**This form shall be used exclusively for proficiency tests in the field of calibration (physical measurands).   
It has to be filled in on-site by the technical assessor/expert, one for each assessed proficiency test.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Evaluation of the competence of a PT-Provider for calibration laboratories  by means of selected proficiency tests** | | | |
|  | | | |
| **Name of assessed PT:** |  | | |
| Number of participants: |  | | |
| Is the PT within the scope of accreditation? | | Yes |  |
| Is the extension of the scope of accreditation for this PT required? | | Yes |  |
|  | | | |
| Specific requirements of the DAkkS rule 71 SD 0 007 section 3.4.2 are fulfilled | | Yes |  |
| **If not, please use the sheet FO-NWB\_EP\_Allgemein for the assessment of PT`s.** | | | |
|  | | | |
| PT-Object: |  | | |
| Measurands to be calibrated: |  | | |
|  | | | |
| Coordinator of the PT-scheme: |  | | |
| Interviewed personnel: |  | | |

|  |  |
| --- | --- |
| **Assessment of the performance of this PT in practice** | |
| Which part of the practical performance of this PT were assessed on-site?  **Please describe and evaluate!** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **4.2 Personnel** | | **Appraisal**[[1]](#endnote-1) | | | |
| **1** | **2** | **3** | **A**[[2]](#endnote-2) |
|  |  |  |  |
| **4.2.4 a) – k) [[3]](#endnote-3)**  Personnel authorized for the performance of the PT? | * *Who is authorized for the performance of the PT? [[4]](#endnote-4)* |  |  |  |  |
| [[5]](#endnote-5) | | | | | |
| **4.2.7** Training with regard to PT scheme and the requirements of ISO/IEC 17043? | * *Is the used personnel trained adequately with regard  to the ISO/IEC 17043 and the technical requirements  of the PT-scheme?* |  |  |  |  |
|  | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **4.3 Equipment, accommodation and environment** | | **Appraisal** | | | |
| **1** | **2** | **3** | **A** |
| **4.3** Equipment, accommodation and environment used to store the PT items | * *Are the conditions that must be adhered documented, appropriate and met?* |  |  |  |  |
|  | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **4.4 Design of proficiency testing schemes** | | **Appraisal** | | | |
| **1** | **2** | **3** | **A** |
|  |  |  |  |
| **4.4.1.1** Detailed planning documents: | * *Are from the technical point of view the applicable aspects  of section 4.4.1.3 considered adequately during the planning and documented?* * *Is with the timetable a swift performance of the PT ensured and how the timetable is implemented?* * *Is the description of the measurand(s) adequate?* |  |  |  |  |
|  | | | | | |
| **4.4.1.3 i)**  PT-Item specification? | * *Specifications adequately described?* * *Normative specifications considered?* |  |  |  |  |
|  | | | | | |
| **4.4.1.3 j)**  prevent collusion between participants | * *What actions have been taken to prevent generally collusion between participants* * *What actions are foreseen to prevent collusion between participants when the circle procedure is used?  (Model 1, variation 2 Annex A of ISO/IEC 17043)* |  |  |  |  |
|  | | | | | |
| **4.4.1.4 + 5**  Use of an advisory group  (external technical competence) | * *Which topics selected?* * *In which areas the advisory group is competent?* * *Are there records of the consultations of the advisory group?* |  |  |  |  |
|  | | | | | |
| **4.4.2** Preparation of the PT-items  of the PT-provider | * *Are the PT items and the activities to be performed  with the PT-items described adequately?* |  |  |  |  |
|  | | | | | |
| **4.4.3** Homogeneity  (Only if several PT-items are used) | * *How it is assured that comparable results can be achieved with different PT-items?* * *Is the criteria for comparability of the PT-items satisfying  the requirements?* |  |  |  |  |
|  | | | | | |
| **4.4.3** Stability of the PT-item | * *How aging or drifts will be recognized and considered?* * *How the PT-provider assures that the participants receive  the PT-item under the same conditions (CRV-to-lab-approach, lab-to-lab, EURAMET Guides)?* |  |  |  |  |
|  | | | | | |
| **4.4.4** Statistical design | * *Is the statistical design suitable to realize a realistic performance evaluation of the participants?* |  |  |  |  |
|  | | | | | |
| **4.4.5** Assigned values, metrological traceability, measurement uncertainty | * *How the assigned values (reference values) are determined?* * *Is metrological traceability assured?* * *Does the measurement uncertainty allows a realistic performance evaluation of the participants?* |  |  |  |  |
|  | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **4.5 Choice of method or procedure** | | **Appraisal** | | | |
| **1** | **2** | **3** | **A** |
|  |  |  |  |
| **4.5** Choice of method or procedure | * *Is the calibration procedure described detailed enough  to allow comparability of the results? (Specification of measuring points, standardized procedure)?* * *Are the requirements detailed enough?* |  |  |  |  |
|  | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **4.6 Operation of proficiency testing schemes** | | **Appraisal** | | | |
| **1** | **2** | **3** | **A** |
|  |  |  |  |
| **4.6.1** Instructions to the participants complete and significant? | * *Technical devices must be prepared in a way that they cannot be manipulated (e.g. zero point shift)* |  |  |  |  |
|  | | | | | |
| **4.6.2** Description of storage  of the PT-item? | * *How the PT-item is stored?* * *Is the storage of the PT-item appropriate with regard  to prevention of changes?* |  |  |  |  |
|  | | | | | |
| **4.6.3** Description and evaluation  of labelling and packaging? | * *Is the labelling and packaging of the PT-item appropriate  to prevent confusion or changes?  (Please let the PT-provider demonstrate labelling and packaging)* |  |  |  |  |
|  | | | | | |
| **4.6.3.3** Description and evaluation  of shipping terms? | * *Is the star- or circle method used? (description)* * *Is the method adequate for the PT-item?* * *Are the shipping terms suitable with regard to changes  of the PT-item?* |  |  |  |  |
|  | | | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **4.7 Data analysis and evaluation of proficiency testing scheme results**  **5.13 Control of records** | | **Appraisal** | | | | | | |
| **1** | | **2** | | | **3** | **A** |
|  | | |  | |  |  |
| **4.7.1** Kind of data analysis appropriate for the PT-scheme? | * *Approach, if the results of the participants rise doubts  to the accuracy of the assigned reference value?* |  | |  | | |  |  |
|  | | | | | | | | |
| **4.7.1, 5.13.2** Is the data of the participants traceable? | * *Kind of transmission of results requested by the PT-provider? (e.g. full calibration certificate, input of results via internet)* * *How the results are kept?* * *Data backup of electronic data?* * *Archiving period?* * *Full traceability?* * *Are corrections traceable?* |  |  | | |  | |  |
|  | | | | | | | | |
| **4.7.1.5** How is the handling with obvious errors within the participant’s data? | * *Subsequent corrections of submitted results possible or not?* * *If yes, under which conditions?* |  |  | | |  | |  |
|  | | | | | | | | |
| **4.7.2** Evaluation of performance | * *Which performance criteria is used (En-Value)?* * *Approach of the PT-provider if the En-Value is not applicable?* * *Is |En| < 1 a sufficient criteria?* |  | |  | | |  |  |
|  | | | | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **4.8 Reports**  **4.9 Communication with participants**  **4.10 Confidentiality** | | **Appraisal** | | | |
| **1** | **2** | **3** | **A** |
|  |  |  |  |
| **4.8.1** Is the summary report comprehensive and meaningful? | * *Are all technical information included and  are these presented unambiguously?* |  |  |  |  |
|  | | | | | |
| **4.8.2** Are particularities of the PT explained to the participants? | * *Which particularities occurred for this PT?* |  |  |  |  |
|  | | | | | |
| **4.9.5** If certificates of attendance or other certificates are issued, is DAkkS rule 71 SD 0 007 section. 3.2.6 fulfilled? | * *Are certificates of attendance or other certificates issued?* * *Is the statement of evaluation of performance unambiguous and not interpretable?* |  |  |  |  |
|  | | | | | |
| **4.10** How the confidentiality of the participants and their data is ensured? | * *Publication of the participant under which conditions?* * *Complying with confidentiality when using the circle method?* |  |  |  |  |
|  | | | | | |

***As a result of the above vertical assessment (documents, records, interviews, witnessing, if applicable) the assessor/expert shall extrapolate the competence of the PT-provider and its personnel to perform proficiency tests within the (applied) scope of accreditation.***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Competence of personnel – overall review** | | **Appraisal** | | | |
| **1** | **2** | **3** | **A** |
|  |  |  |  |
| Are the underlying calibration procedures sufficiently known by the personnel? | * *Which personnel is involved in the organization of the PT?* * *Is the personnel competent with respect to its duties?* | | | | |
|  | | | | | |
| Has the personnel sufficient knowledge with regard to the calibration item? | * *Which PT-items are used?* * *Are these within the scope of accreditation of the calibration laboratory?* * *Is the personnel familiar with the properties of the PT-items?* | | | | |
|  | | | | | |
| Is the personnel, involved in the PT, competent with respect to its assigned duties? **Please justify!** | | | | | |
|  | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | Signature[[6]](#endnote-6): |  | |
| Place: |  | Date: |  | Name: |  |

1. Appraisal:

   1. Requirements fulfilled: **No** non-conformity
   2. Requirements partly fulfilled: **Non critical** non-conformity
   3. Requirements not fulfilled: **Critical** non-conformity

   [↑](#endnote-ref-1)
2. A= Enter the number of the non-conformity [↑](#endnote-ref-2)
3. Bullet points refer to the sections of the standard DIN EN ISO/IEC 17043:2010. [↑](#endnote-ref-3)
4. Text in italic is for assistance of the assessor/expert. [↑](#endnote-ref-4)
5. Fill in here the statement/description/evaluation of the technical assessor/expert as well as the viewed records. [↑](#endnote-ref-5)
6. Fill in the name of the assessor irrespective if the form is used electronically or handwritten. [↑](#endnote-ref-6)