

Presentation of Mutual Recognition System

With

Accreditation of Testing Stations



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

- 4 Most common problems concerning Accreditation basing on experience**
- 5 Evaluation process**
- 6 State of the art in ANTAM Accreditation of Testing Stations**
- 7 Cost/Benefit of ANTAM Accreditation**



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

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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.

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 <u>use</u> (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 ANTAM 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.

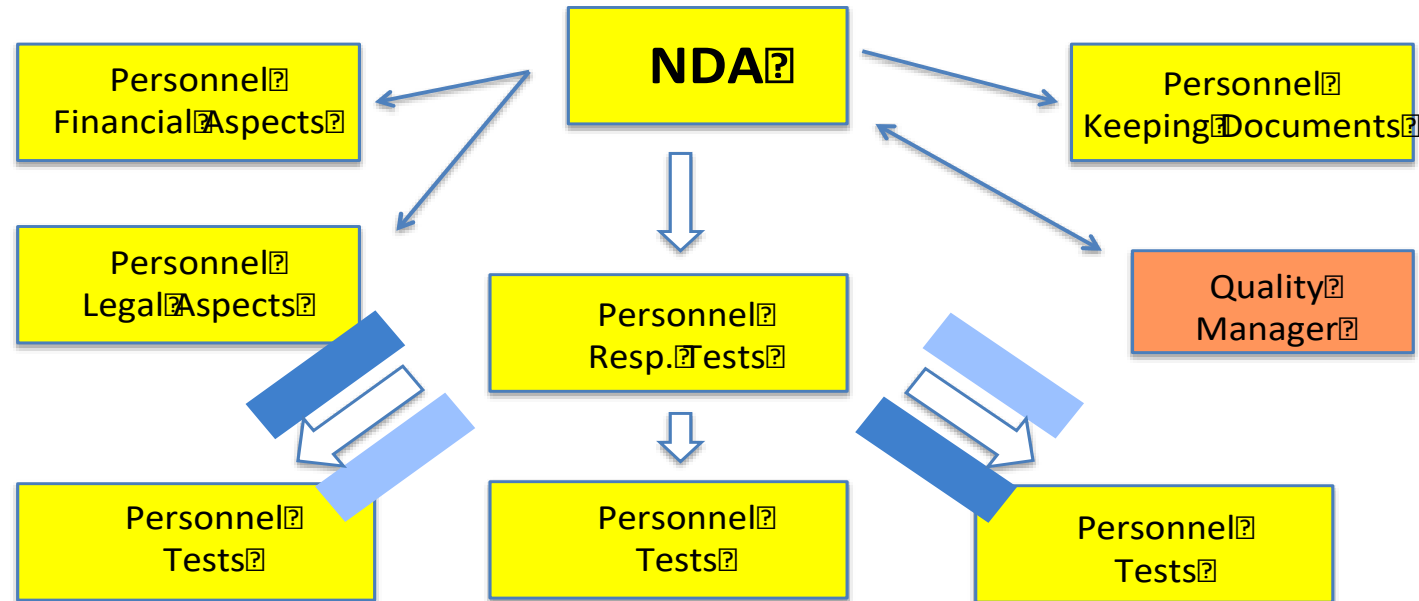
The NDA should also **refer to the ANTAM Secretariat** for any problem or situation requiring any kind of information on the national system according to the ANTAM regulations.

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

ANTAM QM – General Requirements Personnel



4 Most common problems concerning Accreditation

| ANTAM Accreditation of Testing Stations QM ver. 02/2023 <i>In case of new and/or additional information Testing Stations must send a new version of the application highlighting the changes.</i> | | | | | | |
|---|-----------|-----------|-----------|-----------|---------------------|-----------|
| 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 | Completed | 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 |
| <i>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.</i> | | | | | | |

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 | | |

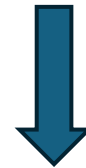
4 Most common problems concerning Accreditation

| | 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



**For more info:
sliberatori81@gmail.com**