

Modified Table 1. Submission requirements for 2005 recognition

Reference	Item Description	Submit for 2005		
Appendix B*	Request for Recognition, Parameters and Scope, Approved Signatories, Authorized Representative	YES		
Appendix C*	Part 1, Internal Assessment and Management Review	No longer valid!!!		
Appendix C**	Internal Assessment Checklist NOTE: MUST INCLUDE TECHNICAL ASSESSMENT!	YES	Submit latest copy of internal assessment and management review. Specifically note progress made against the 2004 reviews.	
Appendix D*	Summary of Services and Uncertainties Charts	YES		
Uncertainty Charts*	For every measurement parameter and nominal value (ranges unacceptable)	YES		
Traceability Charts	Required for 2002 Recognition – submit updates or completed charts if not submitted in 2002.	NO		
Traceability Verification Letter	Submit if you want a "to whom it may concern memo" regarding your laboratory traceability	YES	If you want a customer memo.	
	Laboratory Quality Manual (if updated)	YES	Deadline for HB 143, 2003 Edition and 17025 Compliance was 12/31/03.	
	Measurement control - control charts, surveillance tests - if requested	YES	Submit for each measurement process noted on application.	
	Calibration reports for standards - if updated	YES	If updated.	
	Laboratory Auditing Program (LAP) problems assigned in Training Program - if complete and required for level of recognition	YES	If complete and required.	
	Proficiency Test Follow Up Form for 2003 and 2004 – complete for ALL round robins even if "passed".	YES		

* Required. ** One checklist required.

Appendix B. Request for Recognition, Scope of Recognition, Approved Signatories, Authorized Representative

Name of laboratory

Address of laboratory

Scope of Recognition - complete Appendix D with uncertainty estimates included

Approved Signatories - have assigned responsibility for validity of laboratory reports

Authorized Representative - contact for administration of laboratory recognition

Appendix D. Summary of Services for Laboratory Directory State

Recognition (and Accreditation) Period: _____

Laboratory Staff & Titles	Address	Communications
		Phone: Fax: e-mail:

Services Available		
Parameter	Range	Uncertainty*
Mass, I		
Mass, II		
Mass, III		
Length, Tapes - Bench		
Length, Tapes - Tape		
Length, Rigid Rules		
Volume, Gravimetric		
Volume, Transfer		
Temperature, I		
Temperature, II		
Temperature, III		
Temperature, IV		
Temperature, V		
Tuning Forks		
Hydrometers		
Time		
Moisture		

* Uncertainties Chart (p. 104) must be completed for each measurement parameter listed.

State

Fees

National Type Evaluation Program (NTEP)	
Address	Telephone Number

Commercial Measuring Device Testing (non-NTEP)	
Address	Telephone Number

State

Grain Moisture Testing	
Address	Telephone Number

Petroleum Quality Testing	
Address	Telephone Number

