

**ACCREDITATION**

**QUESTIONNAIRE**

**LABORATORY ACCREDITATION PROGRAMME**

**GENERAL INFORMATION**

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| 1.1 Name of accredited or applicant Organisation.    1.2 Please provide a brief summary of the primary function of the organisation and/or any changes in function during the past three years.      1.3 CHECKLIST  Please check that copies of the following documents are enclosed:  Some typical or in-house methods  Key Technical Personnel appointments with Curriculum Vitae and competency records  Current staff organisation chart  Reports or certificates and associated workbook/sheet records  Proficiency programme results  Internal audit report and corrective action records  Management review records  Your organisation's documented quality system (Quality Manual)  ***Please note that in order to adequately brief the assessment team, it is necessary for IANZ to reproduce some or all of the material supplied.***  1.4 Please identify the person who completed this submission.  Name  Title  Signature Date  1.5 Please forward this submission and the documents listed above to:   |  |  | | --- | --- | |  | **IANZ** | | **Post** | Private Bag 28908 | |  | Remuera | |  | Auckland 1541 | | **Physical** | Level 1, 626 Great South Road | |  | Ellerslie | |  | Auckland 1051 | | **Telephone** | 09 525 6655 | | **Fax** | 09 525 2266 | | **Email** | info@ianz.govt.nz |   *Please keep at least one copy of the completed questionnaire for your files and for reference during the assessment.* |

**METHODS**

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| 2.1 Please list specific methods below for which accreditation is being sought/is held, or attach a copy of your current schedule to the Certificate of Accreditation and list any desired additions/changes. | | | |
| PRODUCT/ITEM/  DESIGN/SYSTEM | SPECIFIC TESTS/  MEASUREMENTS OR INSPECTIONS | METHODS USED | MEASUREMENT UNCERTAINTY AND / OR LIMITS OF DETECTION |
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| 2.2 Please attach copies of some typical operational methods and especially those which are unpublished, client supplied, difficult to obtain or in-house methods. | | | |

**STAFF (Key Technical Personnel)**

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| 3.1   1. Please list all those who have been appointed as Key Technical Personnel (KTP) for IANZ endorsement of reports (the laboratory’s listing from the Quality System may be attached). 2. A brief Curriculum Vitae and competency records for each appointed Key Technical Person needs to be included. | |
| NAME | CLASSES OF TEST/METHODS COVERED BY KEY TECHNICAL PERSONNEL APPOINTMENT |
|  |  |
| 3.2 Please list key staff who have left your organisation in the last three years.        3.3 Please attach a copy of the current organisation chart for your organisation detailing staff.  3.4 Please list staff numbers - Full time      Part time | |

**EQUIPMENT**

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| 4.1 Please list only **major** items of equipment currently in use in your organisation, relating to the methods for which accreditation is being sought/is held. |
| ITEM  (IDENTIFICATION, DESCRIPTION, MAKE, MODEL, RANGE IF APPLICABLE) |
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**RECORDS**

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| 5.1 Please attach one copy of some typical reports/certificates you have issued, with copies of associated original data (such as worked examples of worksheets or pages from workbooks) relating to the methods listed in Section 2.1. (The data should be copies of actual reports or certificates and actual test or measurement or observation data. To maintain confidentiality, the client identification can be removed).  Number of reports or certificates enclosed:    Number of worksheets or workbook pages enclosed:    5.2 Please attach copies of any proficiency programme results (relating to the methods listed in Section 2.1) in which the organisation has taken part during the past three years and provide a copy of the completed form in Section 6.0 of the Questionnaire.  Programmes Attached:    5.3 Please attach a copy of the report of your last internal audit, together with details of any corrective actions that were found to be necessary.    5.4 Please attach a copy of your last management review record. |

**PROFICIENCY TESTING PARTICIPATION**

The minimum amount of appropriate proficiency testing required per laboratory, once accredited, is participation in as many inter-laboratory comparison programmes (where available) to cover the scope of accreditation and to participate in all relevant rounds that are available. Please refer to the programme Specific Criteria for Accreditation for further information.

Please complete the table below with details of inter-laboratory comparison participation since the previous assessment and the laboratory’s plan for participating in proficiency testing programmes for the calendar year entered.

The assessment team will review the proficiency testing records available as per the documented plan which will be kept on file for follow up surveillance assessments.

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| **Year** | **Type \*** | **Proficiency Testing Provider** | **Programme** | **Matrix / Material**  (sample type) | **Test Method** | **Rounds per year** |
| 2014 | C | CETANZ | Sand Equivalent | Aggregates | ASTM D2419 | As available |
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\*The type of proficiency programme is defined as follows:

A Accredited Proficiency Testing Provider (accredited to ISO 17043 e.g. Proficiency Testing Australia))

B Other formal multi-laboratory proficiency testing programme

C Informal inter-laboratory programme

D Intra-laboratory Programme