



## COAL/COKE QUALITY CONFORMANCE PROGRAM™

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QUALITY ASSOCIATES INTERNATIONAL®, LLC

QUALITY ASSURANCE IS THE BEST INSURANCE

### **STEPS IN PREPARING FOR ACCREDITATION**

1. Determine that accreditation to the Coal/Coke Quality Conformance Program™ (CQCP™) is appropriate for your facility. The CQCP™ laboratory accreditation program is specifically designed for coal/coke laboratories using ASTM test methods.
2. Purchase a copy of ISO/IEC 17025, *General requirements for the competence of testing and calibration laboratories*. All laboratories requesting accreditation to the CQCP™ program must meet all relevant requirements of ISO/IEC 17025. A link to the ISO 17025 website is provided on the Quality Associates International® (QAI) website listed above, (CQCP™ page).
3. Review all test methods to be included in the scope of accreditation against the latest and appropriate ASTM standards to assure compliance. Compliance certification to other versions of the ASTM standards may be requested (Please provide the version number). Departures from ASTM standards may be certified, if measurement uncertainty equivalent to the appropriate ASTM standards can be demonstrated (Please provide appropriate supporting documentation).
4. Request from QAI or download from the QAI website, the following:
  - CQCP™ Application
  - CQCP™ Assessor Checklist: General Criteria (ISO/IEC 17025)
  - CQCP™ Quality Manual
5. Read all documents.
6. Identify the individual responsible for the quality system (e.g., the Quality Manager).
7. Assure support and commitment from top management. This is a requirement of ISO/IEC 17025. Assure that resources are committed to the accreditation implementation and ongoing processes.
8. Review the criteria thoroughly and identify practices and procedures that must be revised or implemented.
9. Assure that the policies, organizational structure and procedures are appropriately documented in a quality manual and/or related documentation. Ensure that all relevant requirements of ISO/IEC are fulfilled. Ascertain that all involved in the process understand the processes and concur.
10. Complete the CQCP™ Application and Assessor Checklist.
11. Through internal evaluation assure:
  - Management commitment
  - Procedures are in place and fully functional
  - SOPs conform to the appropriate ASTM test methods
  - Departures from ASTM standards demonstrate measurement uncertainty equivalent to the appropriate ASTM standards
12. Return the completed CQCP™ application, Assessor Checklist, and facility supporting documentation to QAI, with the appropriate fees.