Material request for periodic surveillance assessments and reassessments
Proficiency testing providers SFS-EN ISO/IEC 17043:2010

Please return this form and its attachments with the grey fields in Sections 1 and 2 completed no later than three (3) weeks before the assessment date (however, no earlier than two (2) months before the assessment).

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| Proficiency testing provider | *Organisation name* |
| Accreditation symbol | *PTxxx* |
| Assessment date | *DD MMMM YYYY* |

# CHANGES IN THE ACTIVITIES

Please inform about essential changes in the activities and customers. Essential changes are changes in the legal, financial or organisational situation of activities and changes in the management and technical managers. Changes in the personnel, equipment and its software, facilities, calibration or procedures are also essential.

Note, inform changes in the accredited scope in detail in the List of appendixes, point 2 (also regarding those changes that will not affect the accredited scope description).

Inform changes in the flexible scope in List of appendixes, point 12.

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| ***Please write here*** |

Extensions, reductions and changes into the accredited scope:

Inform about any proposals of extensions, reductions or other updates to the scope in tables 1–3 below.

**Please note that large scope extensions cannot possibly be included in the agenda of the assessment day in concern, and those must be planned separately.**

Table 1. Extensions to the scope

| EXTENSIONS TO THE SCOPE, e.g. new materials, products and/or matrices, properties to be tested and/or schemes (please add rows when needed).Also note language versions. |
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| **Vertailumittausjärjestäjän toimiala** | **Materiaali, tuote taimatriisi** | **Testattava ominaisuus (parametri)** | **Ohjelma** | **Site** |
| *Field of proficiency testing provider* | *Material, product or matrix* | *Property to be tested (parameter)* | *Scheme* | *Site* |
| Example:Ympäristöalan vertailumittausjärjestäjä*Provider of environmental proficiency testing* | Example:Luonnonvesi ja murtovesi*Natural water and brackish water* | Example:Kasviplanktonlajien tunnistus jalaskenta*Identification and calculation of phytoplankton species* | Example:Kasviplankton*Phytoplankton* | Example:Helsinki  |
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Table 2. Changes/updates to the scope

| CHANGES/UPDATES TO THE SCOPE, e.g. changes in matrices (please add rows when needed). **Highlight any changes.**Also note language versions. |
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| **Vertailumittausjärjestäjän toimiala** | **Materiaali, tuote taimatriisi** | **Testattava ominaisuus (parametri)** | **Ohjelma** | **Site** |
| *Field of proficiency testing provider* | *Material, product or matrix* | *Property to be tested (parameter)* | *Scheme* | *Site* |
| Example:Ympäristöalan vertailumittausjärjestäjä*Provider of environmental proficiency testing* | Example:Luonnonvesi ja murtovesi*Natural water and brackish water*TO BE UPDATED:Sea water to be added | Example:Kasviplanktonlajien tunnistus jalaskenta*Identification and calculation of phytoplankton species* | Example:Kasviplankton*Phytoplankton* | Example:Helsinki  |
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Table 3. Reductions to the scope

| REDUCTIONS TO THE SCOPE (please add rows when needed). |
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| **Vertailumittausjärjestäjän toimiala** | **Materiaali, tuote taimatriisi** | **Testattava ominaisuus (parametri)** | **Ohjelma** | **Site** |
| *Field of proficiency testing provider* | *Material, product or matrix* | *Property to be tested (parameter)* | *Scheme* | *Site* |
| Example:Ympäristöalan vertailumittausjärjestäjä*Provider of environmental proficiency testing* | Example:Luonnonvesi ja murtovesi*Natural water and brackish water* | Example:Kasviplanktonlajien tunnistus jalaskenta*Identification and calculation of phytoplankton species* | Example:~~KasviplanktonPhytoplankton~~TO BE REMOVED | Example:Helsinki |
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Representative of the proficiency testing provider

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| **pp.kk.vvvv** |  |
|  | Name |

# LIST OF APPENDICES

To lead assessor: please return all the material listed below.

**To technical assessors:** please return the material listed below regarding their assessment area, apart from Appendix 6 (Management review), and, regarding internal audits, only reports regarding the assessment area in question (Appendix 5).

Please return the **completed material request form** to both lead assessor and technical assessors. Save the form as: *PTXXX material yyyy.docx*, where yyyy = assessment year.

1. Information about the technical persons in charge, including changes
2. Extensions, reductions and updates to the scope

Descriptions and guidance of the proficiency testing rounds related to the possible scope extensions or changes. Note: Also enter information about these changes in Tables 1–3.

1. Management system documentation

Documentation of relevant management system and technical activities (**technical documentation divided between the fields of assessment**), including

* management system description (quality manual)
* instructions of the operations / instructions of the procedures
* instructions for proficiency testing rounds and a list of the instructions
1. Internal audits

Internal audit plan and reports. **Please include all internal audit reports to the lead assessor’s and corresponding internal audit reports to the technical assessors’ material (reports after previous assessment).**

1. Management review

Management review minutes and plan. **Please include the management review minutes only to the lead assessor’s material (reports after previous assessment).**

1. Reference to accreditation

New brochures and related material which contain a reference to accreditation or where the accreditation symbol has been used. If the material is published in the Internet, the URL is sufficient.

1. Management of competence, development and maintenance of competence (e.g. maintenance of qualifications)

Summary/report of the management of competence, such as a plan and implementation of personnel training, updating of knowledge and reviews of staff performance (monitoring), including external specialists

1. Customer service
* Most important customer groups
* Consideration of customer needs
1. Arranged proficiency testing rounds and published reports
* Examples of proficiency testing round reports **from every sub-area of the scope**
* Number of the arranged proficiency testing rounds per parameter during a year / during a certain period (month/year–month/year)
* Total number of proficiency testing reports during the above period
* Total number of proficiency testing rounds arranged as accredited during the above period

Appendix 10. Quality assurance

* Procedures to ensure homogeneity and stability

Appendix 11. Equipment register and calibration

* Equipment register
* Calibration procedure where applicable

**The following material shall be provided if required:**

Appendix 12. Flexible scope **(if in the accredited scope)**

Information about the flexible scope and its use (cf. FINAS Policy Document A3)

* Information about subjects of the flexible scope
	+ An accurate list of the flexible scope subjects showing the material/product/matrix, property to be tested (parameter) and scheme
	+ Review of the use of the flexible scope: period (starting from the previous assessment), material/product/matrix, property to be tested (parameter), scheme, date of entry into use
* Documentation related to changes, including validation reports
* Total number of proficiency testing reports concerning new extensions within the flexible scope

Appendix 13. Assessment of the information system **(information to be provided at the separate request of FINAS)**

* Information about how information system maintenance is carried out, including sub-contracting
* Information system documentation and related instructions
* Description of the network
* Information about the information security strategy, password policy, virus protection, backup copy/recovery system
* Training of the personnel and maintenance of the personnel’s competence
* Other possible information and documentation

# 3. DOCUMENT DELIVERY TO THE EXTRANET

Please deliver for each assessor a separate zip file, where material is arranged into folders in accordance with the numbering used in 2. List of Appendices (please see the image below). The name of the zip file must include the accreditation symbol, e.g. **PTxxx organic chemistry.zip.** Please do not change the numbers of the appendices.

**The compressed file must be in .zip format** – no other compression formats are accepted, such as .rar and .7z. The size of the zip files should preferably be less than 50 MB per file.

Documents should be arranged into subfolders in accordance with 2. List of Appendices. Each subfolder shall include in maximum one subfolder level, and the names of folders and files should be kept short to open the zip files without problems.

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Brief extranet instructions:

Go to the “Dokumentit” (Documents) page and click “Tuo uusia dokumentteja” (Add new documents). Select the folder in which you want to save your file. Subfolders are located under the folder named using your organisation’s accreditation symbol (see the example below):

PTxxx->

PTxxx shared

PTxxx customer-FINAS

PTxxx organic chemistry

PTxxx inorganic chemistry

PTxxx statistics

Please save the lead assessor’s material into the Customer-FINAS folder. Save the technical assessors’ material into folders named after each assessment area, e.g. material intended for the technical assessor of organic chemistry in the “PTxxx organic chemistry” folder, etc. You can save material intended for all assessors into the shared folder (content of this folder is shown to all assessor team). Please also save any corrective measures into the Shared folder. The customer has rights to all folders. The technical assessors only have access to the content of the folder intended for their assessment area and to the Shared folder.

Select “Asiakkaan aineisto” (Customer material) as the material type.

If required, you can also save individual files other than zip files (.docx, .pdf, .xlsx, etc.) into the extranet, but in case many files, zipping them is recommended.

More extranet instructions and videos: [**https://www.finas.fi/Tietoa/Sivut/ohjeet.aspx**](https://www.finas.fi/Tietoa/Sivut/ohjeet.aspx)

**It is important that you notify us by email (****akkreditointi@finas.fi****) after you have uploaded your material to the extranet.**

**If you have any problems, please contact** **akkreditointi@finas.fi**.

**Thank you!**