SUPPLEMENTARY APPLICATION FORM
TESTING

RvA-F004-1-UK

Applying organisation name	:	
Registration number (if applicable)	:	
Registered place of business	:	
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.

Scheme
If the organisation requests accreditation for a scheme of an external scheme owner, which has not yet been published in the list with schemes for which RvA provides accreditation (see document BR010-list), she shall provide a self-assessment of the scheme as explained in RvA-T033. In that case policy rule RvA-BR012 is also applicable.

1 Specification of the activities

Accreditation is sought for the activities specified in Tables 1 and 2:
Supplementary information about the formulation of scopes of test laboratories can be found in SAP L000 (see www.rva.nl).

Table 1: Specification of the activities carried out in the laboratory.

No. (1)	Material or product (2)	Activity/Test method (3)	External/Internal reference number (4)	Frequency (5)	Location (6)
1					
2					
3					
4					
5					
6					
7					

EXPLANATION for table 1
In column 1 enter a serial number, starting with 1.

In column 2 enter which (groups of) products and materials are tested. It is important that you use the customary classifications in your sphere of activity.

In column 3 enter the activities involved by stating the parameters, components that are measured and the techniques that are used. If it is not possible to give an individual activity, you must describe the class of activity as clearly and accurately as possible. (For example, you cannot suffice with "the pollutions in water" or with "EMC measurements").

In column 4 enter the standard test procedures where applicable (NEN, DIN, BSI, EN, ISO, IEC, etc) and indicate whether it conforms to or is equivalent to the standard test procedure. It is important that you take note of RvA-T001 to this end. You can also enter your own test methods. Also enter the internal reference numbers in this column, such as the code of the work instructions for the tests in your laboratory.

In column 5 enter the frequency with which the activities are carried out. Please use the following codings:

d = once to a few times a day

w = once to a few times a week

m = once to a few times a month

i = incidentally (once to a few times a year).

In column 6 enter the location(s) where the activities are performed.

Table 2: Specification of activities carried out outside the laboratory.

No. (1)	Material or product (2)	Activity/Test method (3)	External/Internal reference number (4)	Frequency (5)
8				
9				
10				

EXPLANATION for table 2
Table 2 specifies the activities that are carried out outside the laboratory (on location, in the field), such as field tests and sampling. In the case of sampling the description of the activity in column 3 of Table 2 must include the tests from Table 1 for which this sampling is carried out (refer to the number in Table 1).

Table 3: List of calibration activities performed by the laboratory itself for the requested tests.

Related to test (specify reference number used in table 1 and 2)	Instruments and quantities	Range	CMC[1)] *Calibration and Measurement Capability*

[1)] The *Calibration and Measurement Capability* (CMC) is the 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).

EXPLANATION for table 3
In case your laboratory itself performs calibrations, as meant in article 6.4.7 of ISO/IEC 17025, without having a relevant accreditation, you shall specify these calibration activities in Table 3. Calibrations that are being outsourced to an accredited laboratory do not have to be mentioned. See form RvA-F003 for further information regarding the details concerning the specification of calibration activities.

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 main or subarea[1)]	Outside main or subarea [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 manual or equivalent and general management system procedures;	√		√[2)]
4. The work instructions for all tests applied for;	√	√	√
5. Validation or verification reports for all tests applied for;	√	√	√
6. Report of internal audit (no older than 6 months);	√	√	√
7. Results of quality checks[3)];	√[4)]	√[4)]	√[4)]
8. A statement and results of inter-laboratory comparison tests (Proficiency testing, etc.) in which your laboratory has taken part (see RvA-T030);	√[4)]	√[4)]	√[4)]
9. Uncertainty measurement(s) conforming to EA-4/02 for all quantities;	√[4)]	√[4)]	√[4)]
10. General procedures that have been developed or modified;	√	√[2)]	√[2)]
11. A cross reference between the requirements of ISO/IEC 17025 and your quality system according to the model in appendix 1;	√		√
12. Modified chapter 1 of the report part A for this accreditation;			√
13. An example of a client report;	√[4)]	√[4)]	√[4)]
14. In case of an external scheme owner: self-assessment of the scheme, as explained in RvA-T033 in combination with the request for a scheme evaluation (F207) according to policy rule RvA-BR012;	√[2) 5)]	√[2) 5)]	√[2) 5)]

Documents to be submitted	New application for accreditation	Extension of the existing accreditation	
		Within main or subarea[1)]	Outside main or subarea [1)]
15. Report of management review (no older than 6 months);	√		√[3)]
16. Statements of competence (matrix and requirements;	√	√[2)]	√
17. An overview of applied analysis methods which have been reported under accreditation with regard to the 'flexible scope';		√[2)]	√[2)]
18. Any additional documentation in accordance with the corresponding SAP;	√[2)]	√[2)]	√[2)]

[1)] See annex 1 of RvA-BR010 'Police rule for the field of Activities of RvA' for a division in main areas and subareas
[2)] if applicable for this new activity/activities. If you consider it not applicable, this needs to be mentioned.
[3)] for this new activity/activities
[4)] if applicable for this new activity/activities and not applicable on applications for sampling activity/activities
[5)] If the specific version of the scheme concerning the application is part of the list of schemes the RvA can provide accreditation for (see policy rule RvA-BR010-lijst), a request for scheme evaluation is not applicable

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	

Criterion		Body's documents (name, code and date)
6.6	Externally provided products and services	
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	

Criterion		Body's documents (name, code and date)
7.11.6	Calculations and data transfers	
8	Management system requirements	
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)	