

**Scope:** This Procedure applies to all new and current OMNI Clients participating in OMNI's Data Acceptance program.

## **OMNI-DAPT PROCEDURE**

### **NEW CLIENT APPROVAL PROCESS**

- Upon establishing contracts/ agreements with a new or existing client, the client has an opportunity to participate in OMNI's Data Acceptance program, OMNI-DAPT.
- The client must establish which testing discipline(s) they wish to perform, who has authorities/ responsibilities for the testing performed, and their facility, equipment, procedures, and other documentation can fulfill compliance in the data acceptance program.
- The client will then sign the A-SFCC "OMNI-DAPT Program Agreement", permitting OMNI to perform an initial audit to confirm compliance to applicable requirements of ISO/IEC 17025 and observe performing tests within their proposed testing discipline(s).
- All policies and requirements of the OMNI inspection body apply for corrective actions and resolutions of non-conformities found during the audit.
- These audits will be performed by OMNI staff members that have been qualified/evaluated in the proposed testing discipline the client is being approved for. Once OMNI QA staff have reviewed the M-SFAH "OMNI-DAPT 17025 Audit Form" and confirmed compliance, a certificate, A-SFDY "OMNI-DAPT Approval Letter" is issued to the client to indicate compliance to OMNI's data acceptance program as well as the testing discipline(s) they are approved for.

### **OMNI-DAPT CLIENT PROJECT PROCESS**

- **Project Initiation**
  - o Client:
    - Using Project Initiation documentation, the client completes the following before submission to OMNI
      - Description of appliance, designations of all models, including a description of the similarities and differences amongst them and any optional equipment to be offered.
      - Identification of applicable test standards
      - Test plan
      - Submit a request for quote to OMNI and include the completed portions of the Test Data Summary.
- **Initial Review and Quoting:**
  - o OMNI:
    - OMNI reviews submitted request for quote and meets internally to review submittal. Clarification of appliance type and applicable standards are established early.
    - OMNI reviews and briefly discusses test plan internally
    - OMNI and Client teleconference to discuss test plan and clarify any perceived issues and discusses resources
    - OMNI prepares and issues a Quote.
    - Upon receiving signed quote from client, OMNI allocates FTP space, uploads project/report number, project-specific standard forms as relevant, and informs client.
- **Test Performance**
  - o Client:
    - Client works on project at their own pace, but in a general sequence
      - Constructional evaluations
      - Component list

- Applying unique ID tag to specimen(s)
  - Performance Evaluation
  - Completion of test data summary.
- **Submittal**
- Client:
    - Client prepares all necessary documentation including, but not limited to:
      - Constructional evaluation(s)
      - Component List
      - Performance evaluation(s)
      - Raw test data files and hand-written notes.
      - Photos and videos
      - Labels
      - Manuals
      - Drawings
    - Client uploads all document to FTP site and notifies **OMNI** that the project is complete.
  - **OMNI:**
    - Review of all documentation
    - If there are issues, an itemized letter report is generated and submitted to client asking for specific additional material or revisions
    - Upon acceptable conclusion of document review, a report is generated.
    - Project is submitted for internal QA review.
    - Certification documents are prepared and delivered to client.

#### MAINTAINING APPROVAL & SURVEILLANCE

- When agreeing to the **OMNI**-DAPT agreement and the initial laboratory audit confirms compliance, the client also consents to annual audits. The client also acknowledges that the **OMNI**-DAPT program agreement is renewed annually and sufficient notice (as noted in the program agreement) must be given by the client if they do not wish to renew the annual **OMNI**-DAPT agreement.
- **OMNI** performs annual audits at the client laboratory facility to the applicable requirements of ISO/IEC 17025. These audits will be performed by **OMNI** staff qualified in the testing disciplines established by the client for data acceptance using M-SFAH "**OMNI**-DAPT 17025 Audit Form". Records of audits performed, agreements, and certificates can be found on **OMNI**'s server under outsourced services.
- All policies and requirements of the **OMNI** inspection body apply for corrective actions and resolutions of non-conformities. If a client refuses to resolve findings discovered during the audits, their certificate of compliance to the **OMNI**-DAPT data acceptance program will be voided.