



**SRI LANKA ACCREDITATION BOARD
for CONFORMITY ASSESSMENT**

QUESTIONNAIRE
for ACCREDITATION of TESTING
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: _____

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01. Management System

Does your Laboratory have a Quality Policy and General Procedures Manual

Yes

No

Does the manual contain / refer to?

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 Test Equipment	Yes/ No
Procedure for Calibration of 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 Equipments	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.

02. Accommodation

Brief Description of the Testing 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

03. Equipment and Reference Materials

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.

Calibration

Are items of measuring and testing equipment calibrated regularly? Yes No

Are records kept of these calibrations? Yes No

Is there a well-defined system for scheduling future calibrations? Yes No

In-house Checks

Is ancillary equipment checked regularly? Yes No

Are records kept of these checks? Yes No

Is there a well-defined system for scheduling future checks? Yes No

Equipment List

On the following page, please list all significant items of equipment, providing details of make, model, serial number, range, if applicable and calibration status (date of last calibration, name of calibrating authority), if available.

The preferred order is: a) Reference equipment - Weights, balances, thermometers etc;

b) Testing equipment - spectrophotometers, testing machines etc;

c) Ancillary equipment - sieves, autoclaves, etc;

List of major test equipment available for use

Sl no	Name of equipment	Model/ type/ year of make	Receipt date & date placed in service	Range and accuracy	Date of last calibration	Calibration due on *	Traceability**

List of reference materials available for use

Sl. no.	Name of reference material/ strain/ culture	Source	Date of expiry/ validity	Traceability**

* the laboratory to decide the calibration interval based on ISO 10012

** please indicate the traceability to National/ International standards through unbroken chain of Accredited laboratories

04. Operational Test Methods and Procedures

Sources

What test methods are used?

Sri Lanka Standards

In-house methods

Other National /International Standards

Other

Details of others

Please enclose a copy of test methods/procedures manual.

Arrangement for up-dating test methods manual?

Availability

Are methods available in documented form? Yes

No

How many copies available to staff

Number.....

Adherence

Are the test 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 test methods?

Sampling

Is sampling relevant to the scope performed in this laboratory? Yes No

If so, is sampling performed:

- By laboratory staff
- By others, but under laboratory supervision
- By others, not under laboratory supervision

Are there documented procedures for sampling? Yes No

Operating Procedures

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

Receipts Yes No

Identification Yes No

Stabilization and preservation Yes No

Storage Yes No

Retention Yes No

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

05. Quality Control

Proficiency Testing

Does this laboratory participate in any inter laboratory comparison programmes? Yes No

Details of organization, nature and frequency of programmes;

What internal procedures are used to monitor validity of testing operations?

Intra-laboratory programs? Details:

True blanks

Replicates

Check samples

Standard additions

Standard reference materials

Have precision data and limits of detection (Where relevant) been
Calculated for all methods based on internal quality control data? Yes No

Are these recorded? Yes No

Please enclose recorded evidence of the above results.

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06. Records and Test Data

How is Test 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 Test Data Stored?

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

Can Test 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.

Please attach a copy of the minutes of the last management review

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07. Test 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 Specification details
 Serial No: Test method
 Date of issue Units of measurement
 Approved signatory Sample details
 Statement of compliance of sample with specification
 Confidence limits and limits of detection
 Comments necessary to interpret results
 Professional advice on use of results

Issue & Retention

Are report 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 test 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.

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08. Miscellaneous

Have you enclosed copies of?

- Application for accreditation.
- Measurements/Tests for which accreditation is sought.
- Laboratory's documented Quality System (Quality Manual & Procedures Manual).
- Examples of job descriptions and training records.
- A staff organization chart.
- A sketch of the accommodation.
- Equipment list.
- Key calibration certificates.
- Laboratory procedures and test methods.
- Examples of quality control data.
- Examples of sample register page and relevant test records.
- Copies of relevant test reports (3-5) and associated work book (Page)/Work sheet.
- Internal audit report and corrective action records.
- Management review records.