**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)