

Rules for proficiency testing participants

1. By submitting the application to the NDT laboratory, every participant of proficiency testing signs on these following general rules and must obey these rules.
2. Supplied samples are the property of the provider. In case of any damage or loss at participant side, the participant is obliged to “meet the worse”. Up to the mentioned compensation fees, besides meeting the worse of damage or loss, there can be also calculated the harm caused by impossibility to finish and evaluate the proficiency testing scheme and harms caused to other participants.
3. Each of proficiency testing participants shall follow the basic ethical standards and level of confidentiality. Each participant shall not notify any information about the scheme to any other persons neither to allow them to participate on the scheme.
4. Extra corrections or modifications of the test reports are only allowed by creating a new report. Corrections are limited by time.
5. Each of proficiency testing participants shall keep specified times and dates for the test performance and is requested to send the samples to the provider on time. Because of subsequent performance of the proficiency testing scheme, any late arrival in test performance can cause significant delay and create constraints in efficiency evaluation and preparation of the final report. Any violation in meeting the deadlines shall be seriously taken into account by provider and may be reflected in additional evaluation criteria.
6. Other test rules and conditions are mentioned in particular proficiency testing schemes and in the “Entry for the performance of proficiency test program”, which is supplied to the participant with the test sample. ATG recommends studying them carefully before starting the activity.
7. The number of the proficiency testing participants is limited. Minimum participants is 3, maximum is 15. As a result of this, proficiency testing provider reserves the rights to:
 - a) Cancel the proficiency testing scheme if the number of participants is smaller than 3,
 - b) Divide the proficiency testing into more equivalent programs if the number of participants is greater than 15.In both cases, there shall be an agreement among the provider and the participants of the proficiency testing and provider shall inform already registered participants about this situation.
8. The proficiency testing scheme is opened for any NDT laboratory. It is highly recommended that NDT laboratory should have qualified personnel at least level 2 for submitting NDT method and have the quality management system qualified in accordance to EN ISO/IEC 17025. ATG can support in both training and certification in that regards as well.
9. Final report of participant, Summarized final report and Certification of participation will be passed to proficiency testing participant after evaluating process has been completed at all participants and payment of the invoice.

The expected date for passing both of the reports to the participant and certification is **within 12 months of the launch of the program.**

10. Each participant is supposed to do the following:
 - a) Immediately after each participant has received the delivery, the participant must send an e-mail to email address: zavadiloval@atg.cz to inform ATG that the samples were received in good order and undamaged.
 - b) Each participant meets 3 working days for testing of samples (since the date of arrival)
 - c) In Day 4, each participant must dispatch the sample back to PTP ATG address and send an e-mail to: zavadiloval@atg.cz to inform ATG that this was done. ATG requests the participant to put a scanned copy of the dispatched receipt into this email.



- 11.** The participant passes back to PZZ ATG:
- a) Testing samples for carrying out tests in proficiency testing program
 - b) Testing report of conducted tests for proficiency testing program including the attachments requested at "Task for the performance of proficiency test" and signed "Instructions for participants of proficiency testing".
- 12.** The latest date for providing the testing report including the attachments to PZZ ATG **within a month of the sample being sent.**
- 13.** For the possible participation in the "Performance Comparison of Laboratory staff in NDT Laboratories" (hereinafter PCLS), the following provisions shall apply:
- a) The conduct of tests and the issuance of protocols for PCLS shall be carried out before the performance and performance of the proficiency test report.
 - b) Part of the protocol for PCLS is the declaration of the NDT Laboratory's Labor Inspectorate about the confidentiality of the test sample and the failure to communicate the result of the test to a third person,
 - c) The evaluation of the PCLS protocols is carried out within the framework of the completion of the proficiency testing program,
 - d) Assessment of the PCLS protocols is carried out in the same way as the proficiency testing,
 - e) The originals of these protocols, including the evaluation forms, will be sent back together with the documents pursuant to Article 9 of these Rules,
 - f) The period for carrying out the tests referred to in point (b) of Article 10 of these Rules shall be extended by one working day for each individual PCLS test worker.
- 14.** In case of ambiguity please feel free to contact:
Ing. Lucie Zavadilová, E-mail: zavadiloval@atg.cz

Firm:	Date:	Signature of the responsible person:
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