Guideline for the fill in this form
and apply for laboratory accreditation
Proficiency Testing Provider and Reference Material

PART-1 TESTING LABORATORY/CALIBRATION LABORATOTY

1.1 Filling the application form of laboratory accreditation (LA-F-01)

1. Name of laboratory organization

   Fill the full name of your organization where signed with Ministry of Commerce

2. Address of head office

   Fill the address of head office

3. Number of telephone, fax and e-mail address

   Fill the number of telephone, fax of head office and e-mail address of head office representative to simplify contact

4. Scope of application for accreditation

   Fill the details on Supporting document for the Laboratory Accreditation Application Form (LA-F-02), title 5

5. Name of laboratory and premises

   Fill the name and premises of application laboratory

6. Number of telephone, fax and e-mail address of laboratory

7. Fill the number of telephone, fax of head office and e-mail address of top management or representative to simplify contact

8. Signing of applicant

   Signing by top management or authorized person as a condition on approval document form Ministry of Commerce together with a logo of laboratory (If specified in the conditions in the certificate of registration.) or authorized person who has authorized document from authorize person enclosed with 30 Bath of revenue stamp.

1.2 Filling the Supporting document for the Laboratory Accreditation Application Form (LA-F-02)

1. General information

   Title 1.2 to be chosen more than 1 block.

2. The purpose of the submission on laboratory accreditation

   Filling the purpose of and standard method to apply accreditation. In case accredited laboratory would like to extend the scope of accreditation or continue the accreditation certificate, the date of submission or continue the certificate included accreditation number must be filled.

3. Specific information

   Filling the name of top management or representative who is simplified contact such as the name of quality manager etc. and current quality system information.

   The Technical data must be filled to apply for accreditation of 7 technical tables

   LA-F-75 Proficiency testing activity of accredited and applicant laboratories (Attachment)

   Filling all activities which participated or compared only for the application scope. In case any pages are not enough to fill the details. The only related pages or any attached documents must be required.

   LA-F-84 Validation and verification of methods (Attachment)

   Filling details of Validation and verification of methods to cover the range of the application scope. In case any pages are not enough to fill the details. The only related pages or any attached documents must be required.

   Filling measurement uncertainty to cover the range of the application scope

   LA-F-86 Main equipment (Attachment)

   Filling the name and details of main equipment which impacted on result include the reference standard only for the application scope. In case any pages are not enough to fill the details. The only related pages or any attached documents must be required.

   LA-F-87 Measurement standards (Attachment)

   Filling the name and details of Measurement standards which impacted on result include the reference standard only for the application scope. In case any pages are not enough to fill the details. The only related pages or any attached documents must be required.

   LA-F-88 Certified reference materials / Reference materials (Attachment)

   Filling the name and details of Certified reference materials/ Reference materials which impacted on result include the reference standard only for the application scope. In case

any pages are not enough to fill the details. The only related pages or any attached documents must be required.

4. The name, graduation, experience and responsibility of all personal quality system. Filling the name and details of head of laboratory, quality manager, technical management, supervisor, technical staff and all deputy of theses position. In case any pages are not enough to fill the details. The only related pages or any attached documents must be required.
5. The application scopes of testing laboratory accreditation
   Filling materials or product, measurand, range, method and using technique only for the application scope. In case any pages are not enough to fill the details. The only related pages or any attached documents must be required.
6. All documents of quality system of laboratory conformed with ISO/IEC 17025 must be marked by ✓and filling reference documents/ code and page number as mentioned on quality manager/related documents of laboratory conformed with ISO/IEC 17025.

NOTE : 1. Completed filling details on the application form of must be required and it single copy (signed on approval name) to be required.
2. Completed filling details on a single of the supporting document for the to be required.
3. In case accredited laboratory would like to extend the scope of accreditation or continue the accreditation certificate. the application form of is not required but a single the Testing enclosed with the officially letter to be informed is required.

1.3 Submission the application form of laboratory accreditation.

1. The application form of and the supporting document for the must be downloaded at website (http://www.dss.go.th) or them must be collected at the office of Bureau of Laboratory Accreditation, Department of Science Service.
2. The application form of and the supporting document for the Testing must be completed as mentioned on the Guideline for the fill in this form and apply for laboratory accreditation.
3. The application form of and the supporting document for the Testing and all related supporting document for be submitted at the General Administrative Subdivision, 5th floor, SAL Building, Department of Science Service.
4. The application form of and the supporting document for the Testing and all related supporting documents must be reviewed by BLA-DSS staff. The receiving date and name of receiver must be filled. In case any document of quality manual, procedure, standard method and other related documents are lacked or missed, BLA-DSS must refuse the process of submission (The other of supporting documents as mentioned on the application form of The application form of to be sent after the submission.)
5. Representative of laboratory send a the application form of The application form of and its single copy on the receiving date. The application fee to be paid 1,000 Bath in the name of applicant laboratory (by cheque or cash) to Department of Science Service (details of accreditation fee as mentioned on the accreditation fee document (LA-R-02) at the financial section of Tou Labanukrom building. The copies of the application form of and application receipt to be collected to applicant laboratory.
6. BLA-DSS to be conducted the accreditation process as mentioned on the process of laboratory accreditation document (LA-I-02)

NOTE;
1. In case applicant laboratory would like to submit the application form of laboratory accreditation**,** all related documents together with a cheque (in Bangkok and Bangkok metropolitan) of 1,000 Bath in name of applicant laboratory should be sent by post to Bureau of Laboratory Accreditation, Department of Science Service -75/7 Rama VI Road, Ratchathewi District, Bangkok 10400, Thailand**.**
2. If applicant laboratory have any inquiries and further information, Please contact to answer at Bureau of Laboratory Accreditation, Department of Science Service-75/7 Rama VI Road, Ratchathewi District, Bangkok 10400, Thailand,
   Telephone, 66 2201 7125, 66 2201 7165 and 66 2201 7134
   e-mail : pr-bla@dss.go.th.

Guideline for the fill in this form
and apply for laboratory accreditation
Proficiency Testing Provider and Reference Material

for BLA-DSS officer
Application number.....
Date.....
Applicant.....
Laboratory .....
Payment Receipt No. .....
Issued No. .....

EXAMPLED

THE APPLICATION FORM FOR APPLICANT LABORATORY

BUREAU OF LABORATORY ACCREDITATION

DEPARTMENT OF SCIENCE SERVICE

Date 29 Month June Year 2026

Name of Organization /Office ABC Testing Services

Head Office Address -

Road Rama VI District Ratchatevee Province/City Bangkok

Country Thailand Postcode 10400

Tel 66 2201 7165 Fax 66 2201 7201 E-mail address testing@abcservice

I hereby apply for ☐ testing ☑ calibration laboratory accreditation according to ISO/IEC 17025: 2017
The requested scopes are shown in the Supporting documents for accreditation form (LA-F-02)

Name of Organization /Office ABC Testing Services

Head Office Address -

Road Nimmanhamin District Huykaew Province/City Chiangmai

Country Thailand Postcode 55160

Tel 66 5301 7165 Fax 66 5301 7201 E-mail address testing@abcservice

Documents attached to the application form, are composed of:

1. The quality manual or policy document, quality procedures, test methods and related documents (two copy of the latest versions)
2. A completed Supporting documents for accreditation form (LA-F-02)
3. Legal documents of the applicant
   1) copy of Commercial Registration
   2) copy of Certificate of Partnership and Company Registration office (not exceed 6 months)
   3) copy of Census Registration and copy of Identity card of *person in charge of applicant* organization and letter of Power of Attorney

I promise that:

1. I shall pay for an application fee and all fees as listed in the regulation document (LA-R-02) after receiving the quotations from the Bureau of Laboratory Accreditation, Department of Science Service.
2. I shall perform according to the requirements, regulation and criteria for competence of testing laboratories. (LA-R-03). And in addition to the requirements as specified in List of publication (LA-I-01)
3. All information provided has no proven evidence of any fraudulent behaviour, falsification of information deliberate violation of accreditation requirements.

Signed Applicant
( )
( ) Authorized person
( ) Designated Authorized person

Remark: - Please provide two copies of the application form (original and photocopy, 1 each).
- Please find further information for accreditation of calibration laboratory with a reference to the LA-G-13
- BLA-DSS policy and procedures of assessment and decision making are provided for all applicant laboratories in a non-discriminatory manner without conditions on the size of organisation, private or public organisation, and its affiliation to any particular group or association.

LA-F-01-x/xx-xx

PART-2 PROFICIENCY TESTING PROVIDER

2.1 Filling the application form of Proficiency Testing Provider accreditation (LA-F-201)

1. Name of Executive/Authorised person
   Fill the full name of Executive/Authorised person
2. Name of laboratory organization
   Fill the full name of your organization where signed with Ministry of Commerce
3. Address of head office
   Fill the address of head office
4. Type of Proficiency Testing Provider
   Remark more than 1 type of Testing field, Calibration field and Medical testing field
5. Signing of applicant
   Signing by top management or authorized person as a condition on approval document form Ministry of Commerce together with a logo of laboratory (If specified in the conditions in the certificate of registration.) or authorized person who has authorized document from authorize person enclosed with 30 Bath of revenue stamp.

2.2 Filling the supporting document for the Proficiency Testing Provider Accreditation Application Form (LA-F-202)

1. General information
   Fill the organization name, Proficiency testing provider name, application no, accreditation no. and every pages number.
2. Specific information
   - Fill the executive name or representative (eg. Quality manager) and information of quality systems, positional level, telephone, Fax and e-mail address
   - Fill the name of contact person, positional level, telephone, Fax and e-mail address
   - Fill the website of applicant

- Mission of applicant organization
- Type of applicant Limited Partner Ship, Company limited, Public Company limited, Government Organization, State Enterprises, Educational Institute and Other (please specify)
- Objective for applicant (fill in the box) Accreditation of PTP accordance to ISO/IEC 17043:2010, Extension scope of accreditation, Reassessment

3. Basic Information of the Proficiency Testing Provider
   - Describe the primary tasks of the Proficiency Testing Provider and the number of employs a total of employees of which are Proficiency Testing operation personnel.
4. List of the Proficiency Testing Personnel
   - Fill the position full name, Education, Related technical experience, Proficiency testing item handled, Proficiency testing item handled of Head of the Proficiency Testing, Quality Manager, Technical Manager, Coordinator, Technical Experts and Statistical Experts.
5. Specifications of the Accreditation Application Contents
   - Fill Item Number, Proficiency Testing Programs, Measurand (s), PT Item and Frequency of the laboratory successfully executed at least one program of each Proficiency Testing item stated in the following table for accreditation and issued an official final report.
6. List of Proficiency Testing Sites
   - Fill Item No., Address of execution site, Work description of the same as the Proficiency Testing Provider location stated in the Application Form LA-F-201.Others of the Proficiency Testing items or procedures (such as sample production, sample storage, sample packaging, etc.) are not conducted in the location stated. Please declare the address and description of other work or tasks of each site.
7. List of Subcontractors
   - In case contracted homogeneity analysis, stability analysis, and assigned value setting lab. Fill Commissioned contents (e.g. homogeneity analysis, stability analysis etc.) Name of subcontractor, Related proficiency test item Accreditation.
   - In case subcontractors contracted to conduct sample production or packaging, and other tasks not included in the properties presented in above. Fill the commissioned contents (e.g. sample production, sample packaging), Name of subcontractor, Proficiency test item handled.

8. List of Documents
- Fill No., Title of document, Document No. and Date of issue of all the Quality Manual, Standard Operating Procedure, Work Instruction and other related document.

9. Table of Equipment Reference Materials and Reference Standard
- Fill Name of instrument or equipment, Brand / model No./ serial No., Corresponding Proficiency Testing Item under application and Calibration status of the principal instruments and equipment, and information of their tracking conditions.
- Fill Name of reference material, Brand and model No. and Source and verification record for using reference material in the related proficiency testing procedures
- Fill Name of reference material, Brand and model No. and source for using reference standard in the related proficiency testing procedures.

2.3 Submission the application form of Proficiency Testing Provider accreditation.

1. The application form of and the supporting document for the must be downloaded at website (http://www.dss.go.th) or them must be collected at the office of Bureau of Laboratory Accreditation, Department of Science Service.
2. The application form of and the supporting document for the applicant must be completed
   as mentioned on the Guideline for the fill in this form and apply for Proficiency Testing Provider accreditation.
3. The application form of and the supporting document for the Testing and all related supporting document for be submitted at the General Administrative Subdivision, 5th floor, SAL Building, Department of Science Service.
4. The application form of and the supporting document for Proficiency Testing Provider and all related supporting documents must be reviewed by BLA-DSS staff. The receiving date and name of receiver must be filled. In case any document of quality manual, procedure, standard method and other related documents are lacked or missed, BLA-DSS must refuse the process of submission (The other of supporting documents as mentioned on the application form of The application form of to be sent after the submission.)
5. Representative of Proficiency Testing Provider send a the application form of The application form of and its single copy on the receiving date. The application fee to be

paid 1,000 Bath in the name of applicant Proficiency Testing Provider (by cheque or cash) to Department of Science Service (details of accreditation fee as mentioned on the accreditation fee document (LA-R-02) at the financial section of Tou Labanukrom building. The copies of the application form of and application receipt to be collected to applicant.

6. BLA-DSS to be conducted the accreditation process as mentioned on the process of laboratory accreditation document (LA-I-02)

NOTE; 1. In case applicant Proficiency Testing Provider would like to submit the application form of accreditation**,** all related documents together with a cheque (in Bangkok and Bangkok metropolitan) of 1,000 Bath in name of applicant should be sent by post to Bureau of Laboratory Accreditation, Department of Science Service -75/7 Rama VI Road, Ratchathewi District, Bangkok 10400, Thailand**.**

2. If applicant have any inquiries and further information, Please contact to answer at Bureau of Laboratory Accreditation, Department of Science Service-75/7 Rama VI Road, Ratchathewi District, Bangkok 10400, Thailand,
Telephone, 66 2201 7165 e-mail : pr-bla@dss.go.th.

Guideline for the fill in this form

and apply for laboratory accreditation

Proficiency Testing Provider and Reference Material

for BLA-DSS officer
Application No.
Date
Officer
Payment Receipt No.
Issued No.

EXAMPLED

Proficiency Testing Provider Accreditation Application Form

Bureau of Laboratory Accreditation, Department of Science Service

Date 29 Month June Year 2026

Name (Mr., ~~Mrs., Ms.~~) Steward Bukka (Executive/Authorised person)

Name of Organisation (Thai) -

(English) ABC Provider Company

Address (Thai) -

(English) Road Rama VI District Ratchatevee Province/City Bangkok

Country Thailand Postcode 10400

I hereby apply for Proficiency Testing Provider Accreditation according to ISO/IEC 17043 : 2010 to the Bureau of Laboratory Accreditation, Department of Science Service (BLA-DSS).

Field(s) under application (Applicant may tick multiple boxes for multiple choices)

☐ Calibration field ☑ Testing field ☐ Medical testing field

The requested scopes are shown in Proficiency Testing Provider Information Form (LA-F-202).

Name of Proficiency Testing Provider

Name of Organisation (Thai) -

(English) ABC Provider Company

Address of Proficiency Testing Provider

Address (Thai) -

(English) Road Rama VI District Ratchatevee Province/City Bangkok

Country **Thailand** Postcode **10400**

(Mr., ~~Mrs., Ms.~~) Steward Bukka as the head of the Proficiency Testing Provider is in charge of monitoring the compliance of the Proficiency Testing Provider with the provisions stated in the BLA-DSS Requirements, regulation and criteria for the competence of Proficiency Testing Provider (LA-R-06).

(Steward Bukka)
Signature of Executive/ Authorised person

LA-F-201-x/xx-xx

PART- 3. REFERENCE MATERIAL PRODUCER

3.1 Filling the application form of Reference material producer accreditation (LA-F-301)

1. Name of Executive/Authorised person
   Fill the full name of Executive/Authorised person
2. Name of laboratory organization
   Fill the full name of your organization where signed with Ministry of Commerce
3. Address of head office
   Fill the address of head office
4. Type of Proficiency Testing Provider
   Remark more than 1 type of type A: Chemical position, type B: Biological and clinical properties, type C: Physical Properties, type D: Engineering properties and type E: Miscellaneous
5. Signing of applicant
   Signing by top management or authorized person as a condition on approval document form Ministry of Commerce together with a logo of laboratory (If specified in the conditions in the certificate of registration.) or authorized person who has authorized document from authorize person enclosed with 30 Bath of revenue stamp.

3.2 Filling the supporting document for the Reference Material Producer Accreditation Application Form (LA-F-302)

1. General information
   Fill the organization name, Reference Material Producer name, application no, accreditation no. and every pages number.
2. General information of applicant

- Fill the executive name or representative (eg. Quality manager) and information of quality systems, positional level, telephone, Fax and e-mail address
- Fill the name of contact person, positional level, telephone, Fax and e-mail address
- Fill the website of applicant
- Type of applicant Limited Partner Ship, Company limited, Public Company limited, Government Organization, State Enterprises, Educational Institute and Other (please specify)

- Objective for applicant (fill in the box) Accreditation of RMP accordance to ISO/IEC 17034 :2016, Extension scope of accreditation, Reassessment

3. Basic Information of the Reference Material Producer
   - Describe the primary tasks of the reference material producer and the number of employs a total of employees of which are reference material producer operation personnel. Category and Sub-category of reference material, CRM/RM, Property values/Parameter/Characterization range, Characterization procedure/Technique only activities of Reference Material Characterization
   - Fill no. of subcontractor, duty of subcontractor, standard method, accreditation body to accredit on subcontractor
4. List of the Reference Material Producer Personnel
   - Fill the position full name, Education, Related technical experience, reference material producer item handled of Executive personnel, Technical Experts and Statistical Experts.
5. List of proposed scopes
   - Fill the Category and Sub-category of reference material, Property values / Parameter/Characterization range, Associated uncertainty of property value, Technical methods/ Measurement Technique
6. List of the reference laboratory
   - Fill the name of laboratory, Type, Procedure, Process of related reference material, accreditation status, accreditation body to accredit only for the proposed scope from the reference laboratory
7. List of the sites for reference material producer

- Fill no., site and all activities of reference material producer process for proposed scope.

8. List of subcontractor
   - In case contracted homogeneity analysis, stability analysis, and assigned value setting lab. Fill Commissioned contents (e.g. homogeneity analysis, stability analysis etc.) Name of subcontractor, Related Reference Material test item Accreditation.
   - In case subcontractors contracted to conduct sample production or packaging, and other tasks not included in the properties presented in above. Fill the commissioned contents (e.g. sample production, sample packaging), Name of subcontractor, Reference Material test item handled.
9. List of Documents
   - Fill No., Title of document, Document No. and Date of issue of all the Quality Manual, Standard Operating Procedure, Work Instruction and other related document to correspond ISO 17034: 2016
10. Table of Equipment Reference Materials and Reference Standard
    - Fill Name of instrument or equipment, Brand / model No./ serial No., Corresponding Reference Material Item under application and Calibration status of the principal instruments and equipment, and information of their tracking conditions. (Exclude as above of subcontractor).
    - Fill Name of reference material, Brand and model No. and Source and verification record for using reference material in the related reference material process.
    - Fill Name of reference material, Brand and model No. and source for using reference standard in the related reference material process.
    - Fill the proficiency testing program, inter-laboratory comparisons/ proficiency testing provider/ list of testing laboratory to compare of inter-laboratory/ date of participate/ date of final report/ result of comparison/ z-score/ details of corrective actions when the result is not pass/ finished date of corrective action of the proficiency testing program, inter-laboratory comparisons/ proficiency testing provider/ list of testing laboratory to compare of inter-laboratory are not more than 3 years ago.

3.3 Submission the application form of Reference Material Producer accreditation.

1. The application form of and the supporting document for the must be downloaded at website (http://www.dss.go.th) or them must be collected at the office of Bureau of Laboratory Accreditation, Department of Science Service.
2. The application form of and the supporting document for the applicant must be completed as mentioned on the Guideline for the fill in this form and apply for Reference Material Producer accreditation.
3. The application form of and the supporting document for the Testing and all related supporting document for be submitted at the General Administrative Subdivision, 5th floor, SAL Building, Department of Science Service.
4. The application form of and the supporting document for Reference Material Producer and all related supporting documents must be reviewed by BLA-DSS staff. The receiving date and name of receiver must be filled. In case any document of quality manual, procedure, standard method and other related documents are lacked or missed, BLA-DSS must refuse the process of submission (The other of supporting documents as mentioned on the application form of The application form of to be sent after the submission.)
5. Representative of RMP send a the application form of The application form of and its single copy on the receiving date. The application fee to be paid 1,000 Bath in the name of applicant Reference Material Producer (by cheque or cash) to Department of Science Service (details of accreditation fee as mentioned on the accreditation fee document (LA-R-02) at the financial section of Tou Labanukrom building. The copies of the application form of and application receipt to be collected to applicant.
6. BLA-DSS to be conducted the accreditation process as mentioned on the process of laboratory accreditation document (LA-I-02)

NOTE; 1. In case applicant Reference Material Producer would like to submit the application form of accreditation**,** all related documents together with a cheque (in Bangkok and Bangkok metropolitan) of 1,000 Bath in name of applicant should be sent by post to Bureau of

Laboratory Accreditation, Department of Science Service -75/7 Rama VI Road, Ratchathewi District, Bangkok 10400, Thailand.

2. If applicant have any inquiries and further information, Please contact to answer at Bureau of Laboratory Accreditation, Department of Science Service-75/7 Rama VI Road, Ratchathewi District, Bangkok 10400, Thailand,
Telephone, 66 2201 7165 e-mail : pr-bla@dss.go.th.

Application No.	
Date	
Officer	
Payment Receipt No.	
Issued No.	

EXAMPLED

Reference Material Producer Accreditation Application Form

Bureau of Laboratory Accreditation, Department of Science Service

Date 29 Month June Year 2026

Name (Mr., ~~Mrs., Ms~~.) Johny Bithhy (Executive/Authorised person)

Name of Organisation (Thai) -
(English) ABC Producer Company
Address (Thai) -

(English) Road Rama VI District Ratchatevee Province/City Bangkok

Country Thailand Postcode 10400

I hereby apply for Reference Material Producer Accreditation according to ISO 17034 : 2016 to the Bureau of Laboratory Accreditation, Department of Science Service (BLA-DSS).

Field(s) under application (Applicant may tick multiple boxes for multiple choices)
☐ Calibration field ☑ Testing field ☐ Medical testing field

The requested scopes are shown in Reference Material Producer Information Form (LA-F-302).
Name of Reference Material Producer
Name of Organisation (Thai) -
(English) ABC Producer Company
Address of Reference Material Producer
Address (Thai) -

Guideline for the fill in this form
and apply for laboratory accreditation
Proficiency Testing Provider and Reference Material

(English) Road **Rama VI** District **Ratchatevee** Province/City **Bangkok**

Country **Thailand** Postcode **10400**

(Mr., ~~Mrs., Ms.~~) Johny Bithhy as the head of the Reference Material Producer is in charge of monitoring the compliance of the Reference Material Producer with the provisions stated in the BLA-DSS Requirements, regulation and criteria for the competence of Proficiency Testing Provider (LA-R-08).

(Johny Bithhy)
Signature of Executive/ Authorised person

LA-F-301-x/xx-xx