

Summary of Changes to BQ-9000 Laboratory Manual (revision B to revision C)

Major Revisions of Note:

- 'Certification' changed to 'Accreditation' throughout the manual
- Numerous editing/formatting changes throughout the manual made for clarity and appearance
- Terms and definitions have been capitalized throughout the manual
- Part B Policy Regulations changed to Appendix C Policy Regulations
- Re-certification Form removed
- Pre-Audit letter removed
- Ranking Program Requirements in the former Part B Policy Recommendations removed

Part A: Program Requirements

1 Scope

- 'Biodiesel' added for clarity as to what type of quality program

2 Term and Definitions

- Switched with 'References' for consistency with Producer and Marketer manuals
- Added definitions for External Laboratory, Internal Laboratory, Organization, and Producer

3 References

- No changes

4 Documentation Requirements

- No changes

5 Management Responsibility

- No changes

6 Sample Management

- No changes

7 Data and Record Management

- No changes

8 Specifications and Equipment

- No changes

9 Calibration and Maintenance

- No changes

10 Quality Control

- No changes

11 Proficiency Testing

- No changes

12 Remediation Elements

- No changes

13 Customer Complaints

- No changes

14 Training

- No changes

15 Outsourcing of Tests

- No changes

Appendix A: Test Method Precision Performance Assessment

- No changes of note

Appendix B: Relationship with other Quality Standards

- No changes of note

Part B Policy Regulations (informative)

1 Certification Process

- Section title changed to Appendix C Accreditation Process
- Certification changed to 'Accreditation' where appropriate
- Section 1.1 – more detail added on accreditation and where required documents can be found at www.bq-9000.org
- Section 1.1 – Definition of the role of an auditor added
- Section 1.3 –
 - A timeline to schedule a reaccreditation before expiration of accreditation shortened to four (4) versus six (6) months is suggested; NBAC will not notify the producer
- Section 1.4 –
 - References to pre-Audit have been removed as that section no longer exists in the Producer Manual
 - Weblink added to find the NBAC Program Manager

- Suggested that the organization should submit an action plan for non-conformances versus being required to submit one

Ranking Program Requirements

- Section no longer exists

2 Accreditation Suspension and Revocation

- Section 2.1 – suspended entities do not have 180 days to remedy reasons for suspension

3 Reconsideration and Appeal of NBAC Decisions

- No changes

4 BQ-9000 Producer Provisional Status

- Section 4.3 – timetable for completing prerequisites for provisional status removed

5 BQ-9000 Producer Seeking BQ-9000 Marketer Accreditation

- No changes

6 BQ-9000 Producer Idled Facilities

- Section 6.2 –
 - A facility cannot be under Category I shutdown for greater than 120 days (versus 180 days previously)
 - Plant manager need not be part of the quality management system being followed

7 Change of Ownership and Acquisitions

- Section 7.2 – removal of “Company Merger Notification Form” as it does not exist
- Chief Operating officer changed to NBAC Program Manager

Appendix Part B

Pre-Audit Letter

Re-Certification Form

- Removed/deleted