



Meena International
Proficiency Testing Services Division
Rules for Proficiency Testing



GENERAL RULES FOR PT PARTICIPATION

1. By submitting the application, the NDT laboratory, every participant of proficiency testing signs accepting the following general rules and shall obey these rules.
2. *The participant NDT Laboratories shall meet the following Eligibility Criteria:*
 - a. *Shall have an accreditation to ISO/IEC 17025:2017 NABL or an accreditation body which is an MRA / MLA Signatory of ILAC, or*
 - b. *Operate a Quality Management System in full compliance with ISO/IEC 17025:2017 or*
 - c. *Laboratories holding a valid ISO – 9001 Certification by Certification Bodies recognised by NABL are considered eligible as per Option – B of ISO/IEC 17025:2017. (See note below)*

(Note: Laboratory that has established and maintains a management system, in accordance with the requirements of ISO 9001, and that is capable of supporting and demonstrating the consistent fulfillment of the requirements of Clauses 4 to 7, also fulfils at least the intent of the Management System requirements specified in 8.2 to 8.9)

- d. *Agree to comply with the rules of the PT provider and sign a confidentiality agreement and agree to comply with the Code of Ethics.*
3. Each of proficiency testing participants shall sign a code of ethics, confidentiality and non-disclosure agreement with Meena International before the Proficiency Testing is conducted. The PT for a particular participant is limited to the personnel employed by them and not opens to outsiders.
4. No corrections or modifications of the test reports are allowed and reports with susceptible correction will be considered null & void.
5. Each of proficiency testing participants shall adhere to the specified times and dates for the test performance and shall send the *reports* to Meena International *immediately upon completion of the test by e-mail and the hard copies must be sent at the earliest along with all supporting documents by courier or speed post.*
6. Other test conditions and rules are specified in respective (NDT method) proficiency testing schemes and in the participant's kit for the performance of proficiency test program", which is supplied to the participant laboratory along with the test sample. Meena highly recommend careful review of them before starting the activity.
7. The number of the proficiency testing participants is limited per cycle. The minimum participant's are 2, and the maximum is 10. As a result, Meena International reserves the rights to:
 - a. Cancel the proficiency testing cycle if the number of participants is less than 2,
 - b. Divide the proficiency testing to more than one cycle if the participants are more than 10

In both cases, there shall be an agreement between Meena and the participants of the proficiency testing and Meena shall inform all registered participants about the changes in writing well in advance.

8. The IPV Proficiency Testing scheme is open to all NDT Laboratories. It is highly recommended that NDT laboratory should have qualified personnel at least to Level 2 in the NDT method for which they apply for PT Services and have the Quality



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Management system fully complying the requirements of IS ISO/IEC 17025. Meena can support in both training and certification for the interested laboratories.

9. The Certificate of Participation will be issued within two weeks from the date of receipt of completed reports. Final report for the participants, and the summarized final report will be sent to the proficiency testing participants once evaluating process has been completed for all participants and the full payment for the PT Services are settled.

The expected date of issue of both the reports to the participant and certification is DD / MM / YYYY. *Meena International reserves all rights to share the information related to any proficiency testing with NABL.*

10. **Each participant is expected to do the following:**

- a) Immediately upon receipt of the PT kit, the participant shall send an e-mail to email address: admin@meenainternational.com to inform Meena that the samples were received in good packed condition.
- b) Each participant will be provided with a schedule and should complete the process within the agreed time frame. *And return of the specimen is delayed a penalty of INR 1,000.00 (One Thousand Rupees only) will be charged per day per method*

11. **The latest date for providing the test report(s) including the attachments to Meena is DD/MM/YYYY.**

In case of any queries please feel free to contact:

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Participant Laboratory:	Date:	Signature of Responsible Person