

 Institut IMS Bulevar vojvode Mišića 43 Beograd	APPLICATION FOR PARTICIPATION IN PROFICIENCY TESTING GUIDELINE	Document code: PIMSU 04
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Time-line for application

The candidate interested for participation in a round of proficiency testing by means of interlaboratory comparison submits the Application form by mail and/or e-mail at least 15 days $\times 2$ before planned date of shipment test item (defined in Provider IMS Institute Programme). Programme can undergo changes at least 45 days before planned date of shipment the test item. On appearance of that kind of demand, applicant will be immediately informed by Provider, asking for acceptance.

Identity of the participant

Laboratory name			
Parent company name			
Laboratory seat	Country	Place	Zip code, street and number
Parent company seat			
ID/fee number/customs number $\times 3$			
Contacts	Phone	Fax	e-mail
Accreditation status	yes <input type="checkbox"/>	no <input type="checkbox"/>	in procedure/preparation <input type="checkbox"/>
Responsible person (first and last name, province and position in company)	Phone	Mobile	e-mail
Location for test item shipment	Country	Place	Zip code, street and number

If the test item is delivered to the wrong address, as a consequence of information from this part, all expenses will be on the participant.

If during realization of the proficiency testing round happen any change in this part, the participant's responsible person is obligated to inform the Provider immediately.

Terms of participation

The proficiency testing participant is conversant and accepts the Rules for participating in Proficiency Testing Programme, which is publicly available document (on IMS Institute Web site www.institutims.rs).

Disrespect of terms defined in the Rules for participating in Proficiency Testing Programme can lead to suspension of participation and/or issued Competence Confirmation for participation in the previous PT round.

Communication between the Provider and the participant has to be done by e-mail.

The participant who applied for proficiency testing by sequential measurements, as well as simultaneous measuring of noise level, but don't appear, is charged 50% of the cost for applied property, if he don't notify the Provider about the inability to access 3 working days prior to term of measurement. $\times 4$

Participation goal

The candidate expresses his goal/goals for participation (*more than one option is acceptable*):

Evaluation and monitoring of laboratories' performance	<input type="checkbox"/>
Identification of problems in laboratory and initiation for improvement	<input type="checkbox"/>
Establishment of the effectiveness and comparability of test methods	<input type="checkbox"/>
Provision of additional confidence to customers	<input type="checkbox"/>
Validation of testing methods	<input type="checkbox"/>
Education of staff	<input type="checkbox"/>
Validation of uncertainty claims	<input type="checkbox"/>
Assignment of values to reference materials	<input type="checkbox"/>

Volume of participation

In accordance with the Provider IMS Institute Programme planned activities, concerning testing methods of the test item, the candidate expresses interest for participation in the certain activities.

Programme (scheme) code:	
Subject of testing/product:	
Testing methods:	
Property/parameter 1	<input type="checkbox"/>
Property/parameter 2	<input type="checkbox"/>
...(for increasing a number of properties, copy this line and paste below)*	
Property/parameter n	<input type="checkbox"/>
We dispose necessary equipment	<input type="checkbox"/>
We dispose trained personal	<input type="checkbox"/>
We dispose appropriate ambient conditions	<input type="checkbox"/>
We have experiences in testing methods	<input type="checkbox"/>
We prefer the Report in English language <input checked="" type="checkbox"/> 1**	<input type="checkbox"/>
We require the Report in paper form*** <input checked="" type="checkbox"/> 2	<input type="checkbox"/>

*in accordance with a number of properties, expand on next pages

**an English translation is charged 2 EUR per page 1

***issuing the hard copy of the Report is charged by 25 EUR 2

Acceptance of participation fee

By submitting Application form, the candidate accepts participation fee amount defined in the Provider IMS Institute Programme. Distribution by third party and the customs expenses of the test item are on the participant, unless personal takeover or delivery by the Provider himself. Provider submits evidence of these costs to the participant. 1

Participation fee amount is a sum of costs per property/parameter that participant applies. 1

Effluent documentation

PZ 07: Application form for participation in proficiency testing

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