**APPLICATION FOR CHANGE INTO SCOPE OF ACCREDITATION**

Name of the accredited laboratory:

Laboratory’s accreditation number:

Accreditation decision in force:

We are applying into our current scope of accreditation:

Extension of scope, applied scope attached (appendix 1)

Update of scope, updated scope attached (appendix 1)

Reduction of scope, (reductions in appendix 1)

Other change (related to organisation, sites etc.). Please describe:

Appendixes to the application:

1. Applied scope Appendix 1
2. Testing instructions, summary of validation/verification and results of the interlaboratory comparisons
3. Other operating instructions, sampling instructions
4. Instructions and plans related to quality assurance and results of interlaboratory measurements (summary and conclusions).
5. Testing managers for the applied testing area, CV’s if new personnel.
6. Measurement uncertainty calculations related to the applied testing methods.
7. List of equipment and calibration schedule
8. Information about on-site testing that will be witnessed by FINAS assessor group and related testing instructions.
9. Other material related to the application.

Application delivery: Please upload it to FINAS Extranet in zip-form and inform by email to: [akkreditointi@finas.fi](mailto:akkreditointi@finas.fi). Please refer to your laboratory accreditation number in the email title.

Laboratory’s representative:

dd.mm.yyyy, Forename Surname

Accreditation number: T

| EXTENSION TO THE SCOPE OF ACCREDITATION, for example new methods and/or matrices(please add rows to the table if needed)  Note, please include also translations Finnish/English, and in Swedish if needed. | | | |
| --- | --- | --- | --- |
| **Testausala** *Field of testing* | **Testattava materiaali/tuote** *Material, products tested* | **Testityyppi** *Type of test* | **Testausmenetelmä** *Test method* |
| *For example:*  Elintarviketestaus, Helsinki *Testing of food, Helsinki* | Elintarvikkeet *Food* | Kosteus *Moisture* | ABC 123:4567 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

| CHANGES/UPDATES INTO SCOPE OF ACCREDITATION, for example changes of standard versions (please add rows to the table if needed)  Note, please include also translations Finnish/English, and in Swedish if needed. | | | |
| --- | --- | --- | --- |
| **Testausala** *Field of testing* | **Testattava materiaali/tuote** *Material, products tested* | **Testityyppi** *Type of test* | **Testausmenetelmä** *Test method* |
| *For example:*  Elintarviketestaus, Helsinki *Testing of food, Helsinki* | Elintarvikkeet *Food* | Kosteus *Moisture* | ~~ABC 123:4567~~  Update to ABC 123:5678 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

| REDUCTIONS TO THE SCOPE OF ACCREDITATION(please add rows to the table if needed) | | | |
| --- | --- | --- | --- |
| **Testausala** *Field of testing* | **Testattava materiaali/tuote** *Material, products tested* | **Testityyppi** *Type of test* | **Testausmenetelmä** *Test method* |
| *For example:*  Elintarviketestaus, Helsinki *Testing of food, Helsinki* (tai muu yksilöivä tarkenne) | Elintarvikkeet *Food* | Kosteus *Moisture* | ABC 123:4567  POISTETAAN |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |