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 activitities

Test activities: Accreditation is sought for the following:

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

Calibration activities: Accreditation is sought for the following:

HCS code (1)	Material or product/device (2)	Type of activity (parameter)Measured quantity (3)	Concentration range/Measuring range (4)	Frequency (5)
1				
2				
3				
4				
5				

EXPLANATION

In column 1 enter a serial number, starting with 1, or for calibration activities the associated HCS code as stated in information document RvA I2.30.

In column 2 you indicate for which products and materials interlaboratory tests are organised. It is important that you use the usual classifications in your field of work (eg mineral oil, soil, sediment, surface water, drinking water and not just water).

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. For calibration activities, you must state the measured quantity.

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 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 area[1)]	Outside area[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 activities applied for;	√	√	√
5. Report internal audit (no older than 6 months);	√	√[3)]	√[3)]
6. General procedures that have been developed or modified (and not included in handbook);	√	√[2)]	√[2)]
7. A cross reference between the requirements of ISO/IEC 17043 and your quality system according to the model in Appendix 1, if modified;	√		√
8. Validation data homogenity tests;	√	√	√
9. Modified chapter 1 of the report part A for this accreditation;			√
10. An example of a report about an inter-laboratory assessment ready for publishing;	√	√	√
11. Management review (no older than 6 months);	√		√[3)]

[1)] See annex 1 of RvA-BR010 'Policy rule for the field of Activities' for areas
[2)] if applicable for this new activity. If you do not consider it applicable, this needs to be mentioned.
[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	