Application Form for Reference Material Producers (RMP)

AMENDMENT SHEET

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Instructions for filling up the application

1. The application shall be complete in all respect in the prescribed format of IQAS-036
2. The applicant/accredited RMP shall carry the production activities in such a way as to meet the requirement of ISO 17034: 2016, IQAS specific criteria IQAS-034, APAC TEC1-008: APAC Guidance on Reference Material Use and Production, other relevant requirements of IQAS and the regulatory authorities.
3. The application fee and other requirements are to be referenced to the latest IQAS-001 information/Bulletins/relevant quotation or information available on IQAS website,
4. Reference Material Producers (RMP) shall have adequate personnel, instruments/equipment as per the scope of accreditation along with latest national/international or regional standards and the latest guiding documents of IQAS.
5. The educational qualification and experience of CAB Authorised Signatory personnel shall be as mandated by IQAS mentioned below:

Sr. No.	Educational Qualifications	Experienced Required
1.	M.Sc./ B.Tech./B.E. or Equivalent	3 Years
2.	B.Sc./Diploma in Engineering/ or equivalent	5 Years
3.	ITI/Senior examination in science or equivalent	7 Years

6. RMP shall be a Legal Identity as per the law/rule of the Government of India.
7. RMP shall take corrective action within the time frame specified by IQAS.
8. IQAS terms and conditions shall be duly signed by the RMP along with the Application Form.

Options opted for in Application Form is to be appropriately ticked by applicant RMP.

Application Form

1. Application for Reference Material Producers

(Please put √ in the applicable box)

- **New Application** ☐
- **Renewal of existing Accreditation** ☐
- **Scope addition/enhancement** ☐
- **Name Change** ☐
- **Premises change** ☐

If yes (✓) :- (Earlier Accreditation certificate no……..and validity date.....….)

2. Reference Material Producers (RMP) Details

2.1	**Name of the RMP**	
2.2	**Address**	
2.3	**Telephone**	**Mobile:** **Land line:**
2.4	**Email Id**	
2.5	**Website (if available)**	
2.6	**Laboratory facility:**	**Permanent Yes ☐ No ☐** **Site Yes ☐ No ☐** **Mobile Yes ☐ No ☐**
2.7	**Legal Identity (Refer Annexure-I)**	
2.7.1	**Government entity (Registration No. and date or Gazette Notification reference along with date)**	
2.7.2	**Listed Limited Company. (Registration No. and date)**	
2.7.3	**Private Limited Company (Registration No. and date)**	
2.7.4	**Proprietary Firm, (Registration No. and date)**	
2.7.5	**Partnership Firm (Registration No. and date)**	

2.7.6	**GST No. (Registration No. and date)**	
2.7.7	**Any other Registrations which CAB desires to declare (give Registration No. and date)**	
2.7.8	**Name of the CAB as required on the Accreditation Certificate (Note: If the desired name of the CAB on the Accreditation Certificate is different from the Legal Identity, then Certificate will be issued on the name of the Legal Identity only)**	
2.8	**Senior Management information**	
2.8.1	**Chief Executive / Director / Head of the Laboratory**	
2.8.2	**Person responsible for the management system**	
2.8.3	**Person responsible for technical operations**	
2.8.4	**Contact person for IQAS**	
	Name	
	Designation	
	Mobile no.	
	Landline no.	
	Email	
2.21	**Organisation Chart**	**(Enclosed Annexure)**
2.22	**If part of larger organisation mentions position of the RMP in the organisation structure (Please also attach organisation chart of the RMP)**	
2.23	**Mention how the RMP is related to its own parent organization (if applicable)**	
2.24	**Infrastructure**	
2.24.1	**Site plan showing the areas of operation (please append),**	

2.24.2	**Total built up area for RMP Activities**	
2.24.3	**Storage facilities for finished products including provisions for maintaining environmental conditions (please append)**	

3. Scope for Accreditation

Reference Material (Non-Certified) ☐

Certified Reference Material ☐

3.1 Categories for which accreditation is sought

- Chemical composition ☐
- Biological and Clinical properties ☐
- Physical properties ☐
- Engineering Properties ☐
- Miscellaneous Properties ☐

3.2 Subcategories for which accreditation is sought:

Category A. Chemical Composition

- Metals ☐
- Inorganic reference materials ☐
- Organic reference materials ☐
- Environmental reference materials ☐
- Engine wear materials ☐
- Analysed gases ☐
- Forensic reference materials ☐
- Ion activity ☐

- Health and industrial hygiene ☐

Category B. Biological and Clinical Properties

- General Medicine ☐
- Clinical Chemistry ☐
- Tissue Pathology and Cytology ☐
- Haematology ☐
- Immunohematology ☐
- Immunology ☐
- Parasitology ☐
- Bacteriology and Mycology ☐
- Virology ☐
- Other biological and clinical reference Materials ☐
- Forensic Reference Materials ☐

Category C. Physical Properties

- Reference Materials with Optical Properties ☐
- Reference Materials with Electrical and Magnetic Properties ☐
- Reference Materials for Frequency Measurements ☐
- Reference Materials for Radioactivity ☐
- Reference Materials for Thermodynamic Properties ☐
- Reference Materials for Physicochemical Properties ☐
- Reference Materials for Fibre Identification ☐
- Reference Materials for other properties ☐

Category D. Engineering Properties

- Surface Finish ☐
- Sizing ☐
- Nondestructive Testing ☐
- Hardness ☐
- Impact Toughness ☐
- Tensile Strength ☐
- Elasticity ☐
- Creep ☐
- Fire Research ☐

Category E: Miscellaneous Properties

- Others ☐

(Please specify) _____

4 Desired Scope of Accreditation

S. No.	Types of reference materials (Certified Reference Materials, Reference Materials or both) Category & Subcategory	Reference Material Matrix or Artefact	Property / Properties Characterized	Approach used to assign property values/ Characterization Technique	Range of property	Assigned value, uncertainty and best reference value capability (as relevant)	Activities being subcontracted (e.g. assessment of homogeneity, stability, characterization, testing, calibration, measurements etc. if any)

5. Description of Sub-Contractor

S No.	Sub-contractor Name, address and contact details (Tel./ email)	Activity (ies) carried out (scope of tasks performed by each sub-contractor)	*Competency Information

Note*1.(like certification to ISO 9001 for non-testing/ calibration activities; accreditation to ISO/IEC 17025/ ISO 15189 for testing/ calibration/ Medical testing; accreditation to ISO/IEC 17043 for PT Provider)

2.Submit the evidence of competence (e.g. copy of accreditation certificate and scope etc.) and written contract with the subcontractor along with completed subcontractor information as above.

3. RMP shall make clear that accreditation is granted to the RMP, and not to its subcontractors. In this regard, the RMP shall have a written agreement with its subcontractors. The agreement shall address the obligation of an accredited RMP to ensure that its subcontractors follow and meet the technical and, where relevant, non-technical requirements arising from the RMP's accreditation. (Documentation if any is issued to the subcontractors as a result of a successful assessment by the RMP then it shall state that it is only for the purpose of the contract and is neither certification nor accreditation).

6.Details of staff

Sr. No.	RMP/ Department/ Section	Name	Designation	Qualification with Specialisation	Relevant experience	Relevant Training

7. Personnel authorised for reviewing and releasing results

S. No	RMP/Department/Section	Name & Designation	Qualification with Specialization	Experience	Relevant Training	Authorized for which category/ subcategory	Specimen Signature

8. EQUIPMENT AND REFERENCE MATERIALS / REFERENCE STANDARDS

8.1 List of major equipment available

S. No	Name of equipment and Unique ID	Model/ type/ Sl. No / year of make	Receipt date & date placed in service	Range and accuracy	Date of last calibration	Calibration due on *	Calibrated by**

*Note: *The RMP to decide the calibration interval based on ISO 10012 or ILAC-G24*
***Please mention name of calibration agency. In case the equipment is calibrated in-house, same needs to be clearly indicated under this column.*
For metrological traceability in measurement, refer policy document IQAS-008

8.2 List of reference materials/ reference standards

Sl.	Name of reference material/ standards strains/ cultures	Source	Date of expiry/ validity	Traceability

For metrological traceability in measurement, refer policy document IQAS-008

9. *Proficiency Testing

Participation in PT/ any other Inter Laboratory Comparison (Please refer to ISO/ IEC 17043)

Sr. no.	Materials or Products tested	Component, parameter or characteristic tested/ Specific Test Performed/ Tests or type of tests performed	Test Method Specification against which tests are performed and/or the techniques/ equipment used	Date of testing	Nodal laboratory/ PT Provider (Accreditation Body/ Country	Z score	Corrective action taken in case Z score more than (±2)

Note: * PT is optional for RMP. For participation in PT, refer to IQAS-009.

10. INTERNAL AUDIT AND MANAGEMENT REVIEW

10.1 Date of last Internal Audit ----------

10.2 Whether all requirements of ISO 17034:2016 covering all activities of RMP have been audited at least once in last one year. **Yes** ☐ **/No** ☐

10.3 If the subcontractor(s) is/ are used whether compliance is ensured for relevant standard e.g. ISO 17034, ISO/IEC 17025, ISO 15189 etc. **Yes** ☐ **/No** ☐

10.4 Date of last Management Review **…….**

11. Application Fees

11.1 Application Fees (Rs.)…… (Amount Rs……..)

11.2 DD/at par cheque number/ bank transfer reference number and date

Note: Bank details:
INTERNATIONAL QUALITY AND ACCR SERV P L
HDFC BANK LTD
A/c. NO. 50200091849719
RTGS/NEFT IFSC: HDFC0002008

12. Declaration by the RMP

We declare that

12.1 We shall abide with the terms and conditions of IQAS for maintaining the accreditation as per the IQAS-006 Signed copy of the terms and conditions, for maintaining the accreditation, is attached

12.2 We agree to comply fully with ISO 17034: 2016 for the accreditation of Reference Material Producers.

12.3 We agree to comply with accreditation procedures of IQAS and pay all fees for the assessments or any other charges incurred in the process of accreditation irrespective of the result of assessment.

12.4 We agree to co-operate and coordinate with the assessment team appointed by IQAS for examination of all relevant documents required by the assessment team and their visits to those parts of the Laboratory that are part of the scope of accreditation.

12.5 We undertake to abide all national, regional and local regulatory requirements for operating the Calibration Laboratory.

12.6 No adverse action has been initiated/ taken against the laboratory in the past. (If yes, please provide the details with present status)

12.7 All information provided in this application is true to the best of our knowledge and ability.

Signature of CEO/ Laboratory Head/ Laboratory Director

Name & Designation

Date & Place

13. List of enclosures Application Form - Check List

Sr. no.	Documents/Details provided by the CAB	Yes/No
1.	Complete application in all respect duly signed by the RMP representative	
2.	Management System Document / Quality Manual (latest issue) according to ISO 17034: 2016)	
3.	Application fees a) As per IQAS-001, for applied discipline, group and sub groups. b) Demand Draft / details of NEFT/at par cheque in favor of International Quality and Accreditation Services (IQAS)	
4.	Copy of Legal Identity (Registration Details of the CAB)	
5.	Goods and Service Tax (GST) Number along with PAN/TAN Number	
6.	Declaration about the Consultant (if any)	
7.	Signed copy of IQAS Terms and Conditions IQAS-006 (latest issue)	
8.	Details of Senior Management with Designation and Contact Details	

Annexure-I

Legal Entities

Legal Entity -The term legal entity refers to any organisation which is constituted as per the regulation and laws under the Government of India. Legal entity could be any individual, group, person, or organisation that has legal rights and obligations related to the agreements, contracts, payments, penalties etc.

1. Who are legal entities
    a. Any and all Govt. organisations by their very nature.
    b. Public companies, Pvt. Companies, Pvt. Ltd. companies. by requirement of law.
    c. Partnership firm registered with Registrar of Partnership firms.
    d. Proprietary Firms having following
        - Bank Account (copy of bank passbook with Account statement of CAB and PAN / Aadhar Card).
2. Who are not Legal entities
    a. Partnership firm **NOT** registered with Registrar of Partnership firms.
    b. Proprietary Firms **NOT** having documents as mentioned in 1d above.

Note:

A. Application of only organisations that are legal entities, as described above, will be processed for further accreditation process.
B. Decision of Authorised Competent Authority of IQAS will be final with regard to application submitted and will be binding on applicant.