



**REPUBLICAN UNITARY ENTERPRISE
“BELARUSIAN STATE CENTRE FOR ACCREDITATION”**

RI SM 4.6-01-2020

**COMPETENCY ASSESSMENT OF
PROFICIENCY TESTING PROVIDERS
IN ACCORDANCE WITH GOST ISO/IEC 17043**

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CONTENTS

1	SCOPE.....	3
2	REFERENCES	3
3	TERMS AND DEFINITIONS	3
4	ACRONYMS AND ABBREVIATIONS	3
5	RESPONSIBILITY	3
6	COMPETENCY ASSESSMENT OF PROFICIENCY TESTING PROVIDERS IN ACCORDANCE WITH THE REQUIREMENTS OF GOST ISO / IEC 17043	4
6.1	General	4
6.2	Requirements for competency assessment of a proficiency testing provider in accordance with GOST ISO / IEC 17043:	4
	6.2.1 Personnel	4
	6.2.2 Equipment, location and environment	5
	6.2.3 Development of proficiency testing schemes	5
	6.2.4 Reports	5
	6.2.5 Interaction with participants	5
	6.2.6 Services provided on a subcontract basis	5
	6.2.7 Management reviews	5
7	RECORDS MANAGEMENT	5
	Revision Record Sheet	6

1 SCOPE

1.1 The current working instruction (hereinafter referred to as the instruction) is a document of the management system of the Republican Unitary Enterprise “Belarusian State Centre For Accreditation” (hereinafter - BSCA), developed in development of clause 4.6.1 of the RK SM taking into account the requirements of clause 4.6.1 of GOST ISO/IEC 17011 , ILAC-P13: 10 and establishes a unified approach in terms of applying the requirements of GOST ISO/IEC 17043 when assessing the competence of proficiency testing providers (PTPs) by the BSCA staff involved in the accreditation process.

1.2 The requirements of this instruction are mandatory for use by the BSCA staff involved in the accreditation process of PTPs.

2 REFERENCES

This instruction refers to the following documents:

GOST ISO/IEC 17011 (ISO/IEC 17011, IDT) Conformity assessment. Requirements for accreditation bodies accrediting conformity assessment bodies;

GOST ISO/IEC 17043 (ISO/IEC 17043, IDT) Conformity assessment. General requirements for proficiency testing;

RK SM BSCA Quality Manual;

DP SM 7 Accreditation process;

DP SM 7.4-01 Sampling for laboratories, inspections, and proficiency testing providers;

DP CM 7.6 Assessment;

PL SM 7.0-2015 “Policy regarding metrological traceability of measurement results”;

PL SM 7.15-2015 “Policy regarding the participation of accredited laboratories in proficiency testing”;

ILAC P13:10/2010 Application of ISO/IEC 17011 for the Accreditation of Proficiency Testing Providers

Note: When using this manual, valid versions of reference documents should be used. If the reference documents are replaced (amended), then when using this manual it is necessary to be guided by the replaced (amended) documents. If the referenced documents are canceled without replacement, then the provisions of the instructions that make reference to them apply to the extent that these links are not affected.

3 TERMS AND DEFINITIONS

In this manual, terms with corresponding definitions are used in accordance with GOST ISO/IEC 17043.

4 ACRONYMS AND ABBREVIATIONS

In this instruction, the following symbols and abbreviations are applied:

BSCA, accreditation body	Republican Unitary Enterprise “Belarusian State Centre for Accreditation”;
HC	Hard copy;
QM	Quality manual;
MS	Management System;
TNLA	Technical normative legal acts;
EM	Electronic media;
IDT	Identification of an identical degree of compliance with an international standard (identity in technical content and structure)

5 RESPONSIBILITY

5.1 The responsibility of personnel involved in the accreditation process is established in the matrix of allocation of responsibilities and authorities for the accreditation process (Annex 1 to DP SM 7).

6 COMPETENCY ASSESSMENT OF PROFICIENCY TESTING PROVIDERS IN ACCORDANCE WITH THE REQUIREMENTS OF GOST ISO/IEC 17043

6.1 General

6.1.1 The PTP comply with the general accreditation requirements specified in GOST ISO / IEC 17043 and, if applicable, the specific requirements of these instructions.

6.1.2 When accrediting the PTP, PL SM 7.0-2015 is applied. In the case of conducting proficiency testing outside the scope of accreditation, the PTP can be guided by the policy set out in PL SM 7.15-2015 to meet the needs of the PTP customers, in this case, the accreditation body needs to make sure that the PTP has informed its customers about this.

6.1.3 When applying for accreditation, the PTP must comply with the accreditation conditions adopted in the applicant's accreditation obligations contained in the application for accreditation (Annex 2 to DP SM 7), and after granting accreditation, with the conditions arising from the post-accreditation agreement with the accredited entity (F 4.2).

6.2 Requirements for competency assessment of a proficiency testing provider in accordance with GOST ISO / IEC 17043

6.2.1 Personnel

When assessing the personnel of the PTP (in key positions) it is necessary to assess:

- education or retraining of personnel in comparison with implemented proficiency testing schemes;
- personnel's skills in organizing PT schemes;
- technical knowledge, skills or experience in technical areas relevant to the applied PT schemes in the accreditation scope (calibration, testing, inspection, certification activities, selection and / or production of samples);
- knowledge of the procedures of the PTP management system;
- knowledge in relevant legal areas (procurement, tenders, liability, etc.), if applicable;
- knowledge of methods for assessing the performance characteristics of participants in proficiency testing schemes;
- lack of conflict of interest.

When assessing the technical staff of the PTP it is necessary to assess:

- personnel education or retraining in comparison with implemented proficiency testing schemes;
- equivalent experience in participating in the implementation of the PT schemes;
- personnel education or retraining in comparison with implemented proficiency testing schemes, skills in handling and distribution of samples, work with special equipment, skills to determine the stability and uniformity of samples, and also the assigned values and the corresponding uncertainties of the measured quantities);
- knowledge of the procedures of the PTP management system;
- knowledge in the relevant legal areas (procurement, tenders, liability, etc.), if applicable.

When assessing the personnel of the PTP performing statistical calculations, it is necessary to assess in addition to the technical personnel listed in the category:

- knowledge of statistical calculation methods, selection criteria for the assigned values;
- knowledge of methods for assessing performance characteristics.

For PTP personnel hired from outside (including from other departments of the PTP legal entity), it is necessary to assess:

- existence of a legal basis for performing work in the fixed area of accreditation of PTP, i.e. an employment contract / contract / order / job description, which should include at least the following, but not limited to:
 - requirements for the competence of the hired personnel;

- functional duties, rights, responsibilities and authorities to fulfill the tasks of the PTP;
- terms of work;
- conditions for engaging in the implementation of activities;
- responsibility for maintaining confidentiality of information;
- responsibility in the PTP management system;
- PTP management system training.

6.2.2 Equipment, location, and environment

When witnessing the PTP, it is necessary to assess the resources of the PTP, including equipment, premises and (or) the locations of resources that are used on the basis of the right of ownership or other legal basis, providing for the right of possession and (or) use, documents confirming the legal right of ownership and use (rent, etc.), to assess the technical capabilities of the PTP, to monitor and ensure environmental conditions when implementing PT schemes, to select and prepare samples (if necessary), premises and environmental conditions.

Additionally, to assess from the moment of production of the samples the monitoring of environmental conditions during storage of the samples for the proficiency testing program, if the samples were prepared for previous rounds of the proficiency testing scheme.

6.2.3 Development of proficiency testing schemes

6.2.3.1 Planning

It is necessary to assess the impartiality of the technical expertise of the PTP to the results of testing the uniformity and stability of the samples for proficiency testing or to provide a stable assigned sample value for proficiency testing schemes.

6.2.4 Reports

According to the clause 4.8.2 it is necessary to assess, the completeness of the information provided to participants in proficiency testing schemes.

6.2.5 Interaction with participants

When PT participants are allowed to use their method, it is necessary to assess the records of the PTP on informing the participants of the proficiency testing program about the choice of the applied measurement / testing / research methods within the proficiency testing scheme and selected criteria for participation, including the corresponding procedure for evaluating the results of participants according to the clauses 4.9.1, 4.9.4 of GOST ISO/IEC 17043-2013 and to assess the PTP awareness on the technical equivalence of the methods specified in the applications of the PT participants according to the clause 4.5.2 of GOST ISO/IEC 17043-2013.

6.2.6 Services provided on a subcontracted basis

If the PTP carries out part of the work on a subcontracted basis, the accreditation body can assess the work performed for compliance with the requirements of the standard on the basis of the presented documentary evidence by reviewing documents, interviewing the personnel of the PTP.

6.2.7 Management reviews

During the assessment, interviews should be conducted with management representatives directly related to the management reviews of the PTPs.

7 RECORDS MANAGEMENT

As a result of this procedure, no records are created that are to be stored and archived.

Revision Record Sheet

Change number	Number of order for approval/entry into force	Date of approval/entry into force	Paragraph of modified position	Signature of person to make changes	Print name of the person to make changes
1	2	3	4	5	6