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| **Applicant:** |  |
| **Case number (if assigned):** |  |
| **Annex to the application of:** |  |

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| 1. **Organization** | | | | |
| Are the sampling, testing/calibrations/examinations for characterization of the reference materials (RM) carried out by the RMP itself or by the organization the applicant is a part of? | Yes |  | No |  |
| Are **all** these sampling, testing, calibration or examination procedures accredited according to DIN EN ISO/IEC 17025, DIN EN ISO 15195 with DIN EN ISO/IEC 17025  order DIN EN ISO 15189?  **If not, non-accredited procedures are to be specified in table 2** | Yes |  | No |  |

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| 1. **Involved external staff** | | | | | |
| Does the RMP employ contracted external staff? | | Yes |  | No |  |
| Number: |  | | | | |
| If so, please specify tasks and RM-fields, if applicable: | | | | | |

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| 1. **Subcontracted services**[[1]](#footnote-1) | |
| Which parts of the RM-production are subcontracted? | |
| 1. None |  |
| 1. Sampling of the material |  |
| 1. Processing of the material |  |
| 1. Testing of homogeneity and stability of the (C)RM |  |
| 1. Characterization of the (C)RM |  |
| 1. Data recording and evaluation of the (C)RM |  |
| 1. Packaging and labelling of the (C)RM |  |
| 1. Storage and distribution of the (C)RM |  |
| 1. Other (please specify): | |

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| 1. **Advisory group** [[2]](#footnote-2)(according to DIN EN ISO 17034 clause 7.2.1) | | | | |
| Is there an advisory group giving technical support to the RMP for the production  of (C)RM? | Yes |  | No |  |
| If so, on which subjects advises is given? Please specify: | | | | |

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| 1. **Types of reference materials (RM)** | | | |
| For which types of RM is the accreditation applicated? | | | |
| Reference material (RM)  (according to DIN EN ISO 17034 clause 3.3) |  | Certified reference material (CRM)  (according to DIN EN ISO 17034 clause 3.2) |  |

| 1. **Assignment of properties** |  |  |  |
| --- | --- | --- | --- |
| qualitative |  | quantitative |  |

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| 1. **Characterization of the reference material (see table 1)** | |
| Which approaches for characterization of the (Z)RM are used in the applied area? | |
| 1. Application of a single reference measurement procedure (like defined in ISO/IEC Guide 99)  in a single laboratory |  |
| 1. Characterization of a non-operationally defined measurand under application of two or more procedures with measurable precision in one or more competent laboratories |  |
| 1. Characterization of an operational defined measurand using a network of competent laboratories |  |
| 1. Transfer of values between an (C)RM to a closely matched candidate (C)RM performed using a single measurement procedure performed by one laboratory |  |
| 1. Characterization based on mass or volume of the components used for the preparation of the (C)RM |  |
| 1. Other approach (please specify): | |

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| 1. **Statistical methods (if relevant)** |
| Which statistical methods for determination of assigned values of the (C)RM are used?  (Example: ISO 5725, ISO Guide 35) |
|  |

**Table 1: Areas for production of reference materials applied for accreditation[[3]](#footnote-3)**

| **Product** | **Property** | **Range** | **Typical range of measurement uncertainty[[4]](#footnote-4) (k=2)** | **Approach for characterization of RM**  **(indicate according to section 7)** | **RM** | **CRM** | **Location** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Examples  (no part of application)**  Ceramics | Element contents | 0,01 mg/kg – 800 g/kg | (0,001 – 10) mg/kg | a) |  |  |  |
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**Table 2: List of non-accredited test, calibration and examination procedures used for the production of reference procedures**

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| --- | --- | --- |
| **Standard / issue date inhouse methods / version** | **Title of the standard or of the inhouse methods[[5]](#footnote-5)**  **(where appropriate non-conformities / information on modifications of standard methods)** | **Reference materials** |
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1. The RMP shall not subcontract the production planning, the selection of sub-contractors, the assignment of property values and their uncertainties, the authorization of property values and their uncertainties as well as the authorization of RM-documents. [↑](#footnote-ref-1)
2. Establishing of an advisory group is not obligatory for RMPs. [↑](#footnote-ref-2)
3. If the table isn‘t large enough, please use this template again or enclose a separate sheet. [↑](#footnote-ref-3)
4. Optional specification for quantitative CRM [↑](#footnote-ref-4)
5. For testing procedures: Thetitle of the inhouse procedures must state test method, matrix and analyte. [↑](#footnote-ref-5)