



National Association for Proficiency Testing

A Non-Profit Organization Dedicated to Excellence in Metrology & Test Measurement

Request for NAPT to Develop an Intra ILC/PT

The purpose of this form is to identify the specifics for your Intra ILC. NAPT's goal is to design an Intra ILC/PTs that meets your needs as you fulfill your proficiency test requirements. We ask you to fill out this form completely for each ILC/PT you would like NAPT to develop. We can't stress enough the importance of sharing detailed information for your request. If you have any questions, please ask. To enter data directly onto form, tab from field to field or click directly where you wish to enter information.

Company/Organization: _____

Today's Date: _____ Start Date (tentative) for your ILC/PT Participation: _____

Is your organization currently a NAPT member? Yes No (If yes, skip to "Description of UUT")

Contact Name/Title: _____

Phone: _____ **Fax:** _____ **Email:** _____

Shipping Address: _____ **City/State/Zip:** _____

Billing Address (if different): _____

Billing Contact Name/Title: _____

Phone: _____ Fax: _____ Email: _____

THE FOLLOWING EQUIPMENT INFORMATION IS NEEDED TO DEVELOP THE SCHEME, INSTRUCTIONS, AND DATA REPORTING SHEETS. PLEASE DESCRIBE THE EQUIPMENT (UUT) YOU PLAN ON USING IN THIS INTRA ILC.

Description of UUT being calibrated: _____

Parameter/Discipline: Select One _____ **Sub Discipline:** _____

Manufacturer: _____ **Model #:** _____ **Serial #:** _____

Range: _____ to _____ **Units:** _____ **UUT Uncertainty:** _____

Special Requirements (Please feel free to expand on your needs, comments):

Names of Technicians Participating in Intra ILC (Min of 3 techs required):

- | | | | |
|---|----------|-----------|-----------|
| ➤ | 1- _____ | 6- _____ | 11- _____ |
| ➤ | 2- _____ | 7- _____ | 12- _____ |
| ➤ | 3- _____ | 8- _____ | 13- _____ |
| ➤ | 4- _____ | 9- _____ | 14- _____ |
| ➤ | 5- _____ | 10- _____ | 15- _____ |

Note: A copy of the current calibration certification and the uncertainty budget for the UUT will need to be issued to NAPT at time of development.



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Development Fees

	Members	Non-Members
Development of Intra ILC/PT, Data Sheet and Instructions	\$350	\$375
Processing & technical review of data submitted, Preliminary and Final Reports (3-5 technicians, minimum of 3 required)	\$325	\$350
Each Additional Technician (over 5)	\$50	\$50
Additional Administrative Fee may apply	\$55/hr	\$75/hr

The initial fee for development will be billed upon request. Development of Intra ILC/PT will begin once this initial payment has been received. Additional invoice for data submission (and any applicable admin fees) will be generated when data has been received at NAPT. Reports will be generated and sent upon payment of the second invoice being received by NAPT. Any questions regarding NAPT's invoice/payment process needs to be directed to NAPT's customer service staff. We look forward to working with you as you comply with your accreditation bodies ILC/PT requirements. Please let us know if there is anything we can do to make this process as smooth as possible.

We look forward to working with you as you comply with your accreditation body's ILC/PT requirements. Please let us know if there is anything we can provide to improve this process. As always, NAPT is here to help you and your organization meet your proficiency testing requirements.