

AFRICA

Asbestos Fibre Regular Informal Counting Arrangement Application Form 2010-2011 (Rounds 44-45)

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Please read and complete this form and send it to the address above or return via email. Please sign where requested if you accept the conditions listed below. An invoice will be issued in due course. **DO NOT ENCLOSE ANY PAYMENT WITH THIS APPLICATION.**

- I wish to participate in the AFRICA Scheme as shown:

Participation during:		£	tick ✓ for invoice in pounds	euro (approximate) ^b	tick ✓ for invoice in euros
Participation during:	Both Rounds 44 and 45	595	^a	722	^a
	Round 44 only	315	^a	382	^a
	Round 45 only	315	^a	382	^a
^a tick ONE box only ^b the amount in euros will be calculated precisely at the time of invoicing and will include a surcharge of 9 euros for bank fees					

- I accept the rules of the scheme as written in the **AFRICA Operational Procedures**.
- I agree to pay the membership fee when invoiced.
- I understand that the membership fee does not include courier costs associated with forwarding/returning the samples (single additional cost per round) and agree to cover these.
- I accept that the details supplied by me on this form will be held on computer and may be made public, unless requested otherwise.
- I understand that IOM will treat this laboratory's AFRICA results, details of microscopists and commercial transactions as confidential to this laboratory and the AFRICA administration staff of IOM.

Signed

Name (print clearly):

Date:

Please enter your laboratory's details below:

Contact person: Name of organisation: Address: Phone: Fax: E-mail(s): VAT No:	Address for invoice (if different):
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FOR IOM USE:

Application			Invoice	
Received	Acknowledged	Entered	Number	Sent
Lab Abbreviation	Lab No.	Region	Country	
Order No:	Fee: £			

INSTITUTE OF OCCUPATIONAL MEDICINE

Notes Regarding the Application Form for the AFRICA Scheme

Sample exchanges will be conducted every six months (approximately). The estimated starting dates of the next rounds of sample exchanges are given below.

Round 44	16 August 2010
Round 45	15 February 2011

On receipt of an application from a new member, the laboratory will normally be included in the next round.

The cost is as follows:

Both rounds	595 pounds sterling (plus VAT where payable*)
Either round	315 " " " " " " " "

Invoices can be in euros if you request. If so, the exact amount in euros will be calculated at the time of invoicing, and will include a 9 euro surcharge for bank fees.

No remittance should be enclosed with the application form. An invoice for the appropriate amount will be sent by the IOM following receipt of the form. If VAT (Value Added Tax) is payable*, this will be shown on the invoice. Thereafter membership will be renewable every 2 rounds.

* VAT (Value Added Tax) is not payable by

- organisations in the European Union (excluding the United Kingdom) which provide their VAT number
- organisations outside the European Union

Benefits of AFRICA Membership

The membership fee for the AFRICA Scheme provides the participant with:

- Regular, twice-yearly batches of test samples to analyse. These batches include a range of asbestos sample types, including those familiar to participants, but also less familiar types
- A Provisional Results Report comparing the participant's results to reference counts, sent directly to the participant following submission of counts
- Where required, an Updated Results Report following screening of samples at the end of the round
- A Group Summary Report at the end of each round outlining the counts obtained within each group, allowing the participant to compare their results to those of other laboratories in their group
- An End of Round Report that provides a general overview of performance during the round, allowing laboratories to compare their performance to that of participants as a whole
- An individual Laboratory Certificate at the end of each round, which can be displayed and shown to others (authorities, clients etc.)
- Feedback to comments made by participants on slides in their batch, following screening by an internal microscopist
- The option of additional feedback for participants who receive a '3' rating

No additional fees will be levied for costs associated with the replacement of damaged/broken slides or administrative duties (e.g. modification or cancellation of membership subscriptions, re-prints of results etc.).

Additional benefits of membership include:

- For experienced asbestos laboratories, comparison with similar organisations in other countries
- For less experienced laboratories, performance improvement through comparison with international asbestos fibre counting standards
- A link between proficiency testing schemes in different countries
- Contribution to participants' internal quality assurance programmes
- Opportunities to exchange news, advice and opinions on asbestos monitoring matters