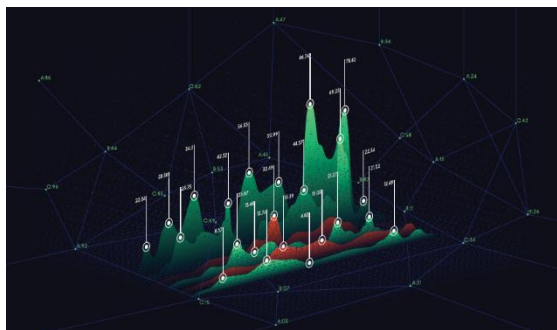


If you are applying for assessment of a product or system, it's important that you are clear as to the information you need to provide for us before we begin the process. The Contract for the assessment of your product may have identified that you are to provide the BBA with test data, to support the performance claims you are making for your product. This document describes the criteria for inclusion into a BBA Certificate. The underlying principle is that all such data should comply with the relevant parts of BS EN ISO/IEC 17025 *General Requirements for the competence of testing and calibration laboratories*.

### Age of Reports

As a general rule, the BBA will not accept test data that are more than five years old.



### Accredited laboratories

Ideally, all data should be supplied by an organisation specifically accredited for the test(s) in question (not all accredited organisations are necessarily accredited for everything they do).

If an organisation is UKAS accredited for the specific test required or is covered by an international Multilateral Agreement (either via the European co-operation for Accreditation (EA) or ILAC), we make the assumption that the test will be carried out competently and will comply with this policy. Information on accredited laboratories and MLAs can be obtained from the UKAS website ([www.ukas.com](http://www.ukas.com)).

### Non-accredited laboratories

Where performance data are being supplied by an organisation that is not accredited for the specified tests, the BBA will need to make a judgement on acceptability based upon the:

- Significance of the tested characteristic to the assessment of the product's fitness for purpose.
- Independence and impartiality of the individual or organisation that did the work.
- Competency of personnel, including those approving and authorising results and reports.
- Use of a documented test method, for example a British Standard, or BBA supplied test specification, supported where necessary by the organisation's own working procedures.
- Use of suitable equipment for sample conditioning and carrying out the test to the specified test method.
- Clarity of methodology.
- Evidence of suitably controlled environments for sample conditioning and for carrying out the test.
- Traceability of the equipment and accuracy to national or international standards.
- Acceptable format and content of test results and report.

Under some circumstances it may be necessary for a member of BBA staff to assess the laboratory against the principles of ISO 17025, and to witness the testing.

### Sampling and batch traceability

Irrespective of whether the test is accredited or not, the test report needs to include sufficient information to provide confidence that the samples tested were representative of the product under assessment, including:

- Batch references to allow traceability to standard production and quality control records.
- Confirmation that the manufacturer's installation procedures have been followed.



## Summary

The above is not intended to be exhaustive, but provides an overview of the type of information that we will need to be able to use 'external' test data as part of your assessment. In all cases, if you have any queries, please contact your BBA Project Manager (preferably before commissioning the work) and they will be happy to explain the specific requirements for your particular contract.

Note: This document may be revised from time to time, for example to take account of improvements and amendments to test and assessment methods and material innovations.

Readers are advised to contact the British Board of Agrément to check the latest edition via the following contact methods:

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