



OPCW

Technical Secretariat

S/1300/2015
27 July 2015
ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS
FOR THE THIRTY-EIGHTH OFFICIAL OPCW PROFICIENCY TEST**

1. Following the Note by the Director-General announcing the tentative schedule for official OPCW proficiency tests in 2015 and 2016 (S/1271/2015, dated 30 April 2015), the Technical Secretariat welcomes nominations for the Thirty-Eighth Official OPCW Proficiency Test, which will be conducted in October 2015.
2. The OPCW Laboratory in Rijswijk, the Netherlands, will prepare the test samples, and Laboratorio de Verificación de Armas Químicas (LAVEMA), Instituto Tecnológico “La Marañosa”, Spain, will assist in the evaluation of the results.
3. The anticipated sample dispatch date is 16 October 2015, and the samples will be shipped to the test participants from the OPCW Laboratory.
4. The Thirty-Eighth Official OPCW Proficiency Test will be conducted in accordance with the following set of quality-management system documents:
 - (a) “Standard Operating Procedure for the Organisation of OPCW Proficiency Tests” (QDOC/LAB/SOP/PT01);
 - (b) “Work Instruction for the Preparation of Test Samples for OPCW Proficiency Tests” (QDOC/LAB/WI/PT02);
 - (c) “Work Instruction for the Evaluation of Results of OPCW Proficiency Tests” (QDOC/LAB/WI/PT03); and
 - (d) “Work Instruction for the Reporting of the Results of the OPCW Proficiency Tests” (QDOC/LAB/WI/PT04).
5. Member States of the OPCW are invited to nominate the participating laboratories for the Thirty-Eighth Official OPCW Proficiency Test. Nominations should be sent **no later than 30 September 2015** to Mr Hugh Gregg, Head of the OPCW Laboratory, preferably by email to proficiency@opcw.org or by fax to +31 15 284 0679.



6. Nominations should contain the following information:
 - (a) the full name and address of the laboratory;
 - (b) the detailed sample delivery address (if different);
 - (c) the name, telephone/fax number and the email address of the laboratory contact person; and
 - (d) any other special requirements or information needed to ensure sample delivery.
7. The nomination form that is annexed to this document may be used for submitting the nominations.
8. In order to confirm participation in the Thirty-Eighth Proficiency Test, the previous test participants must, where required, submit to the OPCW Laboratory before 30 September 2015 their follow-up action report with corrective actions arising from their last test participation. Early submission is strongly encouraged.
9. Participants are requested to contact the OPCW Laboratory, **preferably by email at proficiency@opcw.org**, before the sample dispatch date to confirm their contact details for the test sample delivery.
10. Participants are also requested to arrange internal customs clearance procedures for the samples in order to prevent any unnecessary delays during the sample delivery process.
11. The meeting to discuss the preliminary results of the Thirty-Eighth Official OPCW Proficiency test is tentatively scheduled for 17 February 2016 at the OPCW Headquarters in The Hague, the Netherlands.
12. Further information regarding participation in OPCW proficiency tests may be obtained from the OPCW Laboratory in Rijswijk, the Netherlands (tel: +31 15 215 4605 or +31 15 215 4629; fax: +31 15 284 0679; email: **proficiency@opcw.org**).

Annex**NOMINATION FORM FOR THE
THIRTY-EIGHTH OFFICIAL OPCW PROFICIENCY TEST**

Name of the laboratory	
Address of the laboratory	
Nature of work related to the Chemical Weapons Convention	
Quality system management and accreditation body, if any	
Full sample delivery address (if different from laboratory address)	
Special requirements for sample delivery (e.g. customs requirements, preferred courier agency)	
Primary contact person's name, telephone number, and email address	
Secondary contact person's name, telephone number, and email address	
Date of follow-up report submission (if required)	

Name, signature and affiliation of the person nominating the laboratory	
Approval of the National Authority (official seal and signature)	

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