

Forms, Examples and the Operating Manuals

| No. | Form Name |
|-----|--|
| 1) | Application Form of Laboratory Registration (Note: -) |

| No. | Form Name |
|-----|--|
| 2) | Examples of Laboratory Registration Certificate and attachments (Note: -) |

Note

Additional detail can be read in the Criteria and Condition for Registration of Laboratory for agricultural commodity and food testing, at website : http://www.acfs.go.th/cssa_manual.php#

Information for Officer

Process Name : Registration, Renewal and Extending scope of Registration of Laboratory

Central Unit Owner of Process : Office of Standard Accreditation, the National Bureau of Agricultural Commodity and Food Standards, Ministry of Agriculture and Cooperatives

Service Type : Complete process in one unit

Section of Service : Registration

Legislations for authorization of Licensing or related:

1) *The government cabinet resolution dated 20 January 2004*

Impact Level : Services with significant impacts on economics/society

Service Areas : Central

Legislation/agreements of defined timeframe : The Criteria and Condition for Registration of Laboratory for agricultural commodity and food testing.

Timeframes defined by Legislation/Requirement, etc., : 8.0

Statistic of Process:

Average number per month : 1

Maximum number of Application : 4

Minimum number of Application : 0

Reference Name of the Public Guide:[Copy of Public Manual] Registration of Laboratory 26/06/2558 10:18

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