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NAB-MALTA

TECHNICAL GUIDE

ATG12- Submission of documentation in preparation for NAB-MALTA visits Policy of the NAB-MALTA

Revision 2 Jan 2012

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1. PURPOSE

- 1.1 This publication outlines the policy of the NAB-MALTA on the submission of documents by an organisation to NAB-MALTA, prior to an assessment/surveillance/re-assessment visit. This documentation will enable assessors to prepare effectively for the visit and allow for better time management at the on-site visit.

2. NAB-MALTA POLICY


- 2.1 It is the policy of the NAB-MALTA that all organisations provide the information specified in clause 3 to NAB-MALTA 30 days prior to the scheduled witnessed activity or surveillance/re-assessment visit or 6 weeks prior to an initial assessment.

3. Documentation to be submitted

3.1 Laboratories

All laboratories shall provide NAB-MALTA with:

- 3.1.1 Quality Manual (as specified also in **RAB1**)
- 3.1.2 Master List of Documents (as specified also in **RAB1**)
- 3.1.3 Schedule of internal audits, identifying planned and completed audits
- 3.1.4 Minutes of last management review meeting(s)
- 3.1.5 Summary Report of performance in Proficiency testing and interlaboratory comparisons where applicable (as specified also in **ATG10**). This summary report shall contain the following:
- date of proficiency testing / interlaboratory comparisons already carried out;
 - organiser (where applicable);
 - test materials / measured quantities / parameters;
 - matrices;
 - acceptable criteria;
 - results (satisfactory / questionable / unsatisfactory);
 - corrective actions (where applicable).
- 3.1.6 A copy of the amended test/calibration methods shall be sent to the NAB-MALTA which clearly highlights the amendments carried out since the last visit. A confirmation that validation has been completed and the method remains fit for purpose shall, where necessary, shall also be sent.
- 3.1.7 Any Procedures and Forms (updated since last visit)
- 3.1.8 Updated copy of organization chart including the names of the key personnel;


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- 3.1.9 Number of Tests/Calibrations carried out (in relation to the scope of accreditation) since the last assessment visit. For an initial assessment, the number of tests/calibrations carried out during the preceding year shall be given.
- 3.1.10 A list detailing all instruments calibrated in-house which support measurements e.g. balances and thermometers.
- 3.1.11 Other information in relation to changes in the operations of the CAB, e.g. changes to staff, equipment, etc... (as specified also in **RAB1**)
- 3.1.12 If staff changes include changes in Technical and/or Quality Managers and/or their deputies, a C.V. of the staff personnel filling that role should be submitted

3.2 **Inspection Bodies**

All inspection bodies shall provide NAB-MALTA with:

- 3.2.1 Quality Manual (as specified also in **RAB1**)
 - 3.2.2 Master List of Documents (as specified also in **RAB1**)
 - 3.2.3 Schedule of internal audits, identifying planned and completed audits
 - 3.2.4 Minutes of last management review meeting(s)
 - 3.2.5 Any Procedures and Forms (updated since last visit)
 - 3.2.6 Updated copy of organization chart including the names of the key personnel;
 - 3.2.7 Number of Inspections carried out (in relation to the scope of accreditation) since the last assessment visit. For an initial assessment, the number of inspections carried out during the preceding year shall be given. This data is to include the number and type of inspections per inspector. If the inspector is also involved in other activities within the Inspection Body then this will have to be stated.
 - 3.2.8 An updated list of Inspectors clearly highlighting any new inspectors
 - 3.2.9 Other information in relation to changes in the operations of the CAB, e.g. changes to staff, equipment, etc (as specified also in **RAB1**)
 - 3.2.10 If staff changes include changes in Technical and/or Quality Managers and/or their deputies, a C.V. of the staff personnel filling that role should be submitted
- 3.3 It is the sole responsibility of the organisation to provide the above described information prior to the surveillance visit. This policy does not remove or reduce the obligation (set out in RAB1 clause 4.7) of the organization to notify NAB-MALTA when changes occur to the aspects mentioned in RAB1 clause 4.7.

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4. REFERENCES

4.1 The following are important reference documents:

RAB01 NAB-MALTA Accreditation General Regulations
ATG10 Proficiency Testing - The Policy of the NAB-MALTA

4.2 Documents are available for download from the following websites:

NAB-MALTA: <http://www.nabmalta.org.mt>

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