

**NEMA
TESTING
LABORATORY
DESIGNATION
SCHEME**

NATIONAL ENVIRONMENTAL MANAGEMENT AUTHORITY
P.O. BOX 67839, NAIROBI, 00200; +254 020 609013/27; FAX + 254 020 60898997

NEMA APPLICATION FORM

Introduction and instructions

1. This application form should be completed in detail and returned with the laboratory's control manual or equivalent documents.

2. Additional information may be given on supplementary sheets clearly indicating the paragraphs to which they refer. In paragraphs 8 onwards when the information requested is contained in the Control Manual, it is sufficient to enter a reference to the appropriate section of the Control Manual.

3. All information provided will be treated in the strictest confidence.

NEMA Reference Number.....

PART A

<p>1. Name and Address of Testing Laboratory Telephone No. Mobile Facsimile/Telex No. Email: Physical Address:</p>	
<p>2. Name and Address of parent organization, if any Telephone No. Facsimile/Telex No. Email Address:</p>	
<p>3. Name, Position (Director level) and address of the applicant (if different from that given in para.1)</p>	
<p>4. Name of main contact with NEMA and that of his deputy, and addresses (if different from that given in para. 1)</p>	
<p>5. Specify as precisely as possible in the following table the scope of accreditation sought. Wherever possible, standard specifications should be quoted in column 3 of the table. These may include specifications issued by companies and other organizations, both Kenya and foreign, as well as national and international standards. Please give the reference number and date of specifications listed.</p>	

SCOPE OF APPLICATION

Materials or products tested	Type of tests for each material or product	Standard test methods used

7. Statement

The testing laboratory hereby agrees to conform to the NEMA regulations. I enclose a copy of the laboratory's control manual and certify that the statements made in this application form are true and correct to the best of my knowledge and belief.

Signature -----

Name-----

Title-----

Date -----

PART B

GENERAL INFORMATION	YES/NO	CONTROL MANUAL REFERENCE OR DETAILS AS APPROPRIATE
<p>8. Is the laboratory:</p> <ul style="list-style-type: none"> a). Owned by an individual? b). Owned by a private company or partnership? c). Owned by a public limited company? d). Owned by a company with activities other than testing e). Part of an academic institution? f). Part of a learned or professional institution? g). Owned by a public body or nationalized industry? h). Another category? If so, describe <p>9. If the answer to 8 d) is YES</p> <ul style="list-style-type: none"> a) Are the 'other activities' the main activities? b) Describe the nature of the other major activities c) Does the laboratory undertake testing for outside organizations? d) Enclose an organizational chart showing the outline of the organization and the chain of command from the highest executive at that location down to the laboratory head. 		

10. Provide the information requested below on any bodies, including any calibration service, which have assessed the testing laboratory during the last 5 years and enclose copies of certificates, which are currently in force.

Name and address of the assembling body	Scope of accreditation or approval and number of certificates, if any	Dates of accreditation, if any	
		Start date	Expiry date

11. List the type of testing and technical services, which are subcontracted and state whether any control is carried out at subcontractors' premises

Organization quality control and staff	Yes/No	Control Manual Reference or detail as appropriate
<p>12. Are procedures for the operations of the testing laboratory set out in the control manual?</p> <p>13. Is an organization chart contained in the control manual? If not, please attach.</p> <p>14. Has the officer responsible for the quality control the responsibility and authority to identify quality problems and initiate effective solutions</p> <p>15. Is there a prescribed audit procedure for checking quality control functions?</p>		

16. List the names and technical qualifications of the following staff. For the laboratory Head and Deputy Head include a note on their relevant experience.

a). Laboratory Head (for independent Laboratories this would normally be the Senior Partner or Managing Director)

b). Deputy Head (for independent Laboratories this would normally be the Partner or Director)

c). Technical Manager:

d). Quality Control Manager
(If he is not the Technical Manager)

e). Persons authorized to sign test reports

	Yes/No	Control manual reference or details as appropriate
17. Does the control manual contain provisions for the supervision of unqualified staff?		
18. Have standards of professional ability, skills and job descriptions been prescribed where necessary?		
19. Are training methods applied to attain and maintain skills with due attention to quality requirements?		
<u>EQUIPMENT AD CALIBRATION</u>		
20. Do fully documented procedures exist to ensure that the accuracy of test equipment is adequate for the testing service offered by the laboratory?		

<p>21. Is a record maintained of all test equipment including calibration results</p> <p>22. Are adequate facilities and environments provided for calibration, handling, control, storage and maintenance of all testing and measuring equipment?</p> <p>23. Are there documented procedures for calibrating all equipment and reference standards which cover the method of calibration, maximum interval between calibrations and (where practical) the sealing of equipment after certification?</p> <p>24. Are the reference standards used for calibration traceable to national or international standards?</p> <p><u>TESTING AND ENVIRONMENT</u></p> <p>25. Are manuals, work instructions and regulation for the tests performed, available to staff?</p> <p>26. Are formal specifications available for each test?</p> <p>27. Are test methods and procedures recorded which are not called up in specifications or manuals?</p> <p>28. Are non-standard testing techniques used by the laboratory fully documented and made available to all concerned?</p> <p>29. Is provision made to ensure that</p>		
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environments in which tests are undertaken are suitable for the accuracy of the tests and measurements undertaken?

30. Is there control of access to laboratories?

HANDLING AND STORAGE

31. Are work and inspection instructions documented and implemented for the handling and storage of materials and samples?

32. Is provision made to prevent deterioration or damage to materials and samples both before and after tests?

33. Are storage methods prescribed including special environments?

34. Are there procedures for the inspection of samples in storage?

35. Is storage accessible only to authorized persons?

RECORDS

36. Is there a prescribed system of recording the method and results of testing activities?

37. Are observations and calculations recorded in a permanent workbook?

38. Are there arrangements for ensuring the accuracy, completeness and confidentiality of the prescribed records?

39. For what period does the laboratory retain the original

<p>record observations and derived data?</p> <p><u>TEST REPORTS</u></p> <p>40. Do tests reports contain all the information required by a particular standard or request?</p> <p>41. Is the laboratory prepared to provide expert witness to appear in a court of Law to substantiate test reports if required?</p> <p><u>COMPLIANCE WITH NEMA STANDARD</u></p> <p>42. (a). Do you consider that the laboratory complies at present with the NEMA Accreditation standard?</p> <p>(b). If not, in what specific areas does it not comply?</p> <p>(c) And by what date do you expect that the laboratory will be able to meet the NEMA Accreditation Standards?</p>		
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Signature

Name of Applicant.....

Title.....

Date