

 Headship Of TSE Test and Calibration Center	INSTRUCTION	Doküman No	
	INSTRUCTION APPLICATION and PARTICIPATION REQUIREMENTS FOR PROFICIENCY TEST PROGRAMME	Yayın Tarihi	
		Revizyon Tarihi	No

Please go through Proficiency Program List If you wish to participate to a proficiency program. All participants should fill out Proficiency Test Program Participation Request Form and send via fax or email to the contact/application address.

Unless otherwise specified, the delivery fee of the sample(s)/device(s) to the participant (courier fee) belongs to TSE. PT participant fee is specified in the program list.

Participants should comply with the following items:

- a) When the program starts, all basic hardware, chemical materials and other requirements covered in the method should be present at your laboratory.
- b) All the requirements such as order of the test samples, starting and finishing date of the program should be obeyed strictly.
- c) Test and inspections will be performed according to the specified method/standard and also will be stick to the specified standard.
- d) Samples will be handled according to the specified instruction.
- e) The procedures followed will be the same as the majority of the samples which are under test.
- f) The statement of uncertainty will be given for 95 % confidence interval.
- g) In our laboratory, a person in charge (an auditor) will be responsible for organizing true test/measurement performance. This activity will encompass the application of the instructions from the coordinator and also the reporting of test results.
- h) During the proficiency testing, no information exchange will be delivered to the 3rd parties. Otherwise, the laboratory will be exempted from the proficiency testing program.
- i) Unless otherwise specified in the participation program, participation fee is deposited to the following accounts between the date the participant is received the sample(s)/device(s) and deadline to send the results. Receipt of payment should be sent via fax or e-mail specified below.

Bank	Branch	Code	IBAN	Swift Code	Currency
Vakıfbank	Kalkınma Bakanlığı	884	IBAN: TR08 0001 5001 5800 7286 9957 88 HESAP NO: 00158007286995788	TVBATR2A	TL
Vakıfbank	Kızılay	82	IBAN: TR56 0001 5001 5804 8000 9265 62 HESAP NO: 00158048000926562	TVBATR2A	DÖVİZ (USD)
Vakıfbank	Kızılay	82	IBAN: TR93 0001 5001 5804 8000 9265 75 HESAP NO: 00158048000926575	TVBATR2A	DÖVİZ (EURO)

- j) Objections to the program are max 15 days from the last report which is sent by TSE. Requests by participants are done by using Complaint/Suggestion Form to lak@tse.org.tr which is published in our web site.
- k) The responsibility of the procedures such as transportation, packaging and storage of the samples till the admission of the samples by participant laboratory belong to TSE.
- l) The responsibility, after delivery of the samples, related storage, protection and return of the samples, if necessary

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belongs to the participant laboratory.

- m) The customer is notified if there is a deviation from the first conditions.
- n) Verified subcontractor announced in our web site will be used in case we are not able to meet the requirements of the work. TSE is responsible for the work done by the subcontractor. Before employing the subcontractor, approval by the participant is taken.
- o) To ensure the confidentiality, privacy code is given to every participant by the coordinator. This privacy code is known only by the coordinator as the proficiency test provider. The privacy number is sent to the email address of the customer by the coordinator which is specified in the Proficiency Test Program Participation Request Form.

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The responsibilities of the participant authority (inspector) are given below:

- a) To determine who will be responsible to take proficiency test samples and to provide the personnel who will be chosen to conduct the routine experiments in standard ways.
- b) To distribute the samples to the experiment personnel following the instructions of its coordinator (and if necessary to provide materials till getting used to the experiments).
- c) To check for conducting the measurements (inspector should not participate in performing measurements).
- d) To ensure the experiment personnel performing sufficient number of measurements.
- e) To ensure abiding by the arranged schedule for performing measurements.
- f) To collect the experiment results recorded according to the determined decimal digit number in result record form.

The participant authority (inspector) as a point of contact for each laboratory should fill the result record form containing the information given below:

- g) Experiment results noted on the provided forms readably by the original preparative personnel,
- h) If available, comments of the personnel conducting the experiment for the measurement method about standard,
- i) If available, information about the irregularity and mess during measurements, (This information can also comprehend any personnel alteration related with the experiment and reasons for the missing results with a note from the personnel conducting the experiment.)
- j) The date or dates that samples received by the laboratory,
- k) The date or dates that samples measured,
- l) If necessary, the information about the used hardware,
- m) Other related information.

CONTACT INFO:

Coordinator : Can KAVUKLU / Ömer Faruk ALTUNTAŞ
Address : TSE Gebze Kalite Kampüsü, Cumhuriyet Mah. 2258 Sok. No: 10
Gebze KOCAELİ
Phone : +90 (262) 723 11 25 / +90 (262) 723 11 39
Fax : +90 (262) 7231609
E-mail : lak@lak.tse.org.tr