

Presentation of Mutual Recognition System



With
Accreditation of Testing Stations

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This presentation contains:

Section A

- 1 Content of the Quality Manual about Accreditation**
- 2 Why Accreditation**
- 3 Role of NDAs and Requirements for the Accreditation**



Section B

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The Quality Manual is the ***Master document*** for the ANTAM network.

It contains the specifications for:

Assure for Quality requirements in the Testing Stations

and

Same level of competences and technical reliability

This is the platform for complete trust among ANTAM Members

1 Content of the Quality manual about Accreditation

In the Annexes of the Quality Manual specific information has been listed

under the responsibility of the NDA

to state that the Testing Station in question operates according to the

Quality System stated in the QM ver.02

1 Content of the Quality manual about Accreditation

Annex1a General Information Testing Station

Annex 1b List of Equipment

Annex 2 General Information personal

Annex 3 Certification Checking Requirements

Annex 4

Other information as

1 Content of the Quality manual about Accreditation

ANNEX 1a - General Information Testing Station

Member General Information – QM ver. 02/2023		
Topic	Member information	Other
Country		
Testing Station		
Location 1 (place, address ...)		
Types of machines being tested according to ANTAM Codes in location 1		
Accreditation of location 1 by NDA date		
Name and role of NDA		
ANTAM Codes being used in location 1 (name and version)		
List of Equipment According to Annex 1b		
Location 2 (place, address ...)		
Types of machines being tested according to ANTAM Codes in location 2		
Accreditation of location 2 by NDA date		
Name and role of NDA		
ANTAM Codes being used in location 2 (name and version)		
Location 3 (place, address ...)		
...		
Date		
Signature of NDA		

In case of new and/or additional information, a new version of this Annex must be filled, and previous versions must be collected and properly stored.

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1 Content of the Quality manual about Accreditation

ANNEX 1b – List of Equipment

List of Equipment – QM ver.02/2023		
Type Equipment (manufacturer, model etc.)	Equipment use (list of tests that will use the listed equipment)	Dates of Purchase and Calibration
Equipment 1 ...		Purchase ... Calibration 1 ... Calibration 2 ...
Equipment 2 ...		
Equipment 3 ...		
Equipment “x” ...		
Date		
Signature of NDA		

The type of equipment list must refer to the official specifications of the manufacturer.

The dates of purchase and calibration must refer to the official documents related to the list (documents of purchase and reports of calibrations).

1 Content of the Quality manual about Accreditation

ANNEX 2 – General Information Personal

Member General Requirements – QM ver.02/2023		
Topic	Information	Other
Person responsible (reference to NDA and ANTAM)		
Person responsible for financial aspects (budget ...)		
Person responsible for legal aspects (contracts, privacy ...)		
Person responsible for technical aspects (devices, reports, technicians ...)		
Person responsible for keeping all documents related to the testing activity		
Technicians involved in testing activity		
Technician 1 name		
Responsible for (expertise)		
Training (type, date)		
Technician 2 name		
Responsible for (expertise)		
Training (type, date)		
Periodical evaluation of requirements (location, date)		
Description of the testing Station (1 page attached)		
Date		
Signature of NDA		

For each person listed above an updated CV has to be included.

If there are more locations of the Testing Station and/or more testing stations a form for each of them must be filled.

1 Content of the Quality manual about Accreditation

ANNEX 3 – Certification Checking Requirements

Follows a list of documents that must be available and periodically checked in the testing station with date and signature of the Quality Management Responsible.

Activity	Person in charge and dates of inspection and date of inspection of the documents (to be listed from the first date).
Checking of documents	
Checking of testing equipment	
Checking of personnel skills/training	
Checking of procedures	
Management of test results	
Conformity assessment	
Privacy	
Date	
Signature of NDA	

1 Content of the Quality manual about Accreditation

And the following additional documents:

A detailed description of the systems of testing already in existence and the legal basis upon which they rest;

A list of relevant machines that have been tested in the course of the previous 5 years together with, if possible, copies of any test reports that may have been issued.

Any change that might occur has to be submitted to the Secretariat and should be included in the testing station Quality Manual as described in the latest version being approved by the Annual Meeting.

The application and documentation will be acknowledged by the ANTA secretariat which might at any time visit the applicant country with a representative of another member country national Designated Authority and/or, if possible, the Technical Reference Unit (TRU).

The purpose of the visit will be:

- to obtain information about legislative regulations concerning relevant machinery including type, approval, use and international trade;
- to explain the technical and administrative implications of the rules of the Codes as well as their organization and co-ordination at the international level;
- - to ascertain that adequate technical and administrative facilities are available for the operation of the Codes if the country intends to carry out tests.

2 Why Accreditation

The accreditation is the independent third-party recognition that an organisation has the competence and impartiality to perform specific technical activities such as certification, testing and inspection.

In the case of testing laboratories, it formally determines the capability that it must perform specific tests (skills of personnel, equipment being used, organisation etc.).

2 Why Accreditation

**In the ANTAM Network being ACCREDITED means that a Testing Station
is working
according to the commonly agreed requirements
as reported
in the Quality Manual.**

3 Role of NDAs and Requirements for the Accreditation

The **National Designated Authority - NDA** is responsible for the whole process.

The NDA must have **clear competence** to supervise and manage the whole process.

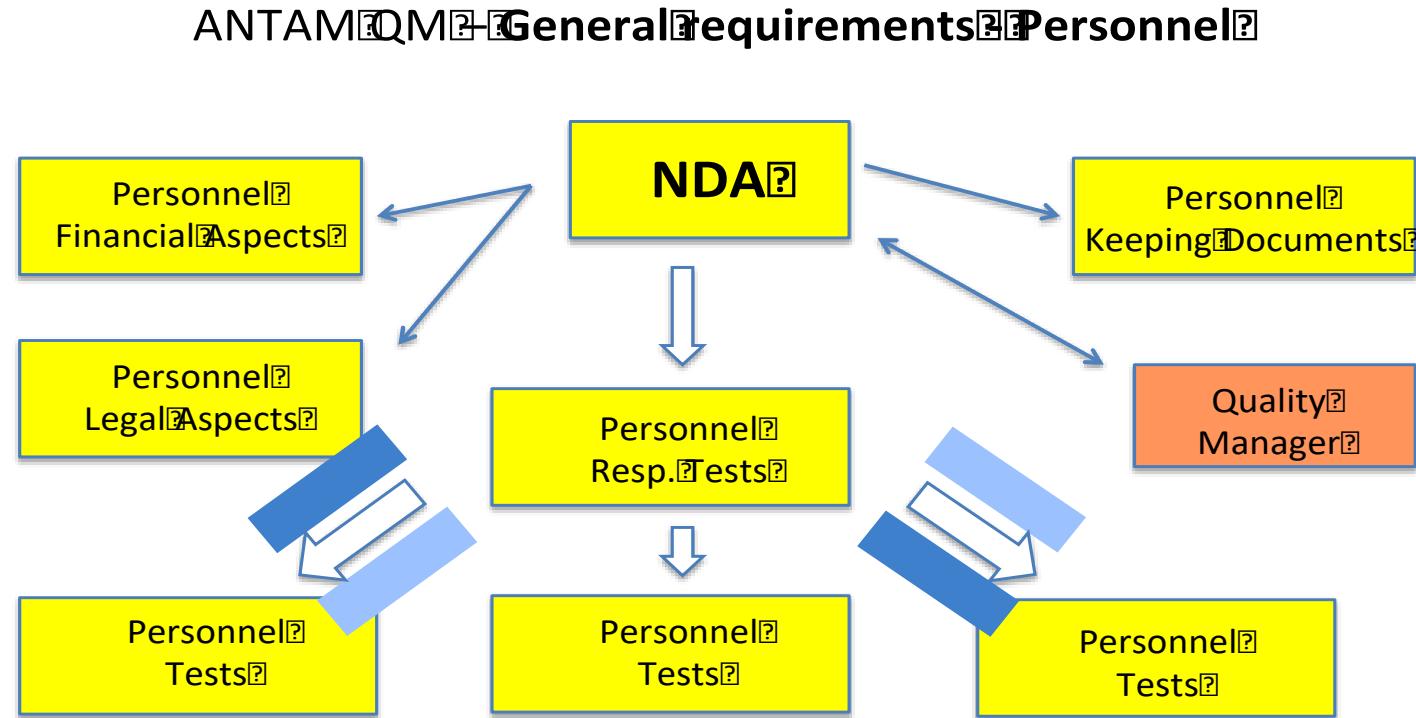
The NDA must **coordinate the work** of all other personnel involved too.

The NDA should also **refer to the ANTAM Secretariat** for any problem or situation requiring any kind of information on the national system according to the ANTAM regulations.

ANTAM will consider the **NDA responsible** for any misunderstanding and/or wrong application of the ANTAM regulations.

The NDA has a **key role at national** level and is the only clear reference at international level to avoid confusion among the different roles.

3 Role of NDAs and Requirements for the Accreditation



4 Most common problems concerning Accreditation

ANTAM Accreditation of Testing Stations QM ver. 02/2023

In case of new and/or additional information Testing Stations must send a new version of the application highlighting the changes.

Required documents	Country 1	Country 2	Country 3	Country 4	Country 5	Country 6
Application letter	Completed	Completed	Completed	Completed	Completed	Missing
Testing Station Name	Completed	Completed	Completed	Completed	Completed	Missing
Country	Completed	Completed	Completed	Completed	Completed	Missing
Date and signature of NDA	Missing	Completed	Missing	Missing	Partially Completed	Missing
ANNEX 1a General Information Testing Station						
Data on the Testing Station	Completed	Completed	Completed	Completed	Completed	Missing
Accreditation of Location 1 by NDA	Completed	Completed	Completed	Completed	Completed	Missing
Types of machines being tested according to ANTAM Codes in Location 1	Completed	Completed	Completed	Completed	Completed	Missing
Accreditation of location 1 by NDA (with date)	Missing	Completed	Completed	Completed	Completed	Missing
Name and role of NDA	Missing	Completed	Completed	Missing	Missing	Missing
ANTAM Codes being used in location 1	Completed	Completed	Completed	Completed	Completed	Missing
<i>If more locations repeat as location 2, 3 etc.</i>						
Signature and date of NDA	Missing	Completed	Missing	Missing	Partially Completed	Missing

4 Most common problems concerning Accreditation

	Country 1	Country 2	Country 3	Country 4	Country 5	Country 6
ANNEX 1b List of Equipment						
Equipment 1 (including list of <u>test</u> that make use of the equipment + date of purchase and calibration)	Completed	Completed	Completed	Clarify	Competed	Completed
Equipment 2 (including list of <u>test</u> that make use of the equipment + date of purchase and calibration)	Completed	Completed	Completed	Clarify	Completed	Completed
Equipment (including list of <u>test</u> that make use of the equipment + date of purchase and calibration)	Completed	Completed	Completed	Clarify	Completed	Completed
Date and signature of NDA	Missing	Completed	Missing	Missing	Partially Completed	Missing

The type of equipment must refer to the official specifications of the manufacturer. The date of purchase and calibration must refer to the official documents related to the list.

4 Most common problems concerning Accreditation

	Country 1	Country 2	Country 3	Country 4	Country 5	Country 6
ANNEX 2 General Information Personnel						
Person responsible (reference to NDA and ANTAM)	Missing	Completed	Completed	Completed	Completed	Missing
Person responsible for financial aspects (budget etc.)	Missing	Completed	Completed	Completed	Completed	Missing
Person responsible for legal aspects (contracts, privacy etc.)	Missing	Completed	Completed	Completed	Completed	Missing
Person responsible for technical aspects (devices reports, technicians etc.)	Missing	Completed	Completed	Completed	Completed	Missing
Person responsible for keeping all documents related to the testing activity	Missing	Completed	Completed	Completed	Completed	Missing
Technicians involved in testing activity					Completed	
Technician 1 (name, responsibility (expertise in ...), training (type, date))	Completed	Completed	Completed	Completed	Completed	Missing
Technician 2 (name, responsibility (expertise in ...), training (type, date))	Completed	Completed	Completed	Completed	Completed	
Technician 3 (name, responsibility (expertise in ...), training (type, date))	Missing	Completed	Completed			
Technician 4 (name, responsibility (expertise in ...), training (type, date))	Missing	Completed	Completed			
Technician 5 (name, responsibility (expertise in ...), training (type, date))	Missing	CV missing	Completed			
Technician 6 (name, responsibility (expertise in ...), training (type, date))		CV missing	Completed			
Technician 7 (name, responsibility (expertise in ...), training (type, date))		CV missing	Completed			
Technician 8 (name, responsibility (expertise in ...), training (type, date))		CV missing	Completed			
Technician 9 (name, responsibility (expertise in ...), training (type, date))			Completed			
Technician 10 (name, responsibility (expertise in ...), training (type, date))			Completed			
Technician 11 (name, responsibility (expertise in ...), training (type, date))			Completed			
<i>Mention all Technicians involved in the ANTAM Testing Activity. For each of them the CV has to be attached.</i>			Includes more technicians			
Periodical evaluation of requirements (location, date)	Missing	Completed	Completed	Completed	Completed	Missing
Description of the testing Station (1 page attached)	Missing	Completed	Completed	Completed	Completed	Missing
Date and signature of NDA	Missing	Completed	Completed	Missing	Partially Completed	Missing

4 Most common problems concerning Accreditation

	Country 1	Country 2	Country 3	Country 4	Country 5	Country 6
ANNEX 3 Certification Checking Requirements						
Checking of documents	Missing	Completed	Completed	Completed	Completed	Missing
Checking of testing Equipment	Missing	Completed	Completed	Missing	Completed	Missing
Checking of Personnel skills/training	Missing	Completed	Completed	Missing	Completed	Missing
Checking of Procedures	Missing	Completed	Completed	Completed	Completed	Missing
Management of test Results	Missing	Completed	Completed	Missing	Completed	Missing
Conformity Assessment	Missing	Completed	Completed	Completed	Completed	Missing
Privacy	Missing	Completed	Completed	Missing	Completed	Missing
<i>The above-mentioned list of documents must be available and periodically checked in the Testing Station with date and signature of the person in charge of the Quality Management.</i>						
Date and signature of NDA	Missing	Completed	Completed	Missing		

4 Most common problems concerning Accreditation

	Country 1	Country 2	Country 3	Country 4	Country 5	Country 6
ANNEX 4 Description of the Testing Station						
Description of the Testing Station	Missing	Completed	Completed	Completed	Completed	
Attachment with samples of Test Reports	Missing	Missing	Completed	Missing	Missing	Completed
Date and signature of NDA	Missing	Completed	Missing	Completed	Partially Completed	Missing

5 Evaluation process

General evaluation report: what is missing and should be completed to obtain the Accreditation

Comments on Annex 1a, 1b, 2, and 4 on what has to be better defined, missing data etc.



EVALUATION REPORT



document stating that the Testing Station under the responsibility of the country NDA has declared to have fulfilled all ANTAM Accreditation requirements

5 Evaluation process

It is useful to remind that ANTAM Secretariat might at any time visit the Testing Station of the applicant country

6 State of the art in ANTAM Accreditation of Testing Stations

At present time applications for the ANTAM accreditation are under process according to the requirements of the ANTAM Quality Manual ver.02

With the finalisation of the application and evaluation process the Accreditation will be issued and official ANTAM Tests might be performed.

7 Cost/Benefit of ANTAM Accreditation

The **ACCREDITATION** is based on two pillars:

1 Technical assurance to comply to ANTAM Codes

2 Procedural assurance to comply to ANTAM Codes and Procedures

7 Cost/Benefit of ANTAM Accreditation

1 Technical assurance to comply to ANTAM Codes

Technical assurance is the assurance that all staff and equipment is suitable to perform a test according to the requirements of the Codes including:

- Expertise of personnel
- Appropriate equipment
- Appropriate technical know-how

7 Cost/Benefit of ANTAM Accreditation

2 Procedural assurance to comply to ANTAM Codes and Procedures

Procedural assurance is the assurance that all procedures are followed according to the requirements of the Codes and ANTAM Network including:

- Responsibilities
- Internal quality control
- Capability to manage test reports
- Privacy regulation



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