



COAL/COKE QUALITY CONFORMANCE PROGRAM™

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QUALITY ASSOCIATES INTERNATIONAL®, LLC

QUALITY ASSURANCE IS THE BEST INSURANCE

APPLICATION FOR LABORATORY ACCREDITATION

Coal and Coke Laboratories Using ASTM Standards Coal/Coke Quality Conformance Program™ (CQCP™)

OVERVIEW

Quality Associates International® (QAI) accredits laboratories using international standard ISO/IEC Guide 17025 *General Requirements for the Competence of Calibration and Testing Laboratories* as its criteria for accreditation. This standard not only requires a quality system and manual in the laboratory but also requires that the laboratory be found competent to perform specific tests and types of tests.

The QAI Accreditation Process (summary):

1. The applicant laboratory obtains an **official** copy of ISO/IEC 17025 and confirms this by completing the affidavit form on Page 5 of the **Application For Accreditation Form**. Sources for ISO/IEC 17025 are listed at www.qai-online.com, Coal/Coke Quality Conformance Program™ page.
2. The applicant laboratory completes and returns the **Application For Accreditation Form** with payment and all required supporting documentation as outlined within this application package.
3. QAI reviews the application documents and an appropriate assessor(s) is assigned, with laboratory concurrence.
4. The assessor contacts the laboratory to discuss the scheduling of the on-site assessment and request the quality documentation. Once documentation is reviewed for completeness, the assessment can be scheduled with the assessor(s).
5. The assessment or the preassessment is performed and includes: entry briefing; records, sample handling; interviews with technicians; demonstrations of tests/ calibrations; examination of equipment and calibration records; review of quality documentation; written report of assessor's findings; and exit briefing.
6. The laboratory responds to any deficiencies with a written corrective action response.
7. The corrective action is reviewed by the QAI staff and, once complete, the facility is considered for accreditation.
8. Accreditation is granted when all concerns are resolved, and all fees are paid in full.

PLEASE MAKE ALL CHECKS PAYABLE TO: QUALITY ASSOCIATES INTERNATIONAL®, LLC.

QUALITY ASSOCIATES INTERNATIONAL[®], LLC

APPLICATION FOR LABORATORY ACCREDITATION

Coal and Coke Laboratories Using ASTM Standards Coal/Coke Quality Conformance Program[™] (CQCP[™])

POLICIES

Branch Laboratories: If you are applying as a multi-laboratory system, a separate application must be completed for each laboratory.

Preassessment: QAI assessors are permitted to conduct preassessments. There are two situations when a preassessment may be conducted:

1. When the lead assessor finds major gaps in the laboratory quality manual, or actually begins the assessment and finds a large number of problems. In this case, the assessor identifies them and suggests to the laboratory that a full assessment should wait until the problems have been addressed. This first identification of the problems would be considered a preassessment; or
2. When a laboratory requests a preassessment to better prepare for the final assessment. In this case, the laboratory has applied, but is unsure of its documentation or system and wants someone to perform a preassessment to identify problems. The full assessment follows later.

To implement the preassessment program, the laboratory must first apply for accreditation, paying the appropriate fees and assessor deposit. A lead assessor is assigned, with the laboratory's concurrence. If, during the discussions between the laboratory and assessor in preparation for the assessment, the laboratory concludes that it is in its interest to have a preassessment, it informs the assessor.

The assessor notifies QAI that the laboratory wants a preassessment. The daily rate of the preassessment is the same as the regular assessment rate, and can be deducted from any assessor deposits held on account at QAI. The assessor does not prepare a formal report of findings, but keeps notes, which are reviewed during the final assessment.

Careful attention to the program requirements should preclude the need for a preassessment.

Delayed Assessment Policy: If a laboratory fails to undergo its full assessment within one year from receipt of the application, the laboratory is prompted by QAI to take action. If no action is taken within thirty (30) days of that reminder, the laboratory is required to begin the application process again and pay the new laboratory accreditation fees in effect at that time. All fees EXCEPT the initial application fee are refunded.

Confidentiality: QAI is responsible for seeing that confidentiality is maintained by its employees and assessors concerning all confidential information with which they become acquainted as a result of their contacts with laboratories. QAI agrees to hold all disclosed confidential or proprietary information or trade secrets in trust and confidence. The information shall be used only for assessment purposes, and shall not be used for any other purpose, nor shall it be disclosed to any third party without written consent of the applicant laboratory.

QUALITY ASSOCIATES INTERNATIONAL[®], LLC

Coal/Coke Quality Conformance Program[™] (CQCP[™]) Coal and Coke Laboratories Using ASTM Standards

APPLICATION FOR ACCREDITATION FORM - Page 1 of 10 LABORATORY INFORMATION

LABORATORY NAME AND PHYSICAL ADDRESS (as it shall appear on a certificate of accreditation and in the QAI Directory)

1. Laboratory Name: _____

2. Street Address: _____

3. City: _____ State: _____ Zip Code _____

Mailing Address (if different): _____

Billing Address (if different): _____

4. Is this application for the main lab or a branch lab? . QAI Code for Main Lab: _____

5. Further description of your testing capabilities: _____

8. Number of laboratory personnel at this location, associated with the testing requested for accreditation: _____

9. Check one of the following as it applies to your laboratory. This information is for reference by QAI in response to inquiries:

➤ Commercial service available: _____

➤ Conditionally available for commercial service: _____

➤ Normally not available for commercial service: _____

AUTHORIZED REPRESENTATIVE/CONTACT PERSON of the laboratory who is responsible for the information provided in this application and for ensuring compliance with the requirements for accreditation:

Signature: _____ Title: _____

Printed Name: _____ Date: _____

Telephone Number: _____ Fax Number: _____

E-mail address: _____

For QAI office use only: LAB CODE _____ ASSESSMENT NO. _____

QUALITY ASSOCIATES INTERNATIONAL[®], LLC

Coal/Coke Quality Conformance Program[™] (CQCP[™]) Coal and Coke Laboratories Using ASTM Standards

APPLICATION FOR ACCREDITATION FORM - Page 2 of 10 CONDITIONS FOR ACCREDITATION

To attain and maintain accreditation, an applicant must agree to:

1. Cooperate as necessary to enable QAI to verify compliance with the requirements for accreditation, including provision for examination of documentation and access to all testing areas, records and personnel for the purposes of assessment, surveillance, reassessment and resolution of complaints;
2. Comply at all times with the requirements (including participation in proficiency testing as required), and conditions for accreditation;
3. Maintain impartiality and integrity;
4. Retain all records (as defined in ISO/IEC 17025, Clauses 4.12.1.1, 4.12.2.1 and 5.10.2 through 5.10.4) throughout the period between QAI onsite assessments. Adequate records must be available to demonstrate compliance with the requirements for accreditation.
5. Claim that it is accredited only with respect to services for which it has been granted accreditation and which are carried out in accordance with these conditions;
6. Pay such fees as shall be determined by QAI within the times specified;
7. Not use its accreditation in such a manner as to bring QAI into disrepute and not make any statement relevant to its accreditation which QAI may consider misleading or unauthorized;
8. Upon suspension, withdrawal or expiration of its accreditation (however determined) discontinue its use of all advertising matter that contains reference thereto and return any certificates of accreditation to QAI;
9. Not use its accreditation to imply product approval by QAI unless permitted by a specific QAI program;
10. Endeavor to ensure that no certificate or report, nor any part thereof, is used in a misleading manner;
11. Comply with the requirements of QAI in making reference to its accreditation status in communication media such as advertising, brochures or other documents;
12. Inform QAI, in writing within 30 days, of changes in any aspect of the laboratory's status or operation that affect the laboratory's legal, commercial or organizational status; organization or management (e.g., managerial staff); policies or procedures, where appropriate; premises; personnel, equipment, facilities, working environment or other resources, where significant; authorized signatories; or such other matters that may affect the laboratory's capability, or scope of accredited activities, or compliance with the criteria, requirements and conditions for accreditation;

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QUALITY ASSOCIATES INTERNATIONAL[®], LLC

Coal/Coke Quality Conformance Program[™] (CQCP[™]) Coal and Coke Laboratories Using ASTM Standards

APPLICATION FOR ACCREDITATION FORM - Page 3 of 10 CONDITIONS FOR ACCREDITATION (continued)

13. Inform QAI if the laboratory is denied, has had suspended, or otherwise loses its accreditation for testing with any other recognized governmental or private accrediting body and provide an explanation for the reason the accreditation was denied, suspended or lost. Failure to inform QAI within thirty (30) days of the denial, suspension or loss of an accreditation will be grounds for immediate suspension of the laboratory's accreditation by QAI; and
14. Carry out any adjustments to its procedures in response to due notice of any intended changes by QAI to the criteria, requirements, or conditions for accreditation, in such time as, in the opinion of QAI, is reasonable.

An accredited laboratory's **AUTHORIZED REPRESENTATIVE**¹ is responsible for ensuring that all of the relevant conditions for accreditation are met. In order to apply, the applicant laboratory's AUTHORIZED REPRESENTATIVE, must agree to the above conditions for accreditation and must attest that all statements made on the application are correct to the best of his/her knowledge and belief. An accredited laboratory's AUTHORIZED REPRESENTATIVE is responsible for ensuring that all of the relevant conditions for accreditation are met as of the date this document is signed. During the onsite assessment, the assessor will determine that the AUTHORIZED REPRESENTATIVE and a **DEPUTY** are knowledgeable of the accreditation requirements and will examine records and documentation to verify compliance with these Conditions for Accreditation as of the date it was signed.

As the applicant laboratory's AUTHORIZED REPRESENTATIVE, I agree to the above conditions for accreditation. I attest that all statements made on this application are correct to the best of my knowledge and belief.

AUTHORIZED REPRESENTATIVE:

SIGNATURE: _____ TITLE: _____

PRINTED NAME: _____ DATE: _____

DEPUTY AUTHORIZED REPRESENTATIVE:

SIGNATURE: _____ TITLE: _____

PRINTED NAME: _____ DATE: _____

For QAI office use only: LAB CODE _____ ASSESSMENT NO. _____

¹ An Authorized Representative is: an official who represents the laboratory in all matters related to attaining and maintaining QAI accreditation. This official is QAI's point of contact with the laboratory. The Authorized Representative may be any senior person in the laboratory organization from either the technical or managerial staff. He or she should be in a position of authority to ensure that the laboratory complies with the QAI criteria and conditions for accreditation.

QUALITY ASSOCIATES INTERNATIONAL[®], LLC

Coal/Coke Quality Conformance Program[™] (CQCP[™]) Coal and Coke Laboratories Using ASTM Standards

APPLICATION FOR ACCREDITATION FORM - Page 4 of 10 SUPPORTING INFORMATION

1. Attach an up-to-date laboratory organization chart and identify, by name, the key personnel involved for each function.
2. If the laboratory is part of a larger organization, attach a chart of its position and reporting relationships within that organization.
3. To assure the quality of test and calibration results, the laboratory shall have quality control procedures for monitoring the validity of tests undertaken (ISO/IEC 17025, Clause 5.9). For those tests for which accreditation is sought, identify all proficiency testing (interlaboratory comparison, performance evaluation) programs in which the laboratory participates and attach copies of the latest summary results with your corrective action response for any unacceptable values obtained:
4. Please include an uncontrolled copy of the current version of your quality manual and any supporting documentation referenced in the assessor checklist (electronic or hard copy).
5. Please include a list of all equipment used to support the tests for which accreditation is sought, and indicate which of this equipment is calibrated in-house and which is calibrated by a commercial calibration service. Include the identity, location, and accreditation status of any commercial calibration services utilized.
6. The QAI Confidentiality Policy (*General Requirements for Accreditation of Coal and Coke Laboratories Using ASTM Standards*, Page 7) states that all information regarding your application is confidential. To maintain confidentiality regarding an applicant's status, QAI staff will only confirm whether a laboratory is or is not accredited. If you would like to waive this policy and allow QAI staff to confirm in response to inquiries that your laboratory has applied and is in the accreditation process, please provide the required written permission below.
7. Please indicate your reason(s) for pursuing accreditation with QAI (answering is optional):

I **AUTHORIZE** QAI to release information regarding our application status.

INITIAL & DATE _____

I **DO NOT AUTHORIZE** QAI to release information regarding our application status.

INITIAL & DATE _____

For QAI office use only: LAB CODE _____ ASSESSMENT NO. _____

QUALITY ASSOCIATES INTERNATIONAL[®], LLC

Coal/Coke Quality Conformance Program[™] (CQCP[™]) Coal and Coke Laboratories Using ASTM Standards

APPLICATION FOR ACCREDITATION FORM - Page 5 of 10 ISO/IEC AFFIDAVIT

To achieve QAI/CQCP[™] Accreditation, laboratories are required to have an official copy of ISO/IEC 17025, obtained under the fair use clause of the U.S. copyright law. Sources for ISO/IEC 17025 are listed at QAI's website, www.qai-online.com, Coal/Coke Quality Conformance Program[™] page.

1. Laboratory Name: _____
2. Street Address: _____
3. City: _____ State: _____ Zip Code _____
4. Mailing Address: _____
5. E-mail Address: _____
6. Phone Number: _____

AFFIDAVIT

I hereby confirm that I have obtained an official copy of ISO/IEC 17025 and will be able to show the copy to the assessor during the onsite assessment.

Signature Authorized Representative: _____

Printed Name Authorized Representative: _____

Date Completed: _____

This completed form **must** be returned with your application package before processing can proceed.

QUALITY ASSOCIATES INTERNATIONAL®, LLC

Coal/Coke Quality Conformance Program™ (CQCP™) Coal and Coke Laboratories Using ASTM Standards

APPLICATION FOR ACCREDITATION FORM - Page 6 of 10 SELECTION LIST

Please check all current versions of the ASTM Coal and Coke Test Methods for which compliance certification is sought. Compliance certification to other versions of the ASTM standards may be requested. Departures from ASTM standards may be certified, if measurement uncertainty equivalency to the appropriate ASTM standards can be demonstrated. The checked test methods will be assessed and included on the Scope of Accreditation.

ASTM COAL and COKE STANDARDS			
<input type="checkbox"/> D 167	Apparent & True Specific Gravity and Porosity of Lump Coke	<input type="checkbox"/> D 1757	Sulfur in Ash from Coal and Coke
<input type="checkbox"/> D 197	Sampling & Fineness Test of Pulverized Coal	<input type="checkbox"/> D 1857	Fusibility of Coal and Coke Ash
<input type="checkbox"/> D 291	Cubic Foot Weight of Crushed Bituminous Coal	<input type="checkbox"/> D 2013	Preparing Coal Samples for Analysis
<input type="checkbox"/> D 293	Sieve Analysis of Coke	<input type="checkbox"/> D 2014	Expansion or Contraction of Coal by the Sole-Heated Oven
<input type="checkbox"/> D 346	Collection & Preparation of Coke Samples for Laboratory Analysis	<input type="checkbox"/> D 2234	Collection of a Gross Sample of Coal
<input type="checkbox"/> D 409	Grindability of Coal by the Hardgrove-Machine Method	<input type="checkbox"/> D 2361	Chlorine in Coal
<input type="checkbox"/> D 440	Drop Shatter Test for Coal	<input type="checkbox"/> D 2492	Forms of Sulfur in Coal
<input type="checkbox"/> D 441	Tumbler Test for Coal	<input type="checkbox"/> D 2639	Plastic Properties of Coal by the Constant-Torque Gieseler Plastometer
<input type="checkbox"/> D 720	Free-Swelling Index of Coal	<input type="checkbox"/> D 2797	Preparing Coal Samples for Microscopical Analysis by Reflected Light
<input type="checkbox"/> D 1412	Equilibrium Moisture of Coal at 96 to 97% Relative Humidity and 30°C	<input type="checkbox"/> D 2798	Microscopical Determination of the Reflectance of Vitrinite in a Polished Specimen of Coal
<input type="checkbox"/> D 1756	Determination as Carbon Dioxide of Carbonate Carbon in Coal	<input type="checkbox"/> D 2799	Microscopical Determination of Volume Percent of Physical Components of Coal

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QUALITY ASSOCIATES INTERNATIONAL®, LLC

Coal/Coke Quality Conformance Program™ (CQCP™) Coal and Coke Laboratories Using ASTM Standards

APPLICATION FOR ACCREDITATION FORM - Page 7 of 10 SELECTION LIST (continued)

___ D 2961	Single-Stage Total Moisture Less than 15% in Coal Reduced to 2.36-mm (No. 8 Sieve) Topsize	___ D 4326	Major and Minor Elements in Coal and Coke Ash by X-Ray Fluorescence
___ D 3038	Drop Shatter Test for Coke	___ D 4371	Determining the Washability Characteristics of Coal
___ D 3173	Moisture in the Analysis Sample of Coal and Coke	___ D 4596	Collection of Channel Samples of Coal in a Mine
___ D 3174	Ash in the Analysis Sample of Coal and Coke from Coal	___ D 4606	Determination of Arsenic and Selenium in Coal by the Hydride Generation/Atomic Absorption Method
___ D 3175	Volatile Matter in the Analysis Sample of Coal and Coke	___ D 4702	Quality Management of Mechanical Coal Sampling Systems
___ D 3177	Total Sulfur in The Analysis Sample of Coal and Coke	___ D 4749	Performing the Sieve Analysis of Coal and Designating Coal Size
___ D 3178	Carbon and Hydrogen in the Analysis Sample of Coal and Coke	___ D 4916	Mechanical Auger Sampling
___ D 3179	Nitrogen in the Analysis Sample of Coal and Coke	___ D 5016	Sulfur in Ash from Coal, Coke, and Residues from Coal Combustion Using High-Temperature Tube Furnace Combustion Method with Infrared Absorption
___ D 3302	Total Moisture in Coal	___ D 5061	Microscopical Determination of Volume Percent of Textural Components in Metallurgical Coke
___ D 3402	Tumbler Test for Coke	___ D 5114	Laboratory Froth Flotation of Coal in a Mechanical Cell
___ D 3682	Major and Minor Elements in Combustion Residues from Coal Utilization Processes	___ D 5142	Proximate Analysis of the Analysis Sample of Coal and Coke by Instrumental Procedures
___ D 3683	Trace Elements in Coal and Coke Ash by Atomic Absorption	___ D 5192	Collection of Coal Samples from Core
___ D 3684	Total Mercury in Coal by the Oxygen Bomb Combustion/Atomic Absorption Method	___ D 5263	Determining the Relative Degree of Oxidation in Bituminous Coal by Alkali Extraction
___ D 3761	Total Fluorine in Coal by the Oxygen Bomb Combustion/Ion Selective Electrode Method	___ D 5341	Measuring Coke Reactivity Index (CRI) and Coke Strength After Reaction (CSR)
___ D 3997	Preparing Coke Samples for Microscopical Analysis by Reflected Light	___ D 5373	Instrumental Determination of Carbon, Hydrogen, and Nitrogen in Laboratory Samples of Coal and Coke
___ D 4208	Total Chlorine in Coal by the Oxygen Bomb Combustion/Ion Selective Electrode Method	___ D 5515	Determination of the Swelling Properties of Bituminous Coal Using a Dilatometer
___ D 4239	Sulfur in the Analysis Sample of Coal and Coke Using High Temperature Tube Furnace Combustion Methods	___ D 5671	Polishing and Etching Coal Samples for Microscopical Analysis by Reflected Light

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Coal/Coke Quality Conformance Program™ (CQCP™) Coal and Coke Laboratories Using ASTM Standards

APPLICATION FOR ACCREDITATION FORM - Page 8 of 10 SELECTION LIST (continued)

___ D 5865	Gross Calorific Value of Coal and Coke	___ D 6518	Bias Testing a Mechanical Coal Sampling System
___ D 5987	Total Fluorine in Coal and Coke by Pyrohydrolytic Extraction and Ion Selective Electrode or Ion Chromatograph Methods	___ D 6609	Part-Stream Sampling of Coal
___ D 6316	Determination of Total, Combustible and Carbonate Carbon in Solid Residues from Coal and Coke	___ D 6721	Determination of Chlorine by Oxidative Hydrolysis Microcoulometry
___ D 6349	Determination of Major and Minor Elements in Coal, Coke, and Solid Residues from Combustion of Coal and Coke by Inductively Coupled Plasma-Atomic Emission Spectrometry	___ D 6722	Total Mercury in Coal and Coal Combustion Residues by Direct Combustion Analysis
___ D 6357	Determination of Trace Elements in Coal, Coke, and Combustion Residues from Coal Utilization Processes by Inductively Coupled Plasma Atomic Emission Spectrometry, Inductively Coupled Plasma Mass Spectrometry, and Graphite Furnace Atomic Absorption Spectrometry	___ D 6883	Manual Sampling of Stationary Coal from Railroad Cars, Barges, Trucks, or Stockpiles
___ D 6414	Total Mercury in Coal and Coal Combustion Residues by Acid Extraction or Wet Oxidation/Cold Vapor Atomic Absorption		
OTHER			

QUALITY ASSOCIATES INTERNATIONAL® , LLC

Coal/Coke Quality Conformance Program™ (CQCP™) Coal and Coke Laboratories Using ASTM Standards

APPLICATION FOR ACCREDITATION FORM –Page 10 of 10 FEE SCHEDULE

The QAI ACCREDITATION FEES are described on the next page. To calculate the fees, complete TABLE 1. **Complete a separate application for each facility requiring accreditation.** All tests or types of tests, for which you apply and are found competent to perform, will be included in the individual scope(s) of accreditation or supplement(s).

(Note: Accreditation fees do not include cost of proficiency testing audit activities.)

FIELD: COAL & COKE

TABLE 1
FEE CALCULATION: (EFFECTIVE JANUARY 1, 2005)

➤ Initial Application Fee – First Time Laboratory	(Nonrefundable)	\$600
➤ Annual Fee		\$1000
➤ Estimated Assessor Costs*		\$2500
➤ ESTIMATED TOTAL		<hr/> <hr/>
➤ Amount Payable Prior to any Assessment Process.	75% of Estimated Total	<hr/>
➤ Amount Payable Prior to Issuing Certificate.	25% of Estimated Total	<hr/>

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*NOTE: Laboratory will be billed or refunded the difference between actual cost and this deposit. Accreditation will not be granted until all fees are paid.

Refund Policy: The Application Fee is nonrefundable. If a laboratory withdraws the application before completion of the assessment, it may apply for a refund of 50% of the Annual Fee and the balance of the unexpended assessor deposit. There will be no refund of annual fees after the assessment has been completed.

Refunds of any balance remaining on the assessor deposit will be made at the time of the accreditation decision. Any withdrawal or refund request must be in writing. **NOTE:** Fees in future years are subject to change.

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QUALITY ASSOCIATES INTERNATIONAL[®], LLC

Coal/Coke Quality Conformance Program[™] (CQCP[™]) Coal and Coke Laboratories Using ASTM Standards

LABORATORY ACCREDITATION FEES, EFFECTIVE JANUARY 1, 2005

Initial Application Fee (Nonrefundable)—One time fee of \$600 for each laboratory.

Annual Fee— Although accreditation is granted for two years, an Annual Fee and surveillance audit is required to continue accreditation into the second year.

Annual Fee for each laboratory is: \$1000

If there are substantial changes in operations or concerns about the laboratory's performance, a complete reassessment at actual cost may be required sooner than the normal two-year interval. Tests can be added to a laboratory's scope of accreditation at any time, but substantive additions require an assessment.

Assessment Fee (you pay the actual cost of assessment)

The Assessor fee is estimated to be \$2500 for each laboratory assessment. Actual costs can vary significantly depending upon a laboratory's size, desired scope of accreditation, and adequacy of its preparation for the assessment. After the assessment takes place, you will be billed (or refunded) the difference between the actual costs and the estimated Assessor fee. Actual costs are computed based on:

- Total Assessment and Travel Time at \$100 per hour per assessor;
- Travel (air fare, rental car, or private auto @ IRS allowable rate); and
- Accommodations & Miscellaneous (hotel, meals, parking, calls, etc.).

Refund Policy: The Application Fee is nonrefundable. If a laboratory withdraws the application before completion of the assessment, it may apply for a refund of 50% of the Annual Fee and the balance of the unexpended estimated Assessor fee. There will be no refund of annual fees after the assessment has been completed. Refunds of any balance remaining on the estimated Assessor fee will be made at the time of the accreditation decision. Any withdrawal or refund request must be in writing.

NOTE: Fees in future years are subject to change.

Assessment Time: An assessment of one laboratory/ field can take from 1 to 5 days in the laboratory with additional time taken for preparation and report writing. It is to the laboratory's advantage to be prepared and to help prepare the assessors beforehand. If any part of the quality system documentation is not sent to assessors beforehand, assessors will need additional time at the laboratory. If the scope of accreditation changes significantly as the assessment progresses, assessors will also need more time. If there are significant deficiencies, assessor follow-up time may be charged.

QUALITY ASSOCIATES INTERNATIONAL®, LLC

Coal/Coke Quality Conformance Program™ (CQCP™) Coal and Coke Laboratories Using ASTM Standards

APPLICATION FOR LABORATORY ACCREDITATION CHECKLIST

Please use this checklist to review your application package prior to submitting it to QAI. Completion of the required items is necessary for efficient processing of your application. Delays may occur if additional or clarifying information is needed. Before mailing your application to QAI, have you done the following:

- ___ Identified your laboratory's Authorized Representative?
- ___ Completed the LABORATORY INFORMATION (page 1, **APPLICATION FOR ACCREDITATION FORM**)?
- ___ Considered additional laboratories for accreditation? If so, please copy this application for use when those laboratories apply.
- ___ Read, understood and signed the CONDITIONS (pages 2 & 3, **APPLICATION FOR ACCREDITATION FORM**)?
- ___ Completed the SUPPORTING INFORMATION (page 4, **APPLICATION FOR ACCREDITATION FORM**), TECHNICAL STAFF TABLE (page 8, **APPLICATION FOR ACCREDITATION FORM**) and attached organizational charts?
- ___ Completed the FEE CALCULATION (page 9, **APPLICATION FOR ACCREDITATION FORM**) and submitted a check made payable to **Quality Associates International®**, LLC in US\$ for the appropriate amount? An application cannot be considered until payment, or an arrangement for payment, is made.
- ___ Completed the appropriate SELECTION LISTS (Pages 5-7, **APPLICATION FOR ACCREDITATION FORM**)? Use the SELECTION LISTS that QAI provided (attach an additional list of your own making, if necessary). This list needs to identify the specific tests and types of tests for which you seek accreditation. These lists should be prepared in enough detail so that the desired scope of accreditation can be properly determined and presented in the QAI Directory.
- ___ Read the, "General Requirements for Accreditation of Coal and Coke Laboratories Using ASTM Standards," to ensure a basic understanding of the accreditation process and the general criteria for accreditation (Obtainable at www.qai-online.com, Coal/Coke Quality Conformance Program™ page)?
- ___ Completed the attached "Assessor Checklist: General Criteria" (Obtainable at www.qai-online.com, Coal/Coke Quality Conformance Program™ page)?
- ___ Ensured that your Quality Manual addresses all elements of ISO/IEC 17025?
- ___ Enrolled in suitable proficiency testing program(s), as applicable, related to your field(s) and enclosed the most recent report(s)?
- ___ Attached your Equipment List, with the source of calibration (in-house or commercial) indicated?
- ___ Enclosed an uncontrolled copy of your current Quality Manual? (Electronic version or hard copy)

Return the following pages to QAI: this checklist page, and pages 1 through 9 of the Application For Accreditation Form, appropriate test method selection lists, and all attachments in response to any question in this application. Please submit the original completed forms and supplemental information and a check in the appropriate amount, payable to QUALITY ASSOCIATES INTERNATIONAL®, LLC at the address on the overview page.

Completed by (Name): _____ Date: _____

For QAI office use only: LAB CODE _____ ASSESSMENT NO. _____