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| Sheet-no.: |  | of |  | Sheets |

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| Assessed test method/s: (if so, short title of the method) | | |  | | | | | |
| Standard method | | | In house-method | | Internal identification (SOP): | | | |
| Parameter / Matrix: | | |  | | | | | |
| Key method for[[1]](#footnote-1): | | |  | | | | | |
| Testing personnel involved: (name, function) | | |  | | | | | |
| Equipment: (e.g. manufacturer, type) | | |  | | | | | |
| Equipment location: | | | Technical logbook available?  Yes  No  Maintenance book available?  Yes  No | | | | | G[[2]](#footnote-2) |
| Calibration: | | |  | | | | |  |
| Reference materials: | | |  | | | | |  |
| Internal quality control: | | |  | | | | |  |
| External quality control: (e.g. interlaboratory tests, proficiency tests, interlaboratory comparisions) | | |  | | | | |  |
| Validation / verification: | | |  | | | | |  |
| Traceability on the basis  of a test order: (vertical assessment) | | |  | | | | |  |
| Traceability: | | |  | | | | |  |
| Handling and storage of samples: | | |  | | | | |  |
| Test report: | | |  | | | | |  |
| Archiving / data protection: | | |  | | | | |  |
| Comment: (if necessary, use the back side) | | | | | | | | |
|  | | Signature[[3]](#footnote-3): | | |  | | | |
| Place: |  | Date: |  | | Name: |  | | |

1. Representatively for the following areas of the scopes / Annex to the Accreditation [↑](#footnote-ref-1)
2. Grading: **1 - No** non-conformity **2 - Non critical** non-conformity **3 - Critical** non-conformity [↑](#footnote-ref-2)
3. Fill in the name of the assessor irrespective if the form is used electronically or handwritten. [↑](#footnote-ref-3)