

## 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](http://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