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1. Purpose

1.1. The purpose for this policy is to ensure that all scope calibrations / tests / dimensional inspections and in house calibrations supporting these activities are evaluated for technical competency both in the laboratories facilities and on-site during the course of an accreditation cycle.

2. Scope

2.1. Applicant and accredited laboratories shall meet the requirements of this policy for all scope calibrations / tests / dimensional inspections performed within the laboratory, on-site and for all in house calibration(s) supporting these activities.

3. Policy

3.1. Technical Evaluation of the Scope of Accreditation.


3.1.1. Technical evaluation of the Scope of Accreditation during the assessment or scope expansion or as part of the shall consist of the following:

3.1.1.1. During initial and reassessments, technical evaluation of the entire Scope of Accreditation shall include a combination of observations, personnel interviews, equipment reviews and procedure reviews. The assessor will utilize each (combined and/or exclusive) as a tool to attest to the technical competence of the lab. The laboratories must have the ability to produce a certificate / report for the proposed parameter.

3.1.1.2. If technical observation of the scope parameter is not possible during the initial or full reassessment due to availability, it must be then evaluated during a surveillance visit of that current accreditation cycle. At all times the laboratory must have the ability to demonstrate competence of these activities through personnel interviews, equipment reviews, and procedural reviews of the respective scope parameter.

3.1.1.3. A majority of qualified personnel shall be available for technical evaluation or interview during the technical review portion of each scope parameter.

3.2. During surveillance assessments, the assessment team will technically witness a sample of the Scope of Accreditation to ensure continued competence of scope parameters. The sampling should be broken down that an equal amount of parameters are evaluated throughout the accreditation cycle. There may be a possibility that the same parameters are reviewed each year due to the extent of the Scope of Accreditation.

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3.3. L-A-B does afford the laboratories the opportunity to add to their Scope of Accreditation anytime throughout the year. Laboratories must submit the following documentation to L-A-B for consideration of this change:

- 3.3.1. L-A-B Form 19 – Change Notice
- 3.3.2. Updated proposed Scope of Accreditation defining the scope addition.
- 3.3.3. Calibration and Measurement Capability to support the proposed Scope of Accreditation (if applicable).
- 3.3.4. Training records for laboratory personnel performing the calibrations / dimensional inspections / testing.
- 3.3.5. Procedure for the calibration / dimensional inspection / testing parameter to be added to the proposed Scope of Accreditation.
- 3.3.6. Proof of traceability that complies with the requirements of L-A-B Policy 001 (if applicable).
- 3.3.7. Certificate / Report for the proposed scope parameter to ensure that the reporting requirements are met according to ISO/IEC 17025, L-A-B Policy 001 and L-A-B Policy 001.1.
- 3.3.8. Additional Sector Specific Program Requirements
- 3.3.9. Other Documents as required by the Program Manager


3.4. Laboratories are required to technically witness all parameters and internal calibrations that support those parameters (those identified on the Form 001, Traceability Tracking) within their Scope of Accreditation during the accreditation cycle as part of the internal audit. Laboratories may utilize the L-A-B Form 205.1 (request a copy from L-A-B) as guidance to ensure that the requirements are being met.

4. On-Site Technical Evaluation of Scope of Accreditation

4.1. Onsite calibration and testing activities must be assessed for implementation of and compliance to the management system.

4.2. All scope parameters performed strictly onsite by the laboratory must be technically evaluated during an internal audit and onsite by the L-A-B technical assessor during the accreditation cycle. Where additional evidence is needed for assurance of technical competence, L-A-B may require an onsite witness of specific parameters whether they are performed in-house or onsite on a routine basis. The laboratory is responsible for setting a schedule to assure the technical assessor is able to witness the given parameters onsite.

4.2.1. This schedule must be submitted to L-A-B for review. The schedule may be subject to change throughout the accreditation cycle due to certain

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circumstances, but the laboratories are required to cover all those parameters within the current accreditation cycle within the schedule.

4.3. Laboratories may prove through their internal audit that the onsite activities are covered and properly evaluated. With the necessary information of the internal audit, L-A-B may waive the need to perform an onsite evaluation of certain parameters on the Scope of Accreditation.

4.3.1. L-A-B reserves the right to require evaluation of any parameter whether in-house or onsite to confirm the technical competence of the laboratory at any time prior to, during and after the assessment.

4.4. At the time of the development of the Cost Estimate for the assessment project, the laboratories will be notified of the parameters that remain to be evaluated on-site. It is the responsibility of the laboratory to set up the necessary location to have the parameter evaluated during the assessment. A reasonable location is within 30 minutes drive from the laboratory. If the drive is more than an hour, the laboratory is required to contact L-A-B of the issue and the need for more time to perform the assessment may be addressed through a revision of the initial cost estimate that was sent during the allocation stage of the assessment.


4.5. Each Major Field Parameter with the Related Discipline from the Proposed Scope which is performed on-site will be appropriately identified with a footnote for each parameter on the laboratories proposed Scope of Accreditation. In the notes area of the proposed scope a description should state "*Laboratory offers calibration services at the customers' facility or other agreed upon facilities.*" The Major Fields with their Related Disciplines are defined in Policy 002.1.

4.6. If more time is required than was provided on the Cost estimate, the Assessor is authorized to lengthen the time of the assessment. L-A-B will be notified as soon as the assessor determines that adequate time has not been allocated.

4.7. Laboratories that fail to meet the requirements of having the onsite parameters technically evaluated by the L-A-B will not be accredited to perform those parameters onsite.

5. In-House Calibrations

5.1. It is recognized that laboratories accredited for calibration, testing, and dimensional inspection activities may choose to carry out some calibration activities in-house to support their measurement activities rather than seek the services of an external accredited laboratory. It is essential that in-house calibration activities in support of accredited measurement activities are carried out competently and provide appropriate traceability. This policy outlines the requirements for laboratories carrying out in-house calibrations that support

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scope activities and highlights the aspects that L-A-B will utilize to determine competence in these activities.

- 5.1.1. Testing laboratories that perform calibrations only for themselves do not need to be accredited as a calibration laboratory. Calibration laboratories that perform specific calibrations only for themselves to support their accredited services do not need to be accredited for those calibrations.
- 5.1.2. Laboratories carrying out in-house calibrations are required to ensure that the traceability of these calibrations meets the requirements 17025 and L-A-B.
- 5.1.3. Laboratories are required to complete, and keep current, the L-A-B Form 001 - Traceability Tracking prior to the assessment taking place. L-A-B utilizes this form to identify and ensure proper Traceability of in-house calibrations.
- 5.1.4. For all instruments calibrated in-house the following must be in place:
 - 5.1.4.1. An appropriate environment for carrying out the calibration;
 - 5.1.4.2. Appropriately trained personnel to both carry out and check the calibrations;
 - 5.1.4.3. Reference standards, certified reference materials or reference measuring instruments that are traceable with appropriate measurement uncertainties;
 - 5.1.4.4. A documented procedure for each type of calibration;
 - 5.1.4.5. An appropriate means of recording and reporting the data and results of any calculations according to the requirements of ISO/IEC 17025;
 - 5.1.4.6. A procedure for calculating the measurement uncertainty for each calibration.
- 5.1.5. The laboratory shall demonstrate its competency to perform the calibrations it undertakes and shall apply the procedure for its in-house calibrations and demonstration that application to the assessor;
- 5.1.6. The laboratory may be required to participate in an ILC/PT if the assessment of the in-house calibration raises concerns or non-conforming accredited work that is in result of the in-house calibration;
- 5.1.7. If during the evaluation of an in-house calibration the technical competence is in question, the associated parameter affected by the in-house calibration on the Scope of Accreditation may be removed until the competence and the calibration itself can be confirmed;

Policy



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6. Revision History

Revision Level	Revision Date	Revised By	Brief Description of Revision
Original Issue through Rev2	02/10/06 to 10/24/06	Archived	Archived
Rev 3	06/01/09	Ryan Fischer	Defined the requirements of the laboratories to ensure that the technical competence is maintained through the assessment and internal audit of the laboratory (3.4). Specifically defined the requirements of the onsite calibrations / dimensional inspections / testing and the responsibility of the laboratory to schedule those during the accreditation cycle (4.1).
Rev 4	02/05/10	Ryan Fischer	Updated the term Best Measurement Capability with Calibration and Measurement Capability as per a directive of the ILAC requirements.
Rev 5	06/07/10	Doug Leonard/Jason Stine	Updated and streamlined for laboratory requirements and information only

APPROVED: _____

A handwritten signature in black ink, appearing to be 'R.D.L.', written over a horizontal line.

Date: 06/07/10