SUPPLEMENTARY APPLICATION FORM
CALIBRATION

RvA-F003-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).

Where applicable in this form a distinction is made between the requirements for an organisation that is not yet accredited against ISO/IEC 17025 and the requirements for an organisation requesting a scope or location extension.

1 Specification of the activities

Accreditation is sought for the following electrical quantities:

HCS code (1)	Measuring quantity, Measuring range (2)	Frequency (3)	CMC (4)	Remarks (5)

Accreditation is sought for the following non-electrical quantities:

HCS code (1)	Measuring quantity, Instrument, Measure (2)	Measuring range (3)	CMC (4)	Remarks (5)

EXPLANATION

In column 1 enter the code as given in informative document RvA I2.30.

In column 2 for electrical quantities specify the quantity to be calibrated and the measuring range and for non-electrical quantities the quantity to be calibrated with the instrument and the measure.

In column 3 specify the frequency for electrical quantities and the measuring range for non-electrical quantities.

In column 4 enter the *Calibration and Measurement Capability* (CMC): demonstrated uncertainty of measurement, with coverage probability of 95%, at a given measuring point or in a given measuring range. The uncertainty of measurement, U, is calculated in accordance with EA-4/02 “Expression of the Uncertainty of Measurement in Calibration” (see the web site of the European cooperation for Accreditation www.european-accreditation.org).

In column 5 state whether the calibration is (also) carried out on location (outside your own laboratory) or give additional information or provisions.

2 Documents to be submitted with the application

Documents can be submitted digitally, accompanied by a clear table of contents and user instruction. The document titles need to reflect the numbering of documents below.
With this application the following documents must be submitted:

Documents to be submitted	New application for accreditation	Extension of the existing accreditation	
		Within quantity[1)]	Outside quantity[1)]
1. Proof of registration at the Chambers of Commerce (not older than 6 months); *(an official written statement about the identity of a company and (registered) representatives)*	√		
2. An organisation scheme and description of your organisation structure;	√		√[2)]
3. Quality handbook and general management system procedures;	√		√[2)]
4. The technical implementing rules for all the calibration quantities applied for	√	√	√
5. Validation reports for all the calibration quantities applied for;	√	√	√
6. Report internal audit (no older than 6 months);	√	√[3)]	√[3)]
7. Uncertainty measurement(s) conforming to EA-4/02 for all the calibration quantities applied for	√	√	√
8. A statement of the inter-laboratory comparison tests in which your laboratory has taken part (see RvA-T030);	√	√	√
9. General procedures that have been developed or modified (and not included in handbook);	√	√[2)]	√[2)]
10. A cross reference between the requirements of ISO/IEC 17025 and your quality system according to the model in appendix 1 or appendix 2, if modified;	√[4)]		√[2)]
11. Modified chapter 1 of the report part A for this accreditation;			√
12. An example of a calibration report and calibration certificate to be issued;	√	√	√
13. Management review (no older than 6 months)	√		√[3)]

[1)] See annex 1 of RvA-BR010 'Police rule for the field of Activities of RvA' for quantities.
[2)] if applicable for this new activity. If you consider it not applicable, this needs to be mentioned.
[3)] for this new activity
[4)] cross reference according to the model in Appendix 1

APPENDIX 1: Model cross reference list NEN-EN-ISO/IEC 17025:2017

Criterion		Body's documents (name, code and date)
4	General requirements	
4.1	Impartiality	
4.1.1	Activities shall be taken impartially	
4.1.2	Management commitment to impartiality	
4.1.3	Impartiality of laboratory activities / undue pressure	
4.1.4	Identification of risks to impartiality	
4.1.5	Elimination / minimization of risks	
4.2	Confidentiality	
5	Structural requirements	
5.1	Legal entity	
5.2	Responsibility management	
5.3	Scope of the management system	
5.4	Laboratory responsibility	
5.5a	Organization and management structure	
5.5b	Responsibilities and authorities	
5.5c	Documented procedures	
5.6	Quality management -authorities and recourses	
5.7a	Communication	
5.7b	Insure integrity of management system upon changes	
6	Resource requirements	
6.2	Personnel	
6.2.1	Impartial, competent, in accordance with management system	
6.2.2-4	Competence requirements, training, knowledge, experience, qualification, etc.	
6.2.5	Registrations concerning personnel	
6.2.6	Authorisation of personnel	
6.3	Facilities and environmental conditions	
6.4	Equipment	
6.4.1	Access to equipment	
6.4.2	Equipment outside permanent control	
6.4.3	Maintenance, transport, storage, etc	
6.4.4-5	Verification of equipment	
6.4.6	Calibration	
6.4.7	Calibration program	
6.4.8	Calibration status	
6.4.9	Equipment out of service	
6.4.10	Intermediate checks	
6.4.11	Correction factors	
6.4.12	Prevention of unintended adjustments	
6.4.13	Records (identification, maintenance, etc.)	
6.5	Metrological traceability	
6.6	Externally provided products and services	

Criterion		Body's documents (name, code and date)
6.6.1	Suitable services and goods	
6.6.2	Purchasing procedure	
6.6.3	Requirements	
7	Process requirements	
7.1	Review of requests, tenders and contracts	
7.1.1	Procedure	
7.1.2	Informing the customer in case of inappropriate / out of date method	
7.1.3	Specification limits	
7.1.4-6	Clarity changes	
7.1.7	Cooperation	
7.1.8	Records	
7.2	Selection, verification and validation of methods	
7.2.1	Selection and verification of methods	
7.2.2	Validation of methods	
7.3	Sampling	
7.4	Handling of test or calibration items	
7.5	Technical records	
7.6	Evaluation of measurement uncertainty	
7.7	Assuring the quality of results	
7.7.1	Quality checks	
7.7.2	Proficiency testing, interlaboratory comparisons	
7.7.3	Data analysis of quality controls	
7.8	Reporting of results	
7.8.1	General	
7.8.2	Common requirements for reports (test, calibration or sampling)	
7.8.3	Specific requirements for test reports	
7.8.4	Specific requirements for calibration certificates	
7.8.5	Reporting sampling - specific requirements	
7.8.6	Reporting statements of conformity	
7.8.7	Reporting opinions and interpretations	
7.8.8	Amendments to reports	
7.9	Complaints	
7.9.1-2	Documented process	
7.9.3-7	Elements of complaint handling	
7.10	Nonconforming work	
7.11	Control of data and information management	
7.11.1	Access to data	
7.11.2	LIMS; validation	
7.11.3-4	LIMS; accessibility and management	
7.11.5	LIMS; documented	
7.11.6	Calculations and data transfers	
8	Management system requirements	

Criterion		Body's documents (name, code and date)
8.1	Options	
8.2	Management system documentation (option A)	
8.3	Control of management system documents (option A)	
8.4	Control of records (option A)	
8.5	Actions to address risks and opportunities (option A)	
8.6	Improvement (option A)	
8.7	Corrective actions (option A)	
8.8	Internal audits (option A	
8.9	Management reviews (option A)	