



NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS
FOR THE FORTY-FIRST OFFICIAL OPCW PROFICIENCY TEST**

1. Following the Note by the Director-General announcing the tentative schedule for official OPCW Proficiency Tests in 2017 and 2018 (S/1439/2016, dated 23 November 2016), the Technical Secretariat welcomes nominations for the Forty-First Official OPCW Proficiency Test, which will be conducted in **April 2017**.
2. Prospective first-time participants and those planning to take the test on a “trial” basis are requested to contact the OPCW Laboratory (see below for contact details) at their earliest convenience, as a more suitable introduction to Chemical Weapons Convention-related chemical analysis is available.
3. For the test, the OPCW Laboratory will prepare the test samples and the Verification Laboratory, Defence Medical and Environmental Research Institute, DSO National Laboratories, Singapore, will assist in the evaluation of the results. The anticipated sample dispatch date is **28 April 2017** and the samples will be shipped to the test participants from the OPCW Laboratory in the Netherlands.
4. The 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 participating laboratories by email to proficiency@opcw.org. The closing date for nominations is **11 April 2017**.



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 number, and 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 test, previous test participants must submit (if required) their follow-up action report to the OPCW Laboratory before **11 April 2017**, containing corrective actions arising from their last test participation. Early submission is strongly encouraged.
9. Participants are required to contact the OPCW Laboratory 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 test is tentatively scheduled for **19 July 2017** 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 (Tel: +31 15 215 4605 or +31 15 215 4629; Email: proficiency@opcw.org).

Annex: Forty-First Official OPCW Proficiency Test – Nomination Form

Annex**FORTY-FIRST OFFICIAL OPCW PROFICIENCY TEST****NOMINATION FORM**

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 applicable)	

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