

**ACCREDITATION QUESTIONNAIRE**

**Reference Material Producer 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 Summary of the technical scope of this Routine Reassessment (as stipulated in the Notification Letter from IANZ for this assessment).    1.4 CHECKLIST  Please check that copies of the following documents are enclosed:  Documented procedures for the preparation, characterisation and assignment of values for reference materials  Key Technical Personnel appointments with Curriculum Vitae  Current staff organisation chart  Report or certificates and associated workbooks/sheet records (including from subcontractors where applicable) for each RMP area for which accreditation is being sought / is held  Internal audit report and corrective action records  Management review records  Your organisation’s documented management system (Quality Manual)  Any relevant technical standard used e.g. ISO 6141 or ISO 6142 for calibration gases  *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.*  1.5 Please identify the person who completed this submission.  Name:  Title:  Signature: Date:  1.6 Please forward this submission and the documents listed above to:  **International Accreditation New Zealand**  **Mail:** Private Bag 28908, Remuera, Auckland 1541  **Physical:** Level 1, 626 Great South Road, Ellerslie, Auckland 1051  Email: [info@ianz.govt.nz](mailto:info@ianz.govt.nz) or the IANZ portal  For further information, contact your Programme Manager at International Accreditation New Zealand.  **Telephone (09) 525 6655**  *Please keep at least one copy of the completed questionnaire for your files and for reference during the assessment.* |

Certified Reference Material Production Scope

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| 2.1 Please list certified reference materials below for which accreditation is being sought / is held for the production of, or attach a copy of your current schedule to the Certificate of Accreditation and list any desired additions/changes. Please indicate which classes you are seeking / hold accreditation:   * CATEGORY A: Chemical Composition * CATEGORY B: General Medicine * CATEGORY C: Physical Properties * CATEGORY D: Engineering Properties * CATEGORY E: Miscellaneous   See Specific Criteria for Accreditation AS LAB C11, Appendix 1 for further details.  2.2 Please attach copies of procedures used to prepare, test for homogeneity and stability of, and characterise the above certified reference materials. | | | |
| CERTIFIED  REFERENCE MATERIAL | PROPERTY CHARACTERISED & RANGE OF VALUES | MEASUREMENT UNCERTAINTY | ASSOCIATED SUBCONTRACTORS (DETAILS ON NEXT PAGE) |
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Reference Material Production Scope

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| 3.1 Please list reference materials below for which accreditation is being sought / is held for the production of, or attach a copy of your current schedule to the Certificate of Accreditation and list any desired additions/changes. Please indicate which categories you are seeking / hold accreditation:   * CATEGORY A: Chemical Composition * CATEGORY B: General Medicine * CATEGORY C: Physical Properties * CATEGORY D: Engineering Properties * CATEGORY E: Miscellaneous   See Specific Criteria for Accreditation AS LAB C11, Appendix 1 for further details.  3.2 Please attach copies of procedures used to prepare, test for homogeneity and stability of, and characterise the above reference materials. | | | |
| CATEGORY / REFERENCE MATERIAL | PROPERTY CHARACTERISED & RANGE OF VALUES | MEASUREMENT UNCERTAINTY | ASSOCIATED SUBCONTRACTORS (DETAILS ON NEXT PAGE) |
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Subcontractor Information

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| 4.1 Please complete for all sub-contractors (formerly collaborators) with which the RMP has formal arrangements for the production, testing, measurement, sampling, storage and distribution of reference materials. Note that subcontractors cannot be used for project planning, the assignment of and decision on property values, authorisation of property values or the issuing of certificates (however named) for the material. | | | |
| COMPANY NAME & PRINCIPAL CONTACT | ADDRESS & PHONE NUMBER | DESCRIPTION OF ACTIVITY IN (C)RM PRODUCTION | HOW ARE THEY DEEMED COMPETENT E.G ACCREDITED TO ISO/IEC 17025 |
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Staff (Key Technical Personnel)

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| 5.1 Please list all those who have been appointed as Key Technical Personnel for IANZ endorsement of certificates (the organisations listing from the Quality System may be attached). A brief Curriculum Vitae for each appointed Key Technical Person needs to be included.  5.2 Please list key staff who have left your organisation in the last three years.    5.3 Please attach a copy of the current organisation chart for your organisation detailing staff.  ☐  5.4 Please list staff numbers - Full time:  Part time: | |
| NAME | REFERENCE MATERIALS COVERED BY KEY TECHNICAL PERSONNEL APPOINTMENT |
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Records

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| 6.1 Please attach at least one copy of some proposed or typical certificates you have issued.  Number of reports or certificates enclosed:    Number of worksheets or workbook pages enclosed:    6.2 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.    6.3 Please attach a copy of your last management review record.    6.4 Please attach records demonstrating competency of any subcontractors used as identified in Section 4.1 of the questionnaire i.e. audit records, proficiency records etc. |