SUPPLEMENTARY APPLICATION FORM
PRODUCERS OF REFERENCE MATERIALS

RvA-F042-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 sphere of activity

Accreditation is sought for the reference materials specified in table 1.
Additional information on the formulation of scopes can be found in RvA-T034 (see www.rva.nl).

Table 1: Specification of reference materials

No. (1)	Matrix/Object (2)	Value of the property/Identity/ Characterisation range (3)	Characterisation procedure/method (4)
1			
2			
3			
4			
5			
6			
7			
8			
9			

EXPLANATION

In column 1 enter a serial number, starting with 1, which will be used in the summary reporting that the Dutch Accreditation Council makes in its assessments.

In column 2 enter the matrices, objects (products or materials) for which the properties, characteristics are determined. This description can be drafted in the form of specific objects (“fixed scope”) or more generally (“flexible scope”)

In column 3 enter the properties and characterisation range involved. In the case of synthetic materials, such as calibration solutions or gas mixtures, it is preferable to specify the components in the matrix and the concentration range. In the case of natural materials it is important to name the components or properties in more general terms since they can vary depending on the source.

In column 4 enter the characterisation procedures with which the properties are determined. ISO Guide 35 describes these procedures. The RvA may accept alternative procedures if it has been demonstrated that these characterisation procedures are at least equivalent to the procedures in ISO Guide 35. The characterisation procedures for the determination of the values of the properties are assessed before the granting of accreditation by the RvA and as such are not flexible. The analytical methods used can however be flexible. In that case the RvA determines post priori whether the producer has used validated methods and is competent for the performance of the measurements.

The activities as presented in the table will be taken over into the specification of the scope of accreditation in the Appendix to the accreditation certificate. The descriptions can be discussed and amended during the (preliminary) assessment.

Use as many sheets as you need. If you need more room, please state how many additional sheets are enclosed.

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. Validation reports for the used analytical methods and characterising procedures;	√	√	√
6. Report internal audit (no older than 6 months);	√	√[3)]	√[3)]
7. Specification of uncertainty budgets and results of investigations into stability and homogenity of the materials;	√	√	√
8. Specification of your experience in producing reference materials mentioning material sorts, matrices, numbers, and amount of years of experience;	√		√
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 17034 and your quality system according to the model in Appendix 1, if modified;	√		√
11. Modified chapter 1 of the report part A for this accreditation;			√
12. An example of a reference material certificate;	√	√	√
13. 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 ISO 17034

Criterion		Body's documents (name, code and date)
ISO 17034		
4	**General requirements**	
4.1	Contractual matters	
4.2	Impartiality	
4.3	Confidentiality	
5	**Structural requirements**	
6	**Resource requirements**	
6.1	Personnel	
6.2	Subcontracting	
6.3	Provision of equipment, services and supplies	
6.4	Facilities and environmental conditions	
7	**Technical and production requirements**	
7.1	General requirements	
7.2	Production planning	
7.3	Production control	
7.4	Material handling and storage	
7.5	Material processing	
7.6	Measurement procedures	
7.7	Measuring equipment	
7.8	Data integrity and evaluation	
7.9	Metrological traceability of certified values	
7.10	Assessment of homogeneity	
7.11	Assessment and monitoring of stability	
7.12	Characterization	
7.13	Assignment of property values and their uncertainties	
7.14	RM documents and labels	
7.15	Distribution service	
7.16	Control of quality and technical records	
7.17	Management of non-conforming work	
7.18	Complaints	
8	**Management system requirements**	
8.1	Options	
8.2	Quality policy (Option A)	
8.3	General management system documentation (Option A	
8.4	Control of management system documents (Option A)	
8.5	Control of records (Option A)	
8.6	Management review (Option A)	
8.7	Internal audit (Option A)	
8.8	Actions to address risks and opportunities (Option A)	
8.9	Corrective actions (Option A)	
8.10	Improvement (Option A)	
8.11	Feedback from customers (Option A)	