

A02 – Assessment Rating Guide

Revision 2.8 – February 2011

Laboratory Name: _____

Assessment Date: _____

(Lead) Assessor: _____

Signature: _____



CALA
Laboratory Accreditation

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ASSESSMENT RATING GUIDE

1.0 INTRODUCTION

CALA was formed in 1989 by the combined interests of public and private sector laboratories and is incorporated as a not-for-profit association. One of the principal objectives of the association is to promote and maintain a high level of assurance in analytical test data. CALA operates accreditation, proficiency testing, and training programs that conform to international standards.

The Accreditation Program provides formal recognition of the competence of a laboratory to manage and perform specific tests or types of tests listed in its scope of accreditation. It is not a guarantee that test results will conform to standards or agreements between a testing laboratory and its customers or that test results are acceptable to any specific organization or person. Business transactions between an accredited laboratory and its customers are legal matters between the two parties.

As part of the accreditation process, laboratories must undergo a site assessment where conformance to ISO/IEC 17025:2005 (*General Requirements for the Competence of Testing and Calibration Laboratories*) is assessed. This document, A02 – The Assessment Rating Guide, is a summary of the requirements of this international standard. Accreditation is based on satisfactory participation in an assessment plus satisfactory participation in proficiency testing, as per P02-03 CALA Program Description – Proficiency Testing Policy for Accreditation. A listing of each accredited laboratory, with a summary of its accredited testing capabilities by test group and testing parameter, along with a list of detailed scope of testing is published on the CALA website, www.cala.ca.

The Proficiency Testing Program targets high volume testing in the major disciplines of inorganic chemistry, organic chemistry, toxicology, occupational health and microbiology. This program currently includes the following matrices: water, waste oil, soil/sediment and air collection media (e.g., quartz filters, cellulose ester filters, and charcoal tubes).

The CALA Training Service provides competence training to CALA members and supports the Accreditation Program by provision of training to assessors. Training is delivered to organizations in Canada and abroad. Training is offered in support of Canadian and international efforts to develop and implement accreditation programs and systems that recognize competence in laboratory testing. Online training is available for most of the subjects delivered by the CALA Training Service.

Details of all CALA programs can be downloaded from the CALA website, www.cala.ca or by contacting CALA at:

Canadian Association for Laboratory Accreditation
 Suite 310 – 1565 Carling Avenue, Ottawa, ON K1Z 8R1, CANADA,
 telephone: (613) 233-5300 facsimile: (613) 233-5501

2.0 ASSESSOR NOTES ON THE USE OF CALA A02 – ASSESSMENT RATING GUIDE

2.1 Elements to be Assessed in this Rating Guide

- Section 4 (Management Requirements);
- Section 5 (Technical Requirements).

2.2 Key to Column Headings used in this Rating Guide

Item: unique identifier for use in assessment support software and database applications

Clause: specific clause cited from ISO/IEC 17025:2005.

- Heading of the summary of requirement used in the standard (ISO/IEC 17025:2005);
- Clause number referenced in the standard (ISO/IEC 17025:2005);
- e.g.,

Scope of Management System 4.1.3	<i>verify that management system covers activities in the laboratory’s permanent facility, sites away from its permanent</i>
----------------------------------	--

- Requirement: specific detail from the standard associated with an observation.
 Numbered requirements (1, 2, 3);

- 1.....meets requirement
- 2.....does not meet requirement
- 3.....requirement is not applicable to this laboratory

Comments: assessor notes on the observation raised – specific details. The *document review column* is to record findings and questions raised during the document review. This is a good area to write notes such as *ask to see records*. Not all items will necessarily be covered during the document review. It can happen that a requirement of the standard may appear to be met during the document review, and while on site, evidence indicates otherwise, resulting in a non-conformance. The *observation* column is to record evidence collected while the team is on site.

2.3 Types of Actions

Required (Type A): A non-conformance against the standard (ISO/IEC 17025), CALA requirements, the laboratory's own procedures, or a condition that affects the validity of the test result. A response on action taken and supporting evidence of this action is required within the specified time frame (90 days from the closing meeting for applicants, 45 days from the closing meeting for accredited laboratories).

Required (Type B): A non-conformance that is random or infrequent (e.g., a few records are missing or out of date) or has been deemed a *phase in* requirement by CALA, or a condition whereby the laboratory has minimal evidence to support full implementation of the requirement. A response on the action taken or an action plan must be provided, but supporting evidence of this action will not be required. Action taken in response to a Required B item will be reviewed at the next assessment.

Comments (Type C): Comments may be used to document concerns or highlight areas where the laboratory excels. Use comments judiciously, and always discuss with the laboratory representative. Do not use this option to make suggestions to the laboratory. Comments must link back to ISO/IEC 17025 or CALA policies.

Serious Non-conformances: If any non-conformities seriously call accredited test results being reported to customers into question, document the nonconformity, grade it as Required A item, and immediately notify the CALA office in writing. Include all relevant information, and if possible, copies of the objective evidence. A response sooner than 45 days may be required, or the analyte(s) may be suspended.

2.4 Highlighted Text

Highlighted text indicates altered or new text.

2.5 CALA Documents Cross-Referenced in the Rating Guide (A02)

- A61 - CALA Traceability Policy;
- P02-01 - CALA Program Description;
- P07-CALA Application of Requirements in ISO/IEC 17025:2005;
- P19-CALA Measurement Uncertainty Policy; and
- PT15-CALA PT Program.

Assessor Notes:

ITEM	CLAUSE	REQUIREMENT	Document Review			Observation			
			1	2	3	COMMENTS	1	2	3
4.0 MANAGEMENT REQUIREMENTS									
A.01 4.1 Organization									
01	Legal Entity 4.1.1	Verify that the laboratory can be held legally responsible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02	Laboratory Responsibility 4.1.2	Verify that the laboratory carries out its testing and calibration activities in a manner that meets the requirements of ISO/IEC 17025:2005, and the needs of the customer, regulatory authorities or accrediting body.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03	Scope of Management System 4.1.3	Verify that the management system covers activities in the laboratory's permanent facility, sites away from its permanent facilities, or temporary/mobile facilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04	Conflict of Interest 4.1.4	When part of an organization that does activities other than testing, verify that the laboratory defines the responsibilities of key personnel to identify potential conflicts of interest.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05	Management and Technical Personnel 4.1.5a	Verify that management and technical personnel have the authority and resources needed, irrespective of other responsibilities, to carry out duties, including: <ul style="list-style-type: none"> • implementation of the QMS; • maintenance of the QMS; • continual improvement; 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ITEM	CLAUSE	REQUIREMENT	Document Review			Observation					
			1	2	3	COMMENTS	1	2	3	COMMENTS	
A.01	4.1	Organization (continued)									
06	Undue Pressure 4.1.5b	Verify that arrangements are in place so that management and personnel are free from internal and external commercial, financial and other pressures that might adversely affect the quality of their work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07	Customer Confidentiality 4.1.5c	Verify that there are policies and procedures for customer confidentiality, including electronic storage and transmission of results.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08	Operational Integrity 4.1.5d	Verify that the laboratory has policies and procedures to avoid involvement in activities that compromise the confidence in its competence, impartiality, judgement or operational integrity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09	Organization Chart(s) 4.1.5e	Verify that the lab defines the organization and management structure, the lab's place in any parent organization, and the relationships between quality management, technical operations and support services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Responsibility and Authority 4.1.5f	Specify the responsibility and authority of all personnel who manage, perform or verify work affecting the quality.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Laboratory Supervision 4.1.5g	Verify that the lab provides adequate supervision of personnel for calibration and testing activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Technical Management 4.1.5h	Verify that the lab has technical management that has overall responsibility for technical operations and resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ITEM	CLAUSE	REQUIREMENT	Document Review			Observation			
			1	2	3	COMMENTS	1	2	3
A.01 4.1 Organization (continued)									
13	Quality Manager 4.1.5i	Appoint a member of staff as quality manager who has defined authority and responsibility for ensuring the quality system is implemented and followed at all times, with direct access to the highest level of management at which decisions are made.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Managerial Substitution 4.1.5j	Verify that designated staff are available to substitute for key managerial personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Place of Staff in Organization Objectives 4.1.5k	Verify that laboratory staff are aware of the relevance and importance of their activities and how they contribute to the achievement of the objectives of the management system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Responsibility for Communication 4.1.6	Verify that top management establishes appropriate communication processes within the laboratory regarding the effectiveness of the management system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A.02 4.2 Quality System									
01	Policies and Procedures 4.2.1	Document policies and procedures related to the management system and verify that they are communicated, understood and implemented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ITEM	CLAUSE	REQUIREMENT	Document Review			Observation				
			1	2	3	COMMENTS	1	2	3	COMMENTS
A.02	4.2	Quality System (continued)								
02	Quality Manual 4.2.2, 4.2.3, 4.2.4, 4.2.5, 4.2.6	Maintain a quality manual (however named) that: <ul style="list-style-type: none"> documents top management commitment to the development and implementation of the management system; documents top management commitment to continually improving its effectiveness; documents the importance of meeting customer requirements as well as statutory and regulatory requirements; documents a quality policy statement authorized by top management, and supporting quality objectives; includes or makes reference to all procedures, within a defined document structure; defines the roles and responsibilities of technical management and the quality manager; outlines the structure of the documentation used in the management system. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
03	Quality Policy Statement 4.2.2	Verify that the quality policy statement includes: <ul style="list-style-type: none"> the laboratory management's commitment to good professional practice and quality of its service; 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ITEM	CLAUSE	REQUIREMENT	Document Review			Observation			
			1	2	3	COMMENTS	1	2	3
A.02 4.2 Quality System (continued)									
03	Quality Policy Statement 4.2.2	<ul style="list-style-type: none"> • a statement of the laboratory's standard of service; • the purpose of the management system related to quality (objectives); • a requirement for personnel to be familiar with and implement the quality documentation; • the laboratory conformance with ISO/IEC 17025; 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04	Planned Changes 4.2.7	Verify that top management ensures that the integrity of the management system is maintained when changes to the management system are planned and implemented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A.03 4.3 Document Control									
01	Policies and Procedures 4.3.1	Verify that procedures to control all internal and external quality system documentation are established and maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02	Approval and Issue 4.3.2	Verify that documents are reviewed and approved by authorized personnel prior to issue, and are periodically reviewed to verify that continuing suitability, and compliance with requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03	Master List 4.3.2.1	Maintain a readily available master list (or equivalent) of all internal and external documents, which documents current revisions and distribution.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ITEM	CLAUSE	REQUIREMENT	Document Review			Observation			
			1	2	3	COMMENTS	1	2	3
A.03 4.3 Document Control (continued)									
04	Availability 4.3.2.2	Verify that all quality documentation (including instructions, standards, manuals and reference data) is available where required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05	Obsolete Documents 4.3.2.2	Verify that obsolete documents are removed, or those retained for either legal or knowledge preservation purposes are suitably marked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06	Identification 4.3.2.3	verify that all quality documentation is uniquely identified by: <ul style="list-style-type: none"> • date of issue and/or revision number; • page numbering; • total number of pages or a mark to signify the end of the document; • the issuing authority(ies). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07	Document Changes 4.3.3.1	Verify that changes to documents are reviewed and approved by the same function that performed the original review, or a designate; verify that designate has/had access to pertinent information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08	Altered or New Text 4.3.3.2	Verify that the altered or new text is identified in the document or the appropriate attachments, as practical.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09	Hand-written Amendments 4.3.3.3	Define procedures and authority for hand-written amendments to documents, that include requirements to: <ul style="list-style-type: none"> • clearly mark, initial and date amendments; • formally re-issue documents as soon as practicable. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ITEM	CLAUSE	REQUIREMENT	Document Review			Observation			
			1	2	3	COMMENTS	1	2	3
A.03 4.3 Document Control (continued)									
10	Computerised Amendments 4.3.3.4	Establish procedures for changes to and control of computerised documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A.04 4.4 Review of Requests, Tenders and Contracts									
01	Policies and Procedures 4.4.1	Verify that policies and procedures related to review of requests, tenders and contracts are established and maintained; the procedures shall verify that: <ul style="list-style-type: none"> • requirements are defined, documented and understood; • laboratory capability and resources meet requirements; • appropriate method selection. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02	Records of Review 4.4.2 to 4.4.3	Maintain records of reviews, that include: <ul style="list-style-type: none"> • pertinent discussions with customer; • subcontracted work; • significant changes. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03	Notification of Customer 4.4.4	Verify that the customer is informed of any deviations from the contract.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04	Contract Amendments 4.4.5	Verify that the same contract review process is repeated, and amendments communicated to all personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A.05 4.5 Subcontracting of Tests and Calibrations									
01	Competency 4.5.1, 4.5.4	Verify that that subcontractors are competent (e.g., conform with 17025:2005) and maintain records of competent subcontractors used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ITEM	CLAUSE	REQUIREMENT	Document Review			Observation			
			1	2	3	COMMENTS	1	2	3
A.05 4.5 Subcontracting of Tests and Calibrations (continued)									
02	Customer Notification 4.5.2	The laboratory shall: <ul style="list-style-type: none"> advise the customer of the subcontracting arrangement in writing obtain customer approval when appropriate and preferably in writing, or maintain records of discussions 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03	Responsibility 4.5.3	Verify that the lab is responsible for the subcontracted work, unless the customer or regulatory authority specifies the subcontractor to be used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04	Results 5.10.6	Verify that the subcontractor reports the results in writing or electronically.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A.06 4.6 Purchasing Services and Supplies									
01	Policies and Procedures 4.6.1	Document policies and procedures related to: <ul style="list-style-type: none"> procurement of supplies and services; reception and storage of supplies. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02	Verification 4.6.2	Verify that all purchased services and supplies that affect the quality are not used until inspected or verified compliant with specifications, and maintain records.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03	Purchasing Documents 4.6.3	Verify that purchasing documents are reviewed and approved for technical content prior to release.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04	Approved Suppliers 4.6.4	Maintain records of investigation of suppliers and a list of all approved suppliers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ITEM	CLAUSE	REQUIREMENT	Document Review			Observation			
			1	2	3	COMMENTS	1	2	3
A.07 4.7 Service to Customer									
01	Cooperation with Customers 4.7.1	Verify that the lab is willing to cooperate with customers, and has procedures to protect the confidentiality of other customers (see 4.1.5c).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02	Feedback 4.7.2	Verify that feedback is acquired and analyzed to improve the management system, testing activities and customer service (NOTE: Lab to proactively acquire feedback; see CALA P07, Section 4.7).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A08 4.8 Complaints									
01	Policies and Procedures 4.8	Document policies and procedures for the resolution of complaints from customers or other parties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02	Records 4.8	Maintain records of complaints, investigations and where necessary, corrective actions (see 4.11)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A.09 4.9 Control of Non-conforming Testing and/or Calibration Work									
01	Policies and Procedures 4.9	Verify that policies and procedures related to work or results that do not conform to procedures or customer requirements are implemented; the procedures shall verify that: <ul style="list-style-type: none"> • responsibilities and authorities are defined; • evaluation of the significance of the non-conformance is made; • remedial actions are taken immediately; • customer is notified and work recalled, if necessary; 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ITEM	CLAUSE	REQUIREMENT	Document Review			Observation			
			1	2	3	COMMENTS	1	2	3
A.09 4.9 Control of Non-conforming Testing and/or Calibration Work (continued)									
01	Policies and Procedures 4.9	<ul style="list-style-type: none"> responsibility for authorising the resumption of work is defined; corrective actions are promptly followed, when necessary (i.e., when non-conformance can recur or lab was not following its own policies or procedures). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A.10 4.10 Improvement									
01	Policies and Procedures 4.10	Verify that a continual improvement system is in place within the quality policy, and with quality objectives, with inputs from analysis of data, internal and external audits, corrective and preventive actions and management review.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A.11 4.11 Corrective Action									
01	Policies and Procedures 4.11	Document policies and procedures and designate appropriate authorities for implementing corrective actions; the procedures shall include: <ul style="list-style-type: none"> cause analysis; identification of possible corrective actions, and selection and implementation of the most appropriate corrective action(s); documenting and implementing any required changes, and monitoring the effectiveness; implementation of additional audits, when necessary. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A.12 4.12 Preventive Action				
01	Action Identification 4.12.1	Verify that needed improvements and potential sources of non-conformances are identified.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
02	Action Plans 4.12.1, 4.12.2	Verify that preventive action plans are developed, implemented and monitored for effectiveness.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
A.13 4.13 Control of Records				
01	Procedures 4.13.1	Establish and maintain procedures related to control of quality and technical records for: <ul style="list-style-type: none"> • identification; • collection; • indexing; • access; • filing; • storage and retention times; • maintenance; • protection, backup and access of electronic records; • disposal. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
02	Record Integrity 4.13.1	Verify that all records are: <ul style="list-style-type: none"> • legible; • readily retrievable; • maintained in a suitable environment; • held secure and in confidence. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

ITEM	CLAUSE	REQUIREMENT	Document Review			Observation				
			1	2	3	COMMENTS	1	2	3	COMMENTS
A.13	4.13	Control of Records (continued)								
03	Technical Records 4.13.2	Verify that the laboratory retains technical records of: <ul style="list-style-type: none"> • all original observations; • derived data; • sufficient information to establish an audit trail (e.g., supplies, reagents, standards, etc.); • calibration records; • staff records; • copies of each test report or calibration certificate; • personnel responsible for the sampling; • personnel responsible for test/calibration; • personnel responsible for checking results. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
04	Record Information 4.13.2	Verify that records maintained contain sufficient information to: <ul style="list-style-type: none"> • identify factors affecting uncertainty; • enable the original method conditions to be repeated (e.g., supplies, reagents, etc...associated with a result). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
05	Recording 4.13.2.2	Verify that observations, data and calculations are recorded at the time they are made and be identifiable to the specific task.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ITEM	CLAUSE	REQUIREMENT	Document Review			Observation			
			1	2	3	COMMENTS	1	2	3
A.13 4.13 Control of Records (continued)									
06	Corrections to Records 4.13.2.3	Verify that any changes to the original records are made so that: <ul style="list-style-type: none"> • original record is not obscured; • correct value entered alongside; • alterations authorized by initial. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07	Corrections to Electronic Records 4.13.2.3	Verify that measures are taken to avoid loss or change of original data stored electronically (i.e., original record not lost and change is traceable to an individual).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A.14 4.14 Internal Audits									
01	Internal Audit Requirements 4.14	Verify that internal audits are periodically* conducted to verify operations comply with all elements of the quality system and requirements of 17025:2005; verify that: <ul style="list-style-type: none"> *CALA Requirement is Annual • audits follow a predetermined schedule and procedure; • audits are planned and organized by the Quality Manager; • audits are conducted by trained and qualified personnel, independent of the activity to be audited where resources permit; • corrective actions are implemented in a timely manner; • the customer is notified in writing of compromised results; • records of audits and corrective actions are maintained; 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ITEM	CLAUSE	REQUIREMENT	Document Review			Observation			
			1	2	3	COMMENTS	1	2	3
A.14 4.14 Internal Audits									
01	Internal Audit Requirements 4.14	<ul style="list-style-type: none"> follow-up audits verify the effectiveness of corrective actions. NOTE: For further guidance, see CALA P07, Section 4.14. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A.15 4.15 Management Review									
01	Objectives 4.15.1	Verify that laboratory top management periodically* carries out management review of the quality system, based on predetermined schedule and procedure, to verify that continuing suitability and effectiveness and to introduce necessary changes or improvements. *CALA Requirement is Annual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02	Management Review Contents 4.15.1	Verify that the contents of the management review include: <ul style="list-style-type: none"> suitability of policies and procedures; reports from managerial and supervisory personnel; outcome of recent internal audits; corrective and preventive actions; assessments by external bodies; results of inter-laboratory comparisons or proficiency tests; changes in the volume and type of the work; customer feedback; complaints; 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ITEM	CLAUSE	REQUIREMENT	Document Review			Observation			
			1	2	3	COMMENTS	1	2	3
A.15 4.15 Management Review (continued)									
02	Management Review Contents 4.15.1	<ul style="list-style-type: none"> • recommendations for improvement • other relevant factors (e.g., quality control activities, resources and staff training). • NOTE: For further guidance, see CALA P07, Section 4.15. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03	Actions Taken 4.15.2	Verify that actions are carried out within an appropriate and agreed time scale.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04	Records 4.15.2	Maintain records of management reviews and actions taken.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.0 TECHNICAL REQUIREMENTS									
B.01 5.2 Personnel									
01	Qualifications 5.2.1	Verify that personnel performing specific tasks are qualified on the basis of education, training, experience and/or demonstrated skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02	Trainees 5.2.1	Verify that staff being trained have adequate supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03	Training 5.2.2	Verify that management has formulated training goals, and that there are policies and procedures for identifying training needs and provision of training - and that this training program is evaluated for effectiveness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ITEM	CLAUSE	REQUIREMENT	Document Review			Observation					
			1	2	3	COMMENTS	1	2	3	COMMENTS	
B.01	5.2	Personnel (continued)									
04	Employees 5.2.3	Verify that personnel are employed or contracted by the laboratory, and verify that contracted personnel are supervised, competent and work in accordance with the quality system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05	Job Descriptions 5.2.4	Maintain current job descriptions for managerial, technical and key support staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06	Authorized Personnel 5.2.5	Verify that management has authorized specific personnel to: <ul style="list-style-type: none"> • perform specific sampling, testing and/or calibration; • issue test and/or calibration reports; • give opinions and interpretations • operate particular types of equipment. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07	Records 5.2.5	Verify that the laboratory maintains readily-available records for all technical personnel (including contracted personnel) for: <ul style="list-style-type: none"> • relevant authorisation(s), and date confirmed; • competence, and date confirmed; • educational and professional qualifications; • training, skills and experience. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ITEM	CLAUSE	REQUIREMENT	Document Review			Observation				
			1	2	3	COMMENTS	1	2	3	COMMENTS
B.02	5.3	Accommodation and Environmental Conditions								
01	Technical Requirements 5.3.1	Verify that technical requirements for accommodation and environmental conditions that can affect results are documented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
02	Facility 5.3.1	Verify that the laboratory or off-site facility(ies) accommodation and environmental conditions do not compromise the quality of results.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
03	Monitoring 5.3.2	Verify that the laboratory monitors, controls and records environmental conditions, where applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
04	Termination 5.3.2	Verify that tests and/or calibrations are terminated when results are jeopardised by the environmental conditions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
05	Incompatible Activities 5.3.3	Verify that there is effective separation between areas of incompatible activity, and that measures are taken to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
06	Access 5.3.4	verify that access to office and laboratory areas is controlled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
07	Housekeeping 5.3.5	Verify that housekeeping measures are adequate and that special procedures are prepared when necessary NOTE: See CALA P07, Section 1.5 for guidance on known safety hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ITEM	CLAUSE	REQUIREMENT	Document Review			Observation			
			1	2	3	COMMENTS	1	2	3
B.03 5.4 Test and Calibration Methods and Method Validation									
01	Methods and Procedures 5.4.1	Verify that the laboratory uses appropriate methods and procedures for calibrations and tests including, where appropriate, estimation of uncertainty and statistical techniques for analysis of data.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02	Equipment Instructions 5.4.1	Verify that the laboratory has appropriate instructions for the operation of equipment, where the absence of the instructions could affect the work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03	Method Deviations 5.4.1	Verify that deviations from the test and calibration methods are: <ul style="list-style-type: none"> • documented; • technically justified; • authorized; • accepted by customer. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04	Method Selection 5.4.2	Verify that the laboratory selects test and/or calibration methods that: <ul style="list-style-type: none"> • meet the needs of the customer; and • are appropriate for the test and/or calibration; • are in latest international, regional or national standards (unless it is not appropriate or possible); the standard shall be supplemented with additional details to verify consistent application. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ITEM	CLAUSE	REQUIREMENT	Document Review			Observation			
			1	2	3	COMMENTS	1	2	3
B.03 5.4 Test and Calibration Methods and Method Validation (continued)									
05	Non-Customer Specified Method Selection 5.4.2	For non-customer specified methods, verify that the laboratory informs the customer of the method chosen, and selects methods that are either: <ul style="list-style-type: none"> • published reference methods; or • validated laboratory developed methods; or • validated methods adopted by the laboratory. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06	Inappropriate Methods 5.4.2	Verify that the laboratory informs the customer if the method proposed by the customer is inappropriate or out of date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07	Published Reference Methods (or Standard Methods) 5.4.2	For published reference methods (or standard methods), verify that the lab has: <ul style="list-style-type: none"> • confirmed that it can properly operate standard methods; • repeated the confirmation if the standard method changed. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08	Laboratory-Developed Methods 5.4.3	Verify that laboratory developed methods are planned, and assigned to qualified personnel; update plans as development proceeds and verify that communication with personnel involved.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09	Non-standard Methods 5.4.4	When methods used that are not covered by standard methods, verify that that: <ul style="list-style-type: none"> • customer approval has been obtained; 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ITEM	CLAUSE	REQUIREMENT	Document Review			Observation			
			1	2	3	COMMENTS	1	2	3
B.03	5.4	Test and Calibration Methods and Method Validation (continued)							
09	Non-standard Methods 5.4.4	<ul style="list-style-type: none"> specifications of customer requirements are met; purpose of the test and/or calibration is identified; method is validated before use. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Method Validation 5.4.5	Verify that the method validation includes: <ul style="list-style-type: none"> records of validation; procedure used; a statement that the method is fit for the intended use. NOTE: Method must be validated to be assessed (see CALA A06, Section 3.2.2) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Range and Accuracy 5.4.5	Verify that the laboratory ensures that the range and accuracy of the values obtained from validated methods (e.g., MU, detection limit, etc.) are relevant to the customers' needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Measurement Uncertainty 5.4.6	Verify that the laboratory has and applies a procedure to estimate the measurement uncertainty that accounts for relevant uncertainty components and uses appropriate methods NOTE: Refer to CALA policy on Estimation of Uncertainty (P19).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ITEM	CLAUSE	REQUIREMENT	Document Review			Observation				
			1	2	3	COMMENTS	1	2	3	COMMENTS
B.03	5.4	Test and Calibration Methods and Method Validation (continued)								
13	Reasonable Estimates 5.4.6	Verify that the lab makes a reasonable estimation and reports this estimate in a way that does not give a wrong impression of the uncertainty, where the nature of the test does not allow for a statistical estimation of measurement uncertainty.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Calibrations 5.4.6	Verify that the lab has and applies a procedure to estimate measurement uncertainty for all calibrations, when performing its own calibrations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	Calculations and Data Transfers 5.4.7	Verify that calculations and data transfers are checked in a systematic manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	Computers or Automated Equipment 5.4.7	Verify that for computers or automated equipment used: <ul style="list-style-type: none"> • the laboratory developed software is sufficiently documented and suitably validated; • computers and automated equipment are maintained to verify proper functioning; • appropriate environmental and operating conditions are provided. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17	Protection of Data 5.4.7, 5.10.7	Verify that procedures for protection of data are established and implemented for: <ul style="list-style-type: none"> • integrity and confidentiality of data entry or collection; • storage; 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ITEM	CLAUSE	REQUIREMENT	Document Review			Observation			
			1	2	3	COMMENTS	1	2	3
B.03 5.4 Test and Calibration Methods and Method Validation (continued)									
17	Protection of Data 5.4.7, 5.10.7	<ul style="list-style-type: none"> transmission; processing. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B.0 4 5.5 Equipment									
01	Operation 5.5.1 to 5.5.4	Verify that all equipment (including that outside the laboratory's control) required for the test and/or calibration procedure is: <ul style="list-style-type: none"> available and functioning properly; capable of achieving required accuracy; compliant with specifications; checked and calibrated before use (see 5.6.1); operated by authorized personnel; operated using available current instructions on use and maintenance; uniquely identified, where practicable. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02	Records 5.5.5	Verify that records of equipment are maintained and include: <ul style="list-style-type: none"> identity of the equipment and its software; manufacturer's name, model, and serial number or other unique identification; checks that the equipment complies with the laboratory requirement and standard specification; current location, where appropriate; 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ITEM	CLAUSE	REQUIREMENT	Document Review			Observation			
			1	2	3	COMMENTS	1	2	3
B.0 4 5.5 Equipment (continued)									
02	Records 5.5.5	<ul style="list-style-type: none"> the manufacturer's instructions, if available, or reference to their location; calibration history and due date of next calibration; the maintenance plan, where appropriate, and maintenance carried out to date; any damage, malfunction, modification or repair to the equipment. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03	Procedures 5.5.6, 5.5.10, 5.5.11	Verify that procedures for the management of measuring equipment are established and include: <ul style="list-style-type: none"> safe handling; transport; storage; use; planned maintenance; intermediate calibration checks to verify that that equipment continues to perform satisfactorily; updating of documents (e.g., computer software) when correction factors are generated. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04	Out-of-Service 5.5.7	Verify that equipment subjected to overloading or mishandling, gives suspect results, or shown to be defective or outside of specified limits is taken out-of-service, and is: <ul style="list-style-type: none"> isolated; 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ITEM	CLAUSE	REQUIREMENT	Document Review			Observation			
			1	2	3	COMMENTS	1	2	3
B.0 4 5.5 Equipment (continued)									
04	Out-of-Service 5.5.7	<ul style="list-style-type: none"> clearly labelled or marked as being out-of-service; examined for the effect of the defect or departure from specified limits; addressed under the "Control of non-conforming work" procedure. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05	Calibration Status 5.5.8	Verify that equipment calibration status is identified, including date when last calibrated and expiry date or recalibration date, where practicable (i.e., for equipment not calibrated on an as-used basis).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06	Return to Service 5.5.9	Verify that if equipment goes outside the direct control of the laboratory, it is checked and validated before being returned to service.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07	Adjustments 5.5.12	Verify that equipment is safeguarded from adjustments that would invalidate results.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B.05 5.6 Measurement Traceability									
01	Calibration Program 5.6.1, 5.6.2	Verify that the testing and/or calibration laboratory has a calibration program for its measurement and test equipment NOTE: Labs must meet traceability requirements as per CALA Policy on Traceability (A61).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ITEM	CLAUSE	REQUIREMENT	Document Review			Observation				
			1	2	3	COMMENTS	1	2	3	COMMENTS
B.05 5.6 Measurement Traceability (continued)										
02	Traceability to SI 5.6.2	<p>Verify the calibration program ensures that the measurements from the laboratory are traceable to SI units:</p> <p>For internal calibration, verify that:</p> <ul style="list-style-type: none"> • there is an unbroken chain of calibrations linking measurement standards and measuring instruments to the SI units; • there are training records for calibration personnel for the calibrations being performed; • there are documented procedures for the calibration including procedures for the propagation of uncertainties; • calibration records are maintained as evidenced by a calibration report or other suitable method. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<p>When using external calibration services, verify that:</p> <ul style="list-style-type: none"> • demonstrated competence, measurement capability, and traceability; • certificates contain the measurement results; • certificates include the measurement uncertainty and/or compliance statement 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ITEM	CLAUSE	REQUIREMENT	Document Review			Observation			
			1	2	3	COMMENTS	1	2	3
B.05	5.6	Measurement Traceability (continued)							
03	Traceability 5.6.2	Where traceability of measurements cannot be strictly made to SI units, verify that confidence in measurements is established by use of: <ul style="list-style-type: none"> • certified reference materials; or • specified methods (validated with interlaboratory comparison, where possible); or • consensus standards (validated with interlaboratory comparison, where possible). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04	Reference Standards 5.6.3	Verify that the testing and/or calibration laboratory: <ul style="list-style-type: none"> • has procedures for the calibration of its reference standards by a competent body, and transportation and storage of reference standards; • calibrates reference standards before and after any adjustments; • uses reference standards for calibration only (unless it can be shown performance as a reference standard is not invalidated); • carries out intermediate checks needed to maintain confidence in calibration status according to defined procedures and schedules. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05	Reference Materials 5.6.3	Verify that that the laboratory has the following in place: <ul style="list-style-type: none"> • reference materials are traceable to SI units where possible, or to certified reference materials; 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ITEM	CLAUSE	REQUIREMENT	Document Review			Observation			
			1	2	3	COMMENTS	1	2	3
B.05 5.6 Measurement Traceability (continued)									
05	Reference Materials 5.6.3	<ul style="list-style-type: none"> internal reference materials are checked as far as is technically and economically practicable; intermediate checks are carried out to maintain confidence in the calibration status of reference materials according to defined procedures and schedules; procedures for the transport and storage of reference materials. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B.06 5.7 Sampling									
01	Procedures and Plan 5.7.1	Verify that procedures for sampling are available at the location where required, and include: <ul style="list-style-type: none"> a sampling plan (based on appropriate statistical methods, wherever reasonable); factors to be controlled to verify the validity of the results; selection of samples; withdrawal and preparation of samples. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02	Deviations 5.7.2	Verify that customer-requested deviations from the sampling plan are documented and communicated to the appropriate personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03	Records 5.7.3	Verify that the laboratory has procedures for recording sampling data and operations; records to include: <ul style="list-style-type: none"> sampling procedure; sampler identification; environmental conditions (if relevant); 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ITEM	CLAUSE	REQUIREMENT	Document Review			Observation				
			1	2	3	COMMENTS	1	2	3	COMMENTS
B.06	5.7	Sampling (continued)								
03	Records 5.7.3	<ul style="list-style-type: none"> sampling location; basis for sampling procedure statistics, if appropriate. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.07	5.8	Handling of Test and Calibration Items								
01	Procedures 5.8.1, 5.8.4	Document procedures for test and/or calibration item management: <ul style="list-style-type: none"> transportation; receipt; handling and preparation; protection; storage; retention and/or disposal. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
02	Identification 5.8.2	Verify that the laboratory has a system for identifying test and/or calibration items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
03	Deficiencies 5.8.3	Verify that any abnormalities and deficiencies upon item receipt are recorded; if in doubt about suitability of item, verify that that customer is contacted and instructions are recorded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
04	Facilities 5.8.4	Verify that the laboratory has appropriate facilities to maintain item integrity, and the protection of secured items.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
05	Environmental Conditions 5.8.4	Verify that required environmental conditions for items are maintained, monitored and recorded, as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ITEM	CLAUSE	REQUIREMENT	Document Review			Observation				
			1	2	3	COMMENTS	1	2	3	COMMENTS
B.07	5.8	Handling of Test and Calibration Items (continued)								
06	Handling Instructions 5.8.4	Verify that any handling instructions provided with the test and/or calibration item are followed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.08	5.9	Assuring the Quality of Test and Calibration Results								
01	Quality Control 5.9	Verify that the laboratory has planned quality control procedures for monitoring validity of tests and calibrations; monitoring may include but is not limited to: <ul style="list-style-type: none"> • use of certified reference materials and/or secondary reference materials; • participation in interlaboratory comparison or proficiency-testing programs (NOTE: lab treats PT samples as routine as per PT-15); • replicates; • re-testing or re-calibration of retained items; • correlation of results for different characteristics of an item. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
02	Quality Control Data 5.9.1	Verify that the quality control data are recorded to detect trends, and, where practicable, statistical techniques are applied to review the results.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
03	Quality Control Data Analyzed 5.9.2	Verify that quality control data is analyzed and, if outside of pre-planned criteria, planned action is taken to correct the problem and to prevent incorrect results from being reported.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ITEM	CLAUSE	REQUIREMENT	Document Review			Observation				
			1	2	3	COMMENTS	1	2	3	COMMENTS
B.09	5.10	Reporting the Results								
01	Test Reports and Calibration Certificates 5.10.2, 5.10.6, 5.10.8	<p>Provide test reports that are in a format designed to accommodate the type of test and to minimize the possibility of misunderstanding or misuse. Reports or certificates shall include at least the following, unless the lab has valid reasons for not doing so:</p> <ul style="list-style-type: none"> • title; • name and address of laboratory; • test or calibration location where carried out, if different; • unique identification of the report or certificate on each page, and a clear identification of the end of the report or certificate; • name and address of customer; • identification of method used; • unique item identification, description and condition; • date of item receipt, where critical to validity; • date test or calibration carried out; • sampling plan and procedures used, where relevant; • test and/or calibration result, with units; • name(s), function(s) and signature(s) or equivalent identification of person(s) authorizing the report or certificate; 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ITEM	CLAUSE	REQUIREMENT	Document Review			Observation			
			1	2	3	COMMENTS	1	2	3
B.09 5.10 Reporting the Results (continued)									
01	Test Reports and Calibration Certificates 5.10.2, 5.10.6, 5.10.8	<ul style="list-style-type: none"> statement to the effect that the results relate only to the items tested or calibrated, where relevant; subcontracted results clearly identified. if any of the above are not on the report, a note that the information is available. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02	Test Result Interpretation 5.10.3	<p>Where necessary for the interpretation of results, verify that test reports include the following:</p> <ul style="list-style-type: none"> variances from the test methods; information on specific test conditions; statement of compliance; statement on the estimated uncertainty when it is relevant to the validity or application of the result, a customer requires it, or when the uncertainty affects compliance to a specification limit; opinions and interpretations, which are clearly marked; additional requested information; date of sampling; identification of the substance, material or product sampled; sampling location; environmental conditions during sampling; 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ITEM	CLAUSE	REQUIREMENT	Document Review			Observation					
			1	2	3	COMMENTS	1	2	3	COMMENTS	
B.09	5.10	Reporting the Results (continued)									
02	Test Result Interpretation 5.10.3	<ul style="list-style-type: none"> sampling method or procedure used, and deviations. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03	Calibration Result Interpretation 5.10.4	Where necessary for the interpretation of results, verify that calibration certificates include the following: <ul style="list-style-type: none"> calibration conditions; uncertainty of measurement; statement of compliance with an identified metrological specification or clause; measurement traceability statement. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04	Compliance Data Records 5.10.4.2	Verify that laboratory maintains records of measurement results and associated uncertainties, when these items are omitted from the reported statement of compliance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05	Statement of Compliance 5.10.4.2	Verify that uncertainty of measurement is accounted for when statements of compliance are made.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06	Repairs and Adjustments 5.10.4.3	Verify that calibration results before and after adjustments/repairs are reported, if available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ITEM	CLAUSE	REQUIREMENT	Document Review			Observation				
			1	2	3	COMMENTS	1	2	3	COMMENTS
B.09	5.10	Reporting the Results (continued)								
07	Calibration Intervals 5.10.4.4	Verify that calibration certificates or labels do not recommend calibration intervals unless requested by the customer or legally regulated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08	Opinions and Interpretations 5.10.5	Verify that laboratory documents the basis upon which opinions and interpretations have been made, when applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09	Amendments 5.10.9	Issue, as necessary, revised test reports and calibration certificates that: <ul style="list-style-type: none"> • reference the original; • are identified as supplemental; • meet test report or calibration certificate requirements of ISO/IEC 17025:2005. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Simplified Reporting 5.10.1	When results are reported in a simplified way (i.e., for internal customers, or in the case of a written agreement with a customer), verify that any information normally reported to the customer is maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	P03 CALA Publicity Policy	Statements with respect to accreditation and/or use of accreditation symbol and/or use of the Laboratory Combined MRA mark conform to publicity guidelines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>