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| --- | --- |
| Application No. |  |
| **Name of CAB**  |  |

Please mark a check (√) if required document is submitted, otherwise, mark a cross (x) for the documents to be submitted and NA if not applicable for the applicant laboratory.

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| **Initial Assessment/Reassessment** | **Remarks** |
| 1. Application for Accreditation (LA/SF02)
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| 1. Acceptance of Accreditation Conditions (PAB/SF06)
 |  |
| 1. Assessment Checklist (whichever is applicable)
* For ISO/IEC 17025 (LA/SF06)
* For ISO/IEC 17020 (LA/SF07)
* For ISO 15189 (LA/SF08)
* For ISO/IEC 17043 (LA/SF43)
 |  |
| 1. Uncertainty Budget Computation for the scopes applied in Calibration Laboratory
 |  |
| 1. Management and Technical Documents *(For Initial Applicant)* See Annex A
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|  **Special Assessment** | **Remarks** |
| For Additional Signatory *and/or Additional Scope/ sub-scope* |
| 1. Application for Accreditation (LA/SF02)
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|  |
| For Change in Location/Accommodation |
| 1. Application for Accreditation (LA/SF02)
 |  |
| 1. Latest lay-out/floor plan
 |  |
| 1. List of equipment affected by the change in location/accommodation
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| **To be filled-out by PAB Accreditation Officer** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Signature over Printed Name)Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**ANNEX A: LIST OF DOCUMENTS FOR SUBMISSION**

The following documents and records are required to be submitted together with the required application forms. Additional documents will be requested subject to the assessor’s and expert’s validation.Any sample records to be submitted should not come from the last two (2) months prior to submission

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| ☐  System Documentation (Manuals, Procedures, Work Instructions)  | ☐  Proficiency Testing Final Report based on the matrix being applied for\*\*  |
| ☐  Legal identities  | ☐  Proficiency Testing Plan based on the matrix being applied for \*\*  |
| ☐  Organizational and/or functional structure  | ☐  Monitoring of environmental conditions  |
| ☐  Records related to risk analysis\*  | ☐  Equipment records (latest calibration certificates, plan and maintenance)   |
| ☐  Confidentiality records  | ☐  QA/QC records (internal quality controls) |
| ☐  Latest Internal Audit   | ☐  Latest records of proficiency testing participation\*  |
| ☐  Records of nonconforming work and corrective actions  | ☐  Measurement uncertainty\*  |
| ☐  Latest Management Review  | ☐  Design of proficiency testing schemes records \*\** Planning (choice of test materials, frequency of rounds, scoring system)
* Preparation of PT items (acquisition, collection, preparation, handling, storage and disposal)
* Homogeneity and stability assessment of PT items\*\*\*
* Statistical design (statistical models and analysis techniques, assigned values and standard uncertainty)
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| ☐  Records relating to purchasing (e.g. purchase request to supplier evaluation)  |
| ☐  Records related to subcontracting, if any |
| ☐   Complaints/Appeals  |
| ☐  Personnel records (Authorization, Competence, Education and        professional qualifications, Training, skills and experience)  |
| ☐  Records of reference materials (Quality and Traceability) \*\*  |
| ☐  Records of compliance to ISO/IEC 17025 if characterization of PT        Materials from external provider \*\*  |
| ☐  Records of a complete process * For applicant PT provider, from announcement/invitation to Interim and/or complete report to participants
* For testing, calibration and inspection body, from receiving to worksheets to certificates/reports

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\*Not required to applicant PT provider

\*\*Required to applicant PT provider only

\*\*\*if PT samples prepared from an external source/outsource, provide documents to ensure integrity of the sample:  ISO/IEC 17043:2010 or ISO 7034:2016 accreditation.