AC 7: Reference Material Producer Accreditation (ISO 17034)

Company Details	
Company Name	
CQC Ref (Existing Customers Only)	

Does the applicant already hold accreditation to ISO/IEC 17025?	**Yes (Testing)** ☐	**Yes (Calibration)** ☐	**No** ☐
Does the applicant body perform reference materials characterisation activities?	**Yes** ☐	**Some** ☐	**No** ☐
Do contractors perform reference materials characterisation activities on behalf of the applicant?	**Yes** ☐	**Some** ☐	**No** ☐

No.	Materials	Property Values / Parameters / Identities Characterised	Characterisation Procedure/Technique (Refer to ISO 17034:2016 7.12)

AC 7: Reference Material Producer Accreditation (ISO 17034)

ABOUT SUBCONTRACTORS:

No.	Subcontractor Name	Subcontracted Function	Accreditation/Approval Held	Accreditation/Approval Body

IN-HOUSE CALIBRATION:

Are there any in-house calibration(s) of equipment used for any measurement activities associated with your scope of application?

Yes ☐ **No** ☐

*If 'Yes' please provide details below (refer to CQC publication **TPS 41** for information)*

NO.	MEASURED QUANTITY/INSTRUMENT	REFERENCE STANDARD USED	PROCEDURE	PURPOSE (DETAILS OF MEASUREMENT ACTIVITIES THAT THIS SUPPORTS)

MULTI-SITE APPLICATIONS:

If your application covers activities performed at more than one site, details must be provided below.

SITE NO.	SITE LOCATION	ACTIVITIES PERFORMED AT THIS SITE	CONTACT DETAILS

AC 7: Reference Material Producer Accreditation (ISO 17034)

EXTENSIONS TO SCOPE ONLY:

1. ☐ I wish this extension to scope application to be processed now (and understand this may require an extra visit by CQC).

   Desired Timeframe for Assessment:

   ☐ 1-3 months ☐ 3-6 months ☐ 6-9 months ☐ 9-12 months

   Please note standard CQC timeframe for the assessment of extensions to scope is 3 months from receipt of application

2. ☐ I wish this extension to scope application to be processed with my next surveillance/re-assessment visit.

3. ☐ I would like to propose that this extension to scope application is considered for desktop review (*please note that the decision on the applicability of this proposal will be made by CQC based on a number of factors including existing scope of accreditation and competences demonstrated*)

SUPPORTING DOCUMENTATION:

For an extension to scope to be progressed by CQC the following documentation must, as a minimum, be supplied where it is applicable. Applications submitted with no supporting documentation will not be accepted.

Documentation	'Check' if supplied	Justification for non-submission
Documented Reference Material Production Plan	☐	
Stability Assessment Data and Summary	☐	
Homogeneity Assessment Data and Summary	☐	
Uncertainty of Measurement Budgets	☐	
Detail of the Measurement Traceability Chain	☐	
Other (please specify)		

For an extension to scope to be considered for desktop review the following documentation, in addition to that listed above, must be supplied, where it is applicable. Applications submitted with no supporting documentation will not be accepted.

Documentation	'Check' if supplied	Justification for non-submission
Copy of Draft Reference Material Certificate/Statement	☐	
Production File	☐	
Certification Report	☐	
Other (please specify)		

AC 7: Reference Material Producer Accreditation (ISO 17034)

DECLARATION:

- I declare that I am authorised, on behalf of the company, to submit this application, and that the information contained herein is both correct and accurate to the best of my knowledge and belief.
- If this application relates to an extension to scope, I understand and accept that an assessment fee will normally be charged for the extension to scope, and it may be necessary to revise our annual fees upon grant of the extension to scope.
- By submitting this application I acknowledge that I have read, understood and accepted CQC' Standard Terms of Business.

Name: _____

Position: _____

Date: Click here to enter a date.

APPLICATIONS TO BE SUBMITTED TO:

EMAIL: manager@cqcert.co.uk