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 CALIBRATION LABORATORIES

QUESTIONNAIRE

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

Questionnaire Completed By

Name: _____

Position: _____

Name of the calibration laboratory: _____

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
Procedure for Calculation of CMC values	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.

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 = ^{0}C

Relative Humidity Range = %

Is temperature monitored?

☐ Continually

☐ Occasionally

☐ Not at all

Is relative humidity monitored?

☐ Continually

☐ Occasionally

☐ Not at all

03. Equipment

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 ☐	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. Proficiency Testing

Has the laboratory developed a PT/inter-laboratory comparison plan Yes ☐ No ☐

Has the laboratory participated in PT or any inter laboratory comparison programmes for the tests applied ? Yes ☐ No ☐

If the Laboratory has not participated in PT/inter-comparisons, list down those tests Yes ☐ No ☐

Please enclose three years PT/ Inter-laboratory comparison plan in accordance with format given in Annex - A

06. Records and Calibration Data

How is Calibration Data Recorded?

- ☐ In workbooks
- ☐ Proforma worksheets
- ☐ Plain paper
- ☐ Ink or ball pen
- ☐ Pencil

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?

- ☐ In workbooks
- ☐ In files
- ☐ Other (details please)
- ☐ Proforma worksheets
- ☐ On computer

Can Calibration Data be readily retrieved starting from?

- ☐ Client name
- ☐ Date of test
- ☐ Other (specify)
- ☐ Project name
- ☐ Issued test report

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.

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

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)*

☐ Application for accreditation.

☐ An organizational chart.

☐ A sketch of the accommodation

☐ List of Equipment

☐ .Key calibration and traceability certificates.

☐ Examples of quality control data.

☐ PT/ Inter-laboratory comparison plan

☐ Cross reference matrix

☐ Examples of relevant calibration records.

☐ Measurements/Calibrations for which accreditation is sought.

☐ Laboratory's documented Quality System (Quality Manual & Procedures Manual).

☐ Two signed copies of Terms and Conditions of maintaining SLAB accreditation (CL-RG(P)-03)

☐ Examples of job descriptions and training records.

☐ Copies of relevant calibration reports (3-5) and associated work book (pages)/work sheet.

☐ Internal audit report and corrective action records.

☐ Management review records.

Annex A
(Informative)

Three Year PT / Inter-laboratory comparison Plan

Laboratory Name	
Accreditation Number (if accredited by SLAB)	
Field of Calibration	
Three Year Period of Participation	**From** **To**

Field of Calibration	**Calibration items/instruments**	**Parameter/s**	**Participation plan (Year wise)**			**Name of PT provider**	**Remarks by the laboratory**
			Year-1	Year-2	Year-3		

If laboratory organizes Inter-laboratory comparison, provide justification:-

Annex B
(Informative)

Example for Cross Reference Matrix

Clause Number of ISO/IEC 17025	**Quality Manual** (Section / page)	**Standard Operating Procedure/ Work Instructions** (Identification number of procedure/ Work Instruction)	**Formats/ Plans** (Identification number of format/ plan)	**Other documents**
4.1.1	Chapter 04, page 15/45	No	No	Company registration certificate
4.1.2				
4.1.3				
4.1.4				
4.1.5 - a				
4.1.5 - b				
4.1.5 - c				

Note: Laboratory should develop cross reference matrix for both management and technical requirements