Title	**Instructions for DA-online software use for Testing Laboratories**
Reference	**IO-09-04-DL**
Revision	**00**
Date	**31-07-2018**

Preparation	**Approval**	**Athorization**	**Application date**
MS Head Officer assistant/ WG coordinator	The Director of Department	The General Director	11-09-2018

CONTENTS

1. SCOPE AND FIELD OF APPLICATION

This operative instruction is a guide for the online completion of the application for accreditation – DA relating to the scope of accreditation (list of tests/samples for which accreditation is required). It is for testing laboratories requesting accreditation in accordance with the scheme UNI CEI EN ISO/IEC 17025.

The online DA was introduced by ACCREDIA-DL for the online completion of DA-02 Annex 1 and it is based on a database (called "Atlante") in which the tests currently holding ACCREDIA-DL accreditation were registered. The database permits the completion of the list of tests/samples for which accreditation is required as well as obtaining DA-02 Annex 1 with sections 2 and 6 automatically completed.

Completion of the modules provided for by general regulation RG-02 remains unchanged for the presentation of the application for accreditation: DA-00, DA-02 and the Annexes, including the module DA-02 Annex 1 completed in all sections.

The application is necessary also for requesting changes, extensions or withdrawals of tests/samplings.

ACCREDIA-DL takes care of the periodical updating of the database. It has not been developed as an instrument for verifying the updating of documents of external origin by testing laboratories which are obliged to carry out adequate controls of the official websites of bodies responsible for individual methods.

2. REFERENCE DOCUMENTS

This instruction makes reference to the applicable general and technical regulations for testing laboratories in the revision in force (see LS-04).

3. DEFINITIONS

3.1. DEFINITIONS

The general and technical regulations for testing laboratories are applicable.

4. GENERAL

The paragraph below contains the operative modalities for the various activities handled by means of the online DA application.

4.1. REGISTRATION

To obtain the access credentials it is necessary to send an email to info@accredia.it providing:

- Contact name
- Laboratory name
- VAT number and fiscal code number
- Contact email (the laboratory domain is preferred to personal emails)

The laboratory will receive an email containing the link for completing the registration. Proceed by entering the chosen password. The USER is the email for contact with ACCREDIA.

5. ENTRY OF NEW TEST LIST

To complete the online DA, do the login using the specific page of the website www.accredia.it. The access credentials are those included during registration.

If the contacts provided is associated with a number of laboratories, all ths related sites shall be visible.

To complete the application for accreditation choose the reference of the laboratory and click on "AGGIUNGI ELENCO PROVE DI UNA NUOVA SEDE" ("add a new list")

In the next page, by selecting the button "ADD AS NEW LIST" a line is created identified by the number 1.

PROGRESSIVO	NOME ELENCO
1	All 1 DA-02 rev 0

Aggiungi un nuovo elenco   Elimina l'elenco   Duplica   Vai all'elenco prove   Indietro   **?** Aiuto

To modify the name of the line, double click on "NOME ELENCO" ("name of the list") and write a new name.

To start the tests, choose the line and then click on "VAI ALL'ELENCO PROVE" ("go to the test list").

PROGRESSIVO	NOME ELENCO
1	All 1 DA-02 rev 0

Aggiungi un nuovo elenco   Elimina l'elenco   Duplica   Vai all'elenco prove   Indietro   **?** Aiuto

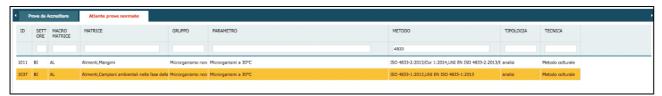## 5.1 ENTRY OF NEW TEST METHODS

5.1.1. OFFICIAL TEST METHOD, NORMALIZED AND NOT NORMALIZED

By clicking on "AGGIUNGI PROVA NORMALIZZATA" ("add normalized test") the entire list of standards in the "Atlante" will appear.

The top line (grey in color) enables a research of any test method, using any field: matrix, parameter, method etc. all the standards corresponding to this query will appear. The most complete research involves entering the code of the method (e.g. 6579, 11290 etc.).
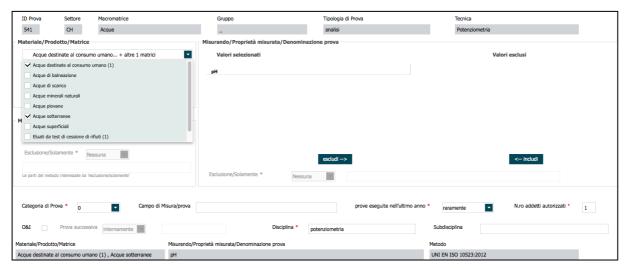

By highlighting the chosen line and clicking on "SELEZIONA" it is possible to access the chosen test.

5.1.1.1. Material/Product/Matrix

The laboratory may eliminate matrices which are not of interest, deselecting from the pulldown menu and clicking on the flag ☑.

For generic matrices (e.g. water, food etc.) it is possible to complete the field ESCLUSIONE/SOLAMENTE ("exclusion/only") to limit/detail the matrix (e.g. excluding milk).

In some cases, as well as the matrices envisaged by the scope of the method, other similar matrices are given, which may be required for accreditation following verification by the laboratory (see RT-23 and RT-08).

5.1.1.2. Measurand/Measured property/Name of the test

All the possible parameters envisaged by the method are in the database. The laboratory may eliminate those which are not of interest by clicking on "ESCLUDI" ("exclude").

The excluded parameters can be re-included by clicking on "INCLUDI" ("include").

5.1.1.3. Methods

A number of normative bodies may be present given equality of the method code. The laboratory may eliminate methods which are not of interest, deselecting them from the pulldown menu using the flag ☑.

In some case sit is possible to indicate exclusions of the method (e.g. sampling) and in other cases the exclusions are already clarified and it is possible to select from the pulldown menu.

5.1.1.4. Other fields

Finally, the following fields must be completed:

- Category: 0, I, II, III, as defined in the ACCREDIA document RG-02

- Field of measurement/test: if it is limited with respect to the chosen normalized method

- Tests carried out in the last year: frequency of performance of the analysis

- Number of authorized staff

- O&I – Opinions and interpretations: applicable only for accreditations to UNI CEI EN ISO/IEC 17025:2018. Complete also the section 8 "esempi" ("examples") of DA-02 Annex 1

- Subsequent test: applicable field only for accreditations to UNI CEI EN ISO/IEC 17025:2018. In cases of accreditation only of the sampling, indicate whether the subsequent analytical tests are performed internally or externally

- Discipline and sub-discipline: complete the field in accordance with ACCREDIA document RT-24

Categoria di Prova *	0	Campo di Misura/prova		prove eseguite nell'ultimo anno *	raramente	N.ro addetti autorizzati *	
O&I	Prova successiva	internamente		Disciplina *		Subdisciplina	

The fields with an asterisk are obligatory.

To confirm the choices, click on "SALVA" ("save") and proceed with the entry of other tests for which accreditation is required.

5.1.2. METHOD DEVELOPED BY THE LABORATORY

From the page "PROVE DA ACCREDITARE" ("tests to be accredited") click "AGGIUNGI METODO SVILUPPATO DAL LAB" ("add method developed by the laboratory").

The indications on how to report material/product/matrix, measurand/measured property/name of the test and method are described in the ACCREDIA document RT-23.

5.1.2.1. Sector

Select from among the sectors proposed the one which corresponds to the analytical technique (e.g. method corresponding to bilogical/microbiological/, spectrophotometry corresponds to chemical, ELISA corresponds to biochemical etc.).

This field is not visible in the list of tests.

5.1.2.2. Macromatrix

Select among the macromatrices the one which corresponds to the matrices which are detailed and validated by the laboratory; e.g. "METALLI PREZIOSI" ("precious metals") if the matrix validated by the lab is "GOLD".

This field is not visible in the list of tests.

5.1.2.3. Cluster/group

Select from among the clusters the one which corresponds to the searched and validated parameters. E.g. "IPA" for the parameter benzo(a)pirene, "Metal and non-metals" for the parameter Chrome etc.

If it is not possible to identify a CLUSTER, select the symbol "_".

This field is not visible in the list of tests.

5.1.2.4. Type of test

Only the type "Analysis" is envisaged.

This field is not visible in the list of tests.

5.1.2.5. Technique

Select from among the TECHNIQUES proposed.

If it is not possible to identify a technique, select the symbol "_".

5.1.2.6. Material/Product/Matrix

To enter the detailed MATRIX it is possible to scroll the list or enter the first letters of the matrix. The system will start to filter and it will be possible to choose amongst those proposed by flagging ☑, taking care also over singulars and plurals.

If the matrix is not present in the list it is possible to use the relevant field for entering the missing matrix/matrices in the Italian/English version. This is to be done only when absolutely necessary.

5.1.2.7. Measurand/measured property/name of test

To enter the MEASURAND it is possible to scroll the list, selecting from the parameters proposed, clicking on "INCLUDI".

As it is a long list it is recommended to enter in the field "filter" only the start of the name, taking care also over singulars and plurals.

If the measurand which is being searched is not on the list proposed it is possible to use the relevant field to include the missing measurand/s in the Italian/English version. This is to be done only when absolutely necessary, taking care also over synonyms.

5.1.2.8. Method

Completely free field. Enter as minimum information: reference, method number or identifier, revision and year.

5.1.2.9. Other fields

The following fields should also be completed:

- Category: 0, I, II, III, as defined in ACCREDIA doc RG-02

- Measurement/test field: this must always be indicated

- Tests carried out in the last year: frequency of performance of analysis

- Number of staff used

- O&I – opinions and interpretations: applicable only for accreditation to UNI CEI EN ISO/IEC 17025:2018. Complete also the section 8 "examples", of DA-02 Annex 1

- Discipline and sub-discipline: complete the field complying with the requirements of RT-24

Categoria di Prova *	▾	Campo di Misura/prova *		prove eseguite nell'ultimo anno *	▾	N.ro addetti autorizzati *	
O&I	☐	Disciplina *		Subdisciplina			

The fields with the asterisk are obligatory.

To confirm the choice, click on "SALVA" ("save") and proceed with the entry of other tests which need to be accredited.

5.1.3. JOINT TEST

Many tests which include "preparation+analysis" were registered in the page "normalized method". In cases where "joint test" is not present, use this screen.

Click on "AGGIUNGI PROVA COMBINATA" ("add joint test").

In this section sampling is NOT required, but only tests which include "preparation+analysis" (e.g. energy value).

5.1.3.1. Sector

Select from amongst the "SECTORS" proposed the one which corresponds with the analytical technique (e.g. cultural method corresponds to biological/microbiological, spectrophotometry corresponds to chemical, ELISA corresponds to biochemical etc.).

This field is not visible in the list of tests.

5.1.3.2. Macromatrix

Choose from among the MACROMATRICES proposed, the one which corresponds to the detaled and validated matrices, e.g. as macromatrix "Petrol products" if the matrix is "gas-oils".

5.1.3.3. Cluster

Choose from among the proposed clusters the one which corresponds at the parameters searched and validated by the lab, e.g. "organic volatile compounds", if the parameter is "chloroethanol".

If it is not possible to identify a group, enter the symbol "_".

5.1.3.4. Type of test

Choose from among "analysis+analysis" or "phase+analysis".

5.1.3.5. Technique

Choose from among the TECHNIQUES proposed. If it is not possible to identify a group, enter the symbol "_".

5.1.3.6. Material/Product/Matrix

To enter the detailed MATRIXA it is possible to scroll the list or write the first letters of the matrix. The system will start to filter and it will be possible to choose from among those proposed, flagging ☑, taking care also over singulars and plurals.

The matrix must correspond to the scope of the first standard of the combination (e.g. preparation).

5.1.3.7. Measurand/measured property/name of test

To enter the MEASURAND it is possible to scroll the list, choosing from among the parameters proposed, clicking on "INCLUDI".

5.1.3.8. Method

Select the method by writing the reference of the standard-making body (not only the number) of the first standard. Once this appears, flag ☑, and then select all the methods of the joint test.

For example, reports - ISTISAN 1996/34 page 7 Method B + reports by ISTISAN 1996/34 page 77 + AOAC 985.29 2003 + reports - ISTISAN 1996/34 page 13 + reports - ISTISAN 1996/34 page 39.

5.1.3.9. Other fields

The following fields must also be completed:

- Category: 0, I, II, III, as defined in ACCREDIA doc RG-02

- Measurement/test field: if limited with respect to the chosen normalized method

- Tests carried out in the last year: frequency of performance of analysis

- Number of staff used

- O&I – opinions and interpretations: applicable only for accreditation to UNI CEI EN ISO/IEC 17025:2018. Complete also the section 8 "examples", of DA-02 Annex 1

- Discipline and sub-discipline: complete the field complying with the requirements of RT-14

Categoria di Prova *		Campo di Misura/prova *		prove eseguite nell'ultimo anno *		N.ro addetti autorizzati *	
O&I		Disciplina *			Subdisciplina		

The fields with the asterisk are obligatory.

To confirm the choice, click on "SALVA" ("save") and proceed with the entry of other tests which need to be accredited.

5.2. SENDING OF THE APPLICATION FOR ACCREDITATION TO ACCREDIA-DL.

Following online completion of the DA application:

- select "Crea file excel" the file "DA-02All1" appears with sections 2 and 6 completed;

- download the excel file;

- logout from the online DA;

- complete the excel file, taking the following into consideration:
  - section 2 of the excel file contains all the tests chosen by means of the online DA. In this phase it is not possible to make any modifications to the file because the system does not permit this.
  - the chosen tests appear automatically in section 6 with indications of the disciplines and sub-disciplines given during the completion phase, in order to simplify the 4-year planning of the proficiency tests. It is possible to modify the content, complying with ACCREDIA Reg. RT-24.
  - all the other sections must be completed.

To formalize the application for accreditation it is necessary to send to the email address info@accredia.it, as well as the excel file (DA-02 Annex 1), also the modules DA-00 and DA-02 and all the relevant annexes.
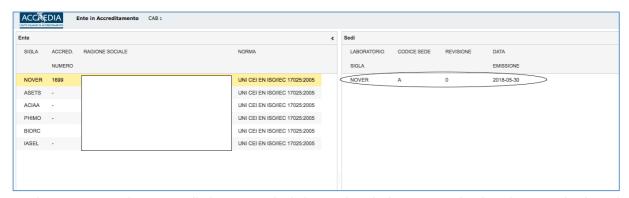
6. MODIFICATION OF A LIST OF TESTS

For accredited labs, it is possible to modify the list of tests at any time during the accreditation procedure.

Do the login as required buy point 4.

Select the lab's reference in the column "ENTE" and then in the column "SEDI" ("sites").

Select "MODIFICA QUESTO ELENCO PROVE" ("modify the list of tests").

In the next page there are all the tests which have already been accredited and are in the list of accredited tests in force.

Prova					ultimo anno	addetti autoriz.			
152812 N	Acque destinate al consumo umano	Durezza	APAT CNR IRSA 2040 B Man 29 2003	0		raramente	2	titrimetria	
327812 I	Matrice cheratinica umana	Alluminio, Argento, Arsenico, Boro, Calcio, Oro, Pic	MI MQ5.4-PO2 rev 0 2017	0	0,001ppm-10ppm	spesso	2	chimica	ICP-OES	Par
153313 N	Aceti	Estratto secco totale	DM 12/03/1986 SO GU n 161 14/07/198	0		raramente	1	chimica	
327813 N	Acque destinate al consumo umano, Acque di scarico, Acque	Cianuri liberi	ISO 14403-1:2012	0		raramente	2	chimica	Flow injection analysis FIA	Per
327814 N	Acque destinate al consumo umano, Acque di scarico	Alluminio, Antimonio, Argento, Arsenico, Bario, Ber	EN ISO 11885:2009, ISO 11885:2007, U	0		raramente	1	chimica	ICP-OES
327815 N	Alimenti	Salmonella spp	ISO 6579-1:2017	0		raramente	1	dddd	Metodo colturale - ricerca

6.1. VARIATION TO THE TEST (A)

To modify an accredited test owing to an update of the standard or a modification to other fields, select the line and click "MODIFICA".

It is possible to add parameters, matrices or methods which had previously been eliminated. Or eliminate matrices, parameters and methods (if there are more than one) or carry out exclusions or limitations, or update standards and methods developed by the laboratory.

6.2. RENUNCIATION OF TESTS (R)

To renounce a test, select the line and click "RINUNCIA/RIPRIS-ELIMINA". ("renunciation/re-activation/elimination").

6.3. EXTENSION OF A TEST (E)

6.3.1. OFFICAL, NORMALIZED, NON-NORMALIZED, JOINT METHODS AND METHODS DEVELOPED BY THE LAB

It is possible to apply for extension of tests (normalized and non-normalized, official, methods developed by the lab, joint tests and flexible scope tests) by means of, from the page "PROVE DA

ACCREDITARE" ("tests requiring accreditation"), the button "+PROVA ...." with the same modalities as those given in point 5.1 and sub-points.

For requests for an extension of sites, follow the indications of point 5.1 as for first accreditation.

6.3.2. FLEXIBLE SCOPE

In cases of scope of accreditation of a test in the fixed scope with duration of at least 2 years, it is possible to request extension to the flexible scope (see Reg. RT-26).

Select the page "PROVE DA ACCREDITARE" ("tests requiring accreditation") and the button below "+ Prova flessibile" ("flexible test").

6.3.2.1. Sector

Choose from among the sectors prose – "SETTORI" – the one which corresponds to the analytical technique (e.g. spectrophotometry corresponds to chemical, ELISA corresponds to biochemical etc.).

This field is not visible in the list of tests.

6.3.2.2. Macromatrix

Choose from among the MACROMATRICES proposed the one which corresponds to the generic test matrices which the lab has requested in the flexible scope, e.g. macromatrix "ACQUE".

This field is not visible in the list of tests.

6.3.2.3. Cluster

Choose from among the CLUSTERS the one which corresponds to the generic test requested by the lab in flexible scope, e.g. "METALLI" "(metals).

If it is not possible to identify a cluster, enter the symbol "_".

This field is not visible in the list of tests.

6.3.2.4. Type of test

Only the term "Analisi" is envisaged for flexible tests.

This field is not visible in the list of tests.

6.3.2.5. Technique

Choose from among the TECHNIQUES proposed. The flexible scope accreditation this field CANNOT be left empty or completed using the symbol "_".

6.3.2.6. Material/Product/Matrix

To enter the detailed MATRIX it is possible to scroll the list or write the first letters of the matrix. The system will start to filter and it will be possible to select from those proposed by clicking on ☑, taking care also over singulars and plurals.

If the matrix in question is not present in the list it is possible to use the field for entering the missing matrix/matrices in the Italian/English versions. This is to be done only when absolutely necessary, taking care also over synonyms.

6.3.2.7. Measurand/measured property/name of test

To enter the MEASURAND it is possible to scroll the list, choosing from among the parameters proposed, clicking on "INCLUDI".

As it is a long list it is recommended to enter in the field "filter" only the start of the name, taking care also over singulars and plurals.

If the measurand which is being searched is not on the list proposed it is possible to use the relevant field to include the missing measurand/s in the Italian/English version. This is to be done only when absolutely necessary, taking care also over synonyms.
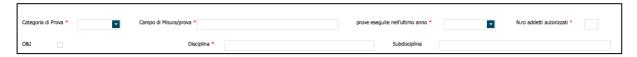
6.3.2.8. Method

Completely free field in which the lab must enter the methods which it has already accredited in the flexible scope for a period of at least 2 years for matrices/measurands which are similar to those for which flexible scope is requested (see Reg. RT-26). Use a comma to separate the various methods.

6.3.2.9. Other fields

The following fields must also be completed:

- Category V: as defined in ACCREDIA doc RG-02

- Measurement/test field: not obligatory

- Tests carried out in the last year: frequency of performance of analysis

- Number of staff used

- O&I – opinions and interpretations: applicable only for accreditation to UNI CEI EN ISO/IEC 17025:2018. Complete also the section 8 "examples", of DA-02 Annex 1

- Discipline and sub-discipline: complete the field complying with the requirements of RT-24

| Categoria di Prova * | ▾ | Campo di Misura/prova * | | prove eseguite nell'ultimo anno * | ▾ | N.ro addetti autorizzati * | |
| O&I | ☐ | Disciplina * | | | | Subdisciplina | |

The fields with an asterisk are obligatory.

To confirm the choices, click on "SALVA" ("save") and proceed with the entry of other tests for which accreditation is required.

6.4. SENDING OF DA-02 ANNEX 1 TO ACCREDIA-DL.

Following completion of the online application DA for the request to modify a list of tests:

- select "Crea file excel" the file "DA-02All1" appears with sections 2 and 6 completed;

- download the excel file excel;

- logout from the online DA;

- complete the excel file, taking the following into consideration:
  - section 2 of the excel file contains all the tests chosen by means of the online DA. In this phase it is not possible to make any modifications to the file because the system does not permit this.
  - the chosen tests appear automatically in section 6 with indications of the disciplines and sub-disciplines given during the completion phase, in order to simplify the 4-year planning of the proficiency tests. It is possible to modify the content, complying with ACCREDIA Reg. RT-24.
  - all the other sections must be completed.

  Send the file DA-02 Annex 1 by email to the Technical Officer in accordance with the modalities set out in Reg. RG-02.

6.5. COMMUNICATIONS

In order to improve the benefits of the system and to signal problems in the completion of the application it is possible to send a communication to aiutodaonline@accredia.it

Some examples of these communications are given below:

- OFFICAL, NORMALIZED, NON-NORMALIZED AND JOINT METHODS: absence of methods, absence of matrices, absence of parameters only if envisaged by the method;

- FLEXIBLE STANDARDISED METHODS: absence of matrices, absence of parameters;

- METHODS D3VELOPED BY THE LABORATORY: absence of matrices, absence of parameters, absence of techniques;

- STANDARDS not updated.