

**SUPPLEMENTARY APPLICATION FORM
ORGANISERS OF PROFICIENCY TESTS**

RvA-F033-UK

Applying organisation name : _____

Registration number (if applicable) : _____

Established in (place) : _____

Date of application : _____

Applicant name : _____

General information

This form is to be used in case of:

- New applications for accreditation (RvA-F001),
- Applications for scope extension(s) with an activity or a location (RvA-F105).

With each part of this form there is a distinction between demands that are made on a new organisation and an extending organisation.

1 Specification of the activities

Accreditation is sought for the following spheres of activity:

No. (1)	Material or product/device (2)	Type of activity (parameter) (3)	Concentration range/Measuring range (4)	Frequency (5)
1				
2				
3				
4				
5				

EXPLANATION

In column 1 enter a serial number, starting with 1.

In column 3 enter the tests (parameters) involved (for example, Kjeldahl-N, total hardness, mineral oil, PAHs (16 of EPA), formaldehyde). If it is impossible to give the tests in this way, you must describe the class of activity as clearly as possible.

In column 4 enter the concentration range or measuring range in which the test is organised.

In column 5 enter the frequency at which the tests are organised. Please use the following codings:

m = once a month

k = once a quarter

h = once every six months

j = once a year

2 Documents to be submitted with the application

Documents can be offered on paper or digitally. In the last case a clear contents list and a direction of use must be offered.

With this application the following documents must be submitted:

Documents to be submitted	New application for accreditation	Extension of the existing accreditation	
		Within area ¹⁾	Outside area ¹⁾
Proof of registration at the Chambers of Commerce (not older than 6 months); <i>(an official written statement about the identity of a company and (registered) representatives)</i>	√		
An organisation scheme and description of your organisation structure;	√		
Quality handbook and general management system procedures;	√		
The technical implementing rules for all the activities applied for;	√	√	√
Report internal audit;	√	√	√
General procedures that have been developed or modified (and not included in handbook);	√	√ ²⁾	√ ²⁾
A cross reference between the requirements of ISO/IEC 17043 and your quality system according to the model in Appendix 1, if modified;	√	√ ²⁾	√ ²⁾
Validation data homogeneity tests;	√	√	√
Modified chapter 1 of the report part A for this accreditation;			√
An example of a report about an inter-laboratory assessment ready for publishing;	√	√	√
Management review;	√		√ ³⁾

¹⁾ See annex 1 of RvA-BR010 'Policy rule for the field of Activities' for areas

²⁾ if applicable for this new activity

³⁾ for this new activity

Appendix 1: Model cross reference list NEN-EN-ISO/IEC 17043:2010

Criterion	Body's documents (name, code and date)
4 Technical Requirements	
4.1 General	
4.2 Personnel	
4.3 Equipment, accommodation and environment	
4.4 Design of proficiency testing schemes	
4.5 Choice of method or procedure	
4.6 Operation of proficiency testing schemes	
4.7 Data analysis and evaluation of proficiency testing scheme results	
4.8 Reports	
4.9 Communication with participants	
4.10 Confidentiality	
5. Management requirements	
5.1 Organization	
5.2 Management system	
5.3 Document control	
5.4 Review of requests, tenders and contracts	
5.5 Subcontracting services	
5.6 Purchasing services and supplies	
5.7 Service to the customer	
5.8 Complaints and appeals	
5.9 Control of nonconforming work	
5.10 Improvement	
5.11 Corrective actions	
5.12 Preventive actions	
5.13 Control of records	
5.14 Internal audits	
5.15 Management reviews	