



## 1. Which standard is the basis for the execution of the Proficiency Test (PT)?

The Proficiency tests **PT-Analytics**, **PTP-Proficiency-Test-Program** and **PT-Express** are carried out according to **EN ISO / IEC 17043**.

## 2. Is the proficiency test anonymous?

The interlaboratory tests are anonymous. Each laboratory gets an own labcode-number.

## 3. What is the deadline for registration?

**PT-Analytics:** registration until 31. March, **PTP-Proficiency-Test-Program:** The registration is possible throughout the year. **PT-Express:** The registration is possible throughout the year. (Please use order fax or Email to [order@dcc-germany.org](mailto:order@dcc-germany.org) )

## 4. When is the sample distribution?

**PT-Analytics:** The sample dispatch takes place from January to May.

**PTP-Proficiency-Test-Program:** The sample shipment takes place in the months of February, June and October.

**PT-Express:** Sample shipping is by DHL Express within two business days.

## 5. What is the deadline for reporting the results?

**PT-Analytics:** latest until 30. June sends results to [report@dcc-germany.org](mailto:report@dcc-germany.org) .

**PTP-Proficiency-Test-Program:** „Sample 1“ until 31. March, „Sample 2“ until 31. July, and „sample 3“ until 30. November to [PTPreport@dcc-germany.org](mailto:PTPreport@dcc-germany.org) .

**PT-Express:** no later than 2 months after sample shipment to [report@dcc-germany.org](mailto:report@dcc-germany.org) . **Later incoming results cannot be taken into evaluation.**

## 6. When will the final report be published?

**PT-Analytics:** September, **PTP-Proficiency-Test-Program:** December, **PT-Express:** Within 48 hours after receiving the results.

## 7. When is the invoicing?

**PT-Analytics, PTP-Proficiency-Test-Program and PT-Express.** Invoice will be submitted after the registration and is considered as a confirmation of registration.

The price shall be payable immediately after receipt of the invoice and is due and payable within 14 days from receipt of the proper invoice.

Payment of the product prices is effected via bank transfer to the account specified by the contracting party **DCC GmbH**. The delivery of samples takes place after receipt of payment.

## 8. What's about the cancellation deadling?

Cancellations must be made in writing.

**PT-Analytics:** Participation Cancellation is free of charge up to 10 days after ordering.

**PTP-Proficiency-Test-Program:** Cancellation is free of charge up to 15 days after ordering.

**PT-Express:** Cancellation is free of charge up to 2 days after ordering.

**After delivery of samples will be charged 100 % of the lump sum price.**

**PT-Manual Sampling:** Cancellations must be made in writing.

If a participant is unable to participate, a substitute negotiable without charge is possible.

In case of cancellation of a participant the fees shall be:

- Up to 90 calendar days prior to the event: no fee
- Less than 90 calendar days before the event: 70% of the registration fee
- Less than 30 calendar days before the event: Full registration fee
- Failure to appear (for whatever reason) is to pay the full registration fee.

If the number of participants is less 10 (Minimum number of participants), the organizer reserves, to postpone or cancel the event.

## 9. How the result have to be reported?

The results are registered into the download Excel files (Download under: [www.dcc-germany.org](http://www.dcc-germany.org) ).

Please don't change or close the filled Excel files. Additions are to be registered only in the lower part of the files.

## 10. What's about the copyright?

Any reproduction, including use of excerpts or commercial use of the proficiency test evaluation requires prior written consent from DCC GmbH, Herten, Germany

## 11. Is a commercial using of the samples allowed?

The use of the test samples is exclusively permitted for our interlaboratory test. The use for other purposes (in particular own laboratory comparisons) requires the previous, written permission of the DCC GmbH, Herten Germany.

## 12. What tests are to be performed?

Only the investigations are accomplished, which are usual in the participating laboratory. Subcontract assignment is to be marked.

## 13. What test methods are to be used?

The test methods are specified in the Download Excel Files. Abnormal test methods shall be indicated. Comparable CEN / EN / ISO / ASTM-standards or identical national standards, instrumental methods and in-house method are allowed.

## 14. How many tests must be done?

Only one double-test is made in each case. If the difference between the individual results is larger than the repeatability in the appropriate standard method, a further double-test is accomplished. The results of both double-tests have to be reported.

## 15. How are the samples be stored?

The samples should be stored dry, cool and protected against damage of the foil/packing up to the examination.

## 16. When are the samples have to be analyzed?

After opening the gas-proof sample bags and/or sample containers the determination of total moisture is to be accomplished immediately. The other investigation parameters are to be determined within the following 5 working-days. This procedure is to be kept absolutely, in order to avoid losses of water and oxidation influence. The analysis (PT-Analytics) should be accomplished latest until 30. June.

## 17. Which evaluation method will be used?

Statistical evaluation of the data is done on the basis of methods of robust statistics (Hampel estimator, Q-method, is defined in ISO/ TS 20612 (2007), DIN 38402-A45 (09-2013), DIN EN ISO/IEC 17043 and DIN ISO 13528).

## 18. What kind of ranking for the lab-performance will be used?

For the final assessment of the laboratory performance takes place a Zu-score calculation.

With a result  $|Zu| \leq 2,04$  the interlaboratory test is successful.

Individual case decisions reserve.



## 19. Receives the laboratory a certificate?

**PT-Analytics:** In case of successful participation the participants get a certificate in English by letter post.

Passed with  $\geq 80\%$  of the results with a  $|Zu|$ -score less than  $\leq 2$ , the laboratory receives a "**Certificate of Excellence yyyy**"

Passed with  $< 80\%$  of the results with a  $|Zu|$ -score less than  $\leq 2$ , the laboratory receives a "**Certificate yyyy**"

**PTP-Proficiency-Test-Program:** At the end of the year, participants will receive a certificate of successful participation in the English language by letter post.

**PT-Express:** Participants will receive a certificate for **50,00 euros (net)** in English on request.

## 20. How to define errors?

-Laboratory mean values that were outside the tolerance ranges defined by Zu-scores

-Values, where the minimum requirements (MR) limit has not been reached

-Values that were specified with "<" above minimum requirements (MR) limit

-Values that were specified with ">" below minimum requirements (MR) limit, e.g. Determination of ash fusibility

-Values with digits after the decimal point that fall below of the minimum requirements, will be evaluated with the value of the minimum requirement.

E.g.: laboratory value: 0.0003, MR: 0,001, evaluation PT: 0,001

-Values that were specified with the wrong dimension

-Values that have not arrived within the specified deadline

-Values that have not the desired number of retries

## 21. Where are the reports published?

**PT-Analytics:** The proficiency test results will be published on the website in the internal area 2 weeks before the DCC meeting. The password for the internal area will be communicated to the participants by Email. The participants commit themselves to check immediately their results for gross errors or outliers and to communicate these to the DCC-GmbH by email ([report@dcc-germany.org](mailto:report@dcc-germany.org)) until 03. October. **Later incoming corrections will not be evaluated.**

## 22. How complaints are dealt with?

Complaints are to be submitted in written form to the project leader and will be discussed in the expert committee. The expert committee submits a proposition to the project leader whether the complaint will be accepted or refused. The last decision will be made by the project leader, and/or the management of the DCC-GmbH.

## 23. What are the difference between "DCC Proficiency Test Analytics", "DCC Proficiency Test Programs (DCC-PTP)" and PT-Express?

**The DCC Proficiency Test Analytics is offered only once a year!** Schedule: Jan/March.

The test methods are specified in the Download Excel Files. Abnormal test methods shall be indicated. Comparable CEN / EN / ISO / ASTM-standards or identical national standards, instrumental methods and in-house method are allowed.

Available test objects number: # 1000 to # 1060 in the Catalog.

**The DCC Proficiency Test Programs (DCC-PTP) is offered three times a year.**

Schedule: February, June and October.

Deliveries are made automatically. The orders are renewed each year.

The test methods are specified in the Download Excel Files. Abnormal test methods shall be indicated. Comparable CEN / EN / ISO / ASTM-standards or identical national standards, instrumental methods and in-house method are allowed.

### Available test programs:

#1100 Hardcoal

#1200 Solid Biofuels

#1300 Coke

In DCC-PTP three different samples will be sent.

**The DCC Express Proficiency test registration is possible throughout the year.**

Especially for accredited laboratories for an upcoming audit to demonstrate participation in proficiency testing in the short term, we offer the DCC-Express-PT.

Shipping with DHL-Express and the evaluation is carried out within 48 hours after receiving the results. Registration is possible throughout the year for the test objects # 1000- # 1060.

## 24. Homogeneity and stability of the proficiency test items?

The assessment of homogeneity will be performed before the distribution of the test items to the participants (according to ISO 17043, ISO 13528, ISO Guide 34 and ISO Guide 35). The assessment will be performed after the test items have been packaged in the final form.

If applicable there is a statistically random selection of a representative number of test items from the whole batch in order to check the homogeneity of the material.

The "bottle-to-bottle" variability for significant parameter will be determined.

## 25. Customs tariff numbers?

The Customs Tariff Numbers are available in the download below: [DCC 05 DE\\_EN.pdf](#)

## 26. Who is liable in the case of damage to the test objects during customs clearance and security checks.

In case of damage caused by the national customs at the opening of the parcel please inform us in writing (with pictures) and contact the transport company.

## 27. What are the terms and conditions?

The general trading conditions of the DCC-GmbH are valid.

## 28. Where is the place of jurisdiction?

Herten, Germany

Herten, 28.07.2017

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