

PAPUA NEW GUINEA LABORATORY ACCREDITATION SCHEME

NOTES FOR APPLICANTS

1. TESTING AUTHORITY

The testing authority is the owner of the laboratory; it may be a National or Provincial Government Department of the State or other instrumentality, organization, company or person operating a testing laboratory. The name shown on the application form should be the full name in which the testing authority is incorporated or otherwise recognized.

2. FIELD OF TESTING

PNGLAS provides accreditation to the following fields of testing and calibration:

Acoustic & Vibration Measurement	Mechanical Testing
Biological Testing	Medical Testing
Chemical Testing	Metrology
Electrical Testing	Non-destructive Testing
Heat & Temperature Measurement	Optics & Radiometry

A separate application for each Field of Testing is to be submitted.

PNGLAS have specific or supplementary accreditation requirements for each Field of Testing. These documents detail the classes of tests for each Field of Testing.

3. AUTHORISED REPRESENTATIVE

The authorized representative is the person nominated by a testing authority to represent it in all matters affecting the laboratory accreditation. The person nominated to this function must formally accept the nomination as authorized representative as this is a requirement of PNGLAS.

The functions, rights and responsibilities of the authorized representative are described below.

Function of Authorized Representative

A testing authority may nominate any of its employees as its authorized representative. It is recommended that an authorised representative be a senior officer or some one at the managerial level of the Testing Authority that has an appreciation of interest in the laboratory's activities and the standard of its performance

A testing authority may nominate one person as authorized representative for a laboratory in more than one field of testing or for more than one of its laboratories. Often this arrangement enhances the liaison between the testing authority and PNGLAS.

The functions of the authorized representative are distinct from those of an approved signatory (see Note 4). The authorized representative may also be an approved signatory, but need not necessarily be so.

Responsibilities of the Authorized Representative

The rights and responsibilities of authorized representatives are detailed in the rules of the Scheme.

The authorized representative of a laboratory is the focus of all communication between PNGLAS and the laboratory on matters relating to your laboratory's accreditation. He/she will be responsible to advise PNGLAS:

- (a) of any changes that occur in the titles, duties or responsibilities;

- (b) of any changes that occur in the titles, duties or responsibilities of senior officers of the laboratory (especially those approved as signatories);
- (c) of any changes you require in the scope of accreditation of the laboratory;
- (d) of any significant changes that occur in the function, accommodation, equipment or administration of the laboratory.

As authorized representative, you will also be responsible for ensuring that:

- (a) laboratory practices are maintained at a standard acceptable to the Scheme;
- (b) the Scheme's requirements for form, content and endorsement of test documents are met.
- (c) the Scheme's emblem is not misused.

4. APPROVED SIGNATORIES

The rules of the Scheme permit an accredited laboratory to apply (under certain conditions) the PNGLAS emblem and endorsement to the test reports or certificates it issues. These reports or certificates must be signed by a person who has been specifically approved for this function by the Scheme. Such a person is known as an "Approved Signatory".

The functions and responsibilities of approved signatories are detailed in the PNGLAS supplementary requirements documents.

5. INFORMATION ON PNGLAS AND ACCREDITATION REQUIREMENTS

Before lodging an application for accreditation, the laboratory should closely examine and understand the following PNGLAS documents:

- (a) Guidelines for Laboratory Quality Manuals
- (b) Rules
- (c) ISO/IEC 17025
- (d) The Supplementary Requirements for Accreditation for the relevant field of testing.
- (e) General Information about PNGLAS

PNGLAS staff will be pleased to answer any questions you may have on PNGLAS requirements for accreditation or accreditation process.

6. SUPPORTING INFORMATION

When lodging an application the following documents must be submitted also:

- Application form (completed and signed);
- Agreement (signed);
- Assessment Information Document (AID);
- Laboratory Assessment Worksheet (LAW);
- Laboratory Quality Manual (Compulsory for new applicant. For renewal, only if amended were made to LQM since last visit)