



**SRI LANKA ACCREDITATION BOARD  
for CONFORMITY ASSESSMENT**

***QUESTIONNAIRE***  
***for ACCREDITATION of***  
**CALIBRATION LABORATORIES**

***Instructions to the Applicant:***

1. Please fill the questionnaire on your own judgment of activities.
2. Procedures need not always to be documented and may be in the form of Guidelines and Formats.



## ACCREDITATION SCHEME FOR TESTING/ CALIBRATION LABORATORIES

### QUESTIONNAIRE

This questionnaire is a self-assessment check list to assess the readiness of your laboratory for an audit / assessment by SLAB.

#### Questionnaire Completed By

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## 01. Management System

Does your Laboratory have a Quality Policy and General Procedures Manual

Yes

No

Does the manual contain / refer to the following?

Scope of laboratory work	Yes/ No
Quality Policy Statement with Chief Executive's endorsement	Yes/ No
Document Control Procedure (Internal and External)	Yes/ No
Procedure for Control of records	Yes/ No
Corrective Action Procedure	Yes/ No
Preventive Action Procedure	Yes/ No
Procedure for Review of requests, tenders and contracts	Yes/ No
Procedure for Handling Complaints	Yes/ No
Procedure for Control of Non-conforming Testing Work	Yes/ No
Internal Auditing Procedure	Yes/ No
Management Review Procedure	Yes/ No
Procedure for Quality Assurance	Yes/No
Procedure for Purchasing	Yes/ No
Procedure for Training	Yes/ No
Procedure for Safe Handling of Calibration Equipment	Yes/ No
Procedure for Calibration of Standards and Equipment	Yes/ No
Procedure for Handling of Test / Calibration Items	Yes/ No
Job Descriptions	Yes/ No

*Please enclose a copy of the manual*

**Does the Laboratory Maintain Records for**

Records of Review of Requests	Yes/ No
Records related to maintenance of Equipment	Yes/ No
Records of Quality Control	Yes/ No
Training Records	Yes/ No
Records related to Competence Development	Yes/ No

*Please enclose example copies of some of these.*

SRI LANKA ACCREDITATION BOARD FOR CONFORMITY ASSESSMENT				
Title: Questionnaire for Calibration Laboratories		Date of Rev : 2009-09-15		Doc No : CL-FM (P) -02
Issue No: 01	Date of Issue: 2009-01-05	Rev No: 01	Date of Rev : 2009-09-15	Page: 2 of 09

## 02. Accommodation

### Brief Description of the Calibration Laboratory

(Please include number of rooms, approximate size of them and any special features)

*Please enclose a sketch of the laboratory layout.*

Is Environmental Control Necessary?      Yes            No     

If so, is the laboratory air conditioned?      Yes            No     

Control achieved by:

Temperature range =      °C

Relative Humidity Range =      %

Is temperature monitored?

Continually

Occasionally

Not at all

Is relative humidity monitored?

Continually

Occasionally

Not at all

<b>SRI LANKA ACCREDITATION BOARD FOR CONFORMITY ASSESSMENT</b>				
<b>Title:</b> Questionnaire for Calibration Laboratories			<b>Doc No :</b> CL-FM (P) -02	
<b>Issue No:</b> 01	<b>Date of Issue:</b> 2009-01-05	<b>Rev No:</b> 01	<b>Date of Rev :</b> 2009-09-15	<b>Page:</b> 3 of 09

### 03. Equipment

List of major calibration equipment available for use

#### a. Standards Maintained

SI no	Field and Parameter	Standard maintained	Model/Type/ Year of make	Date of receipt & Date placed in service	Range	Measurement Uncertainty	Date of last calibration/ Calibration due on*	Calibrated by**

#### b. Calibration Facilities

SI. no	Field and Parameter	Major Equipment	Model/Type/ Year of make	Date of receipt & Date placed in service	Range	Overall Measurement Uncertainty	Date of last calibration/ Calibration due on*	Remarks

For ionizing Radiations, please specify radiation sources and radiation monitors available, giving nature of radiation details of technical specifications, location and calibration status etc.

\* the laboratory to decide the calibration intervals based on ISO 10012

\*\* Please indicate the Name of Calibration Agency. In case the equipment is calibrated in-house, same needs to be clearly indicated under this column.

**c. Equipment Inventory**

Is there an up-to-date inventory of all items of equipment?

Yes  No

What forms are used and what information provided?

*Please enclose an example page.*

**04. Calibration Methods and Procedures**

**Sources**

What calibration methods are used?

National Standards  In-house methods  
 Other National /International Standards  Other

Details of others

*Please enclose a copy of calibration method / procedures manual.*

Arrangement for up-dating calibration methods manual?

**Availability**

Are methods available in documented form? Yes  No

How many copies available to staff Number.....

**Adherence**

Are the calibration methods used as documented? Yes  No

If not, how is need for modification established and authorized?

What supervision is applied to ensure adherence to details of calibration methods?

## Operating Procedures

Are procedures for receipt, identification, stabilization, storage and retention of artifacts documented?

Receipts	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Identification	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Stabilization and preservation	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Storage	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Retention	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Are procedures for preparing standards solutions and materials documented?      Yes  No

## 05. Proficiency Testing

Does the laboratory participate in inter-laboratory comparison programmes?      Yes  No

List out the details of participation in PT programmes as tabulated below.  
(For details and requirements, please refer to ISO/IEC Guide 43)

Sl. no	Artifact	Details of measurements	Date of measurements	Reference laboratory (Accreditation body/ Country)	Performance in terms of $E_n$ number or other measure	Corrective actions taken, if needed

**SRI LANKA ACCREDITATION BOARD FOR CONFORMITY ASSESSMENT**

<b>Title:</b> Questionnaire for Calibration Laboratories				<b>Doc No :</b> CL-FM (P) -02	
<b>Issue No:</b> 01	<b>Date of Issue:</b> 2009-01-05	<b>Rev No:</b> 01	<b>Date of Rev :</b> 2009-09-15	<b>Page:</b> 6 of 09	

## 06. Records and Calibration Data

### How is Calibration Data Recorded?

- |  |  |
|--|--|
| <input type="checkbox"/> In workbooks        | <input type="checkbox"/> Ink or ball pen |
| <input type="checkbox"/> Proforma worksheets | <input type="checkbox"/> Pencil          |
| <input type="checkbox"/> Plain paper         |  |

### How Frequency are Calculations & Data Transfers Checked?

- Full check on all calculations and transfers
- Regular partial check %  
(Enclose statistical justification for partial checks)
- Occasional checks (Not acceptable)
- No regular check (Not acceptable)

### How is Calibration Data Stored?

- |   |  |
|---|--|
| <input type="checkbox"/> In workbooks           | <input type="checkbox"/> Proforma worksheets |
| <input type="checkbox"/> In files               | <input type="checkbox"/> On computer         |
| <input type="checkbox"/> Other (details please) |  |

### Can Calibration Data be readily retrieved starting from?

- |  |   |
|--|---|
| <input type="checkbox"/> Client name     | <input type="checkbox"/> Project name       |
| <input type="checkbox"/> Date of test    | <input type="checkbox"/> Issued test report |
| <input type="checkbox"/> Other (specify) |   |

*Please enclose samples copies of examples of such data.*

*Please attach a copy of the report of your internal audit together with corrective action records and a copy of the minutes of the last management review.*

<b>SRI LANKA ACCREDITATION BOARD FOR CONFORMITY ASSESSMENT</b>				
<b>Title:</b> Questionnaire for Calibration Laboratories			<b>Doc No :</b> CL-FM (P) -02	
<b>Issue No:</b> 01	<b>Date of Issue:</b> 2009-01-05	<b>Rev No:</b> 01	<b>Date of Rev :</b> 2009-09-15	<b>Page:</b> 7 of 09

## 07. Calibration Reports

### Reports Issued

- To statutory authorities                       Internal reports only  
 To all clients     At clients' request only

### Frequency

The expected  or actual

Annual rate of issue is:

- Less than 10     10-50  
 50-250     Greater than 250

### Format

The draft  actual  or simplified form

Format provides for:

- Name of laboratory     Calibration method  
 Serial No:     Units of measurement  
 Date of issue     Approved signatory  
 Statement of compliance of sample with specification  
 Confidence limits and limits of detection  
 Comments necessary to interpret results  
 Professional advice on use of results

**SRI LANKA ACCREDITATION BOARD FOR CONFORMITY ASSESSMENT**

<b>Title: Questionnaire for Calibration Laboratories</b>				<b>Doc No : CL-FM (P) -02</b>
<b>Issue No: 01</b>	<b>Date of Issue: 2009-01-05</b>	<b>Rev No: 01</b>	<b>Date of Rev : 2009-09-15</b>	<b>Page: 8 of 09</b>

## Issue & Retention

Are reports typed  Computer-printed  Transmitted direct form computer

Are copies retained? Yes  No

Does a copy carry full information given on original, including signature? Yes  No

Is a register of calibration reports kept? Yes  No

How are retained copies filed?

In numerical sequence  In client's name  In project file

*Please enclose copies of typical reports (3-5) and associated work book (page)/Work sheet.*

## 08. Miscellaneous

Have you enclosed copies of the following with the application? *(Please tick off, as applicable)*

- |  |  |
|--|--|
| <input type="checkbox"/> Application for accreditation.  | <input type="checkbox"/> An organizational chart.          |
| <input type="checkbox"/> A sketch of the accommodation   | <input type="checkbox"/> List of Equipment                 |
| <input type="checkbox"/> .Key calibration and traceability certificates.   | <input type="checkbox"/> Examples of quality control data. |
| <input type="checkbox"/> Laboratory procedures and calibration methods.  |  |
| <input type="checkbox"/> Examples of relevant calibration records.   |  |
| <input type="checkbox"/> Measurements/Calibrations for which accreditation is sought.                              |  |
| <input type="checkbox"/> Laboratory's documented Quality System (Quality Manual & Procedures Manual).              |  |
| <input type="checkbox"/> Examples of job descriptions and training records.  |  |
| <input type="checkbox"/> Copies of relevant calibration reports (3-5) and associated work book (pages)/work sheet. |  |
| <input type="checkbox"/> Internal audit report and corrective action records.                                      |  |
| <input type="checkbox"/> Management review records.  |  |

### SRI LANKA ACCREDITATION BOARD FOR CONFORMITY ASSESSMENT

Title: Questionnaire for Calibration Laboratories		Doc No : CL-FM (P) -02	
Issue No: 01	Date of Issue: 2009-01-05	Rev No: 01	Date of Rev : 2009-09-15
Page: 9 of 09			