

## GUIDELINE FOR EVALUATION OF SIGNATORIES FOR LABORATORY ACCREDITATION

### **Objective:**

The objective of this guideline is to allow the candidates who do not possess the minimum competence criteria for being an authorized signatory to make a request from SLAB for obtaining the signatory status and qualifying signatories for the second discipline with their experience, training and skills.

### **Scope:**

This guideline prescribes the criteria and mechanism for evaluation of signatories for laboratory accreditation when the candidates do not possess the minimum competence requirements specified in the SLAB Specific Criteria documents, to qualify signatory for second discipline and initial qualification with SLAB criteria as authorized signatory.

**Note:** This mechanism is recommended for small scale laboratories and large scale commercial laboratories are requested to recruit signatories as per minimum qualification criteria.

### **SLAB competence requirements:**

The following minimum competence requirements have been laid down by SLAB in respective specific criteria documents for authorized signatories in the given fields.

#### **Chemical testing:**

Graduate with Chemistry as one of the subjects or equivalent qualification specialized in the range of product, material or sample types tested or analyzed with three (03) years relevant work experience.

#### **Biological testing:**

Graduate in Science with Biology as one of the subjects or equivalent qualifications with three (03) years' experience in the particular field. Microbiological testing laboratories carrying out analysis of pathogens (Risk Group 2 or above) shall have a qualified microbiologist (graduate/post graduate in Microbiology with the abovementioned experience).

#### **Mechanical testing:**

Graduate in Physical Science (with Physics as a subject) or Engineering or equivalent qualifications related to the scope of accreditation with three (03) years relevant work experience.

#### **Calibration:**

Graduate in Engineering or Post Graduate in Science (relevant branch) with one (01) year of relevant experience or Diploma in Engineering (relevant branch) with minimum three (03) years of relevant experience.

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In the identification of educational levels, the Sri Lanka Qualifications Framework (SLQF), September 2015 version was referred.

	Qualification awarded	Comparable NVQ level
1	SLQF 5 - Bachelor's degree	7
2	SLQF 4 – Higher Diploma	6
3	SLQF 3 - Diploma	5
4	SLQF 2 – Advanced certificate (GCE A/L or equivalent)	4
5	SLQF 1 – Certificate (GCE O/L or equivalent)	3/2

### Part I

#### Criteria for Evaluation of candidates for signatories in laboratory accreditation

	Attribute & marks allocation	Marks	%					
1	<b>Educational requirements– 30 marks</b> (√ one of the following, as applicable) <b>Equivalent to;</b> a) NVQ 7 in the relevant discipline with 120 credits – 30 marks b) NVQ 7 in the relevant discipline with 60 credits – 20 marks c) NVQ 7 in the other science discipline – 15 marks d) NVQ 5 in the relevant discipline – 10 marks e) Below NVQ 5 – 0 marks							
2	<b>Work experience – 20 marks</b> (√ one of the following, as applicable) a) Above 10 years of experience – 20 marks b) 6 – 10 years of experience – 15 marks c) 3 – 5 years of experience – 10 marks d) 2 years of experience – 5 marks e) Below 2 years – 0 marks							
3	<b>Training under supervision/Trainer – 10 marks</b> (√ one of the following, as applicable) a) On the job training of not less than one year – 10 marks b) Specific Training (obtained within last ten years) of not less than 300 hrs – 8 marks between 200 - 300 hrs – 5 marks less than 200 hrs – 2 marks							
		A	B	C	D	E		
4	<b>Demonstrated skills – 40 marks</b> (√ each sub attribute, if relevant) a) Subject and technical knowledge – 10 marks b) Practical knowledge and application – 10 marks c) Analytical thinking and problem solving – 10 marks d) Information usage and management – 5 marks e) Communication – 5 marks							
<b>Total score &amp; %</b>								

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## Part II

Specific knowledge Areas as per ISO/IEC 17025		A	B	C	D	E	%
1.	Knowledge of Quality Management System						
2.	Knowledge on Laboratory Operations						
3.	Knowledge on Quality Assurance and traceability						
4.	Knowledge on the validity of Technical results						
5	Training on ISO/IEC 17025						
<b>Total Average %</b>							

Total marks (%)                      Part I =                      Part II =

Overall marks (%) =

### **Procedure for applying for signatory status and approval.**

The applicant and accredited laboratories shall prepare report based on above guidelines at the initial application or renewal of accreditation and submit to the SLAB separately for each signatory. All proposed signatories will be interviewed by the Technical Assessor and /or Lead Assessor during on –site assessments and their recommendation is included in the TL-FM-25 and relevant sections of assessment report.

For specific cases where the signatories do not fulfil requirements specified in specific criteria but the assessment team recommends competency of proposed signatories, an interview panel will be appointed by the SLAB in consultation with relevant accreditation committee in order to interview proposed signatories and determine their competency. The recommendation of interview panel will be considered by the Accreditation Committee and take a decision on their approval as signatories. These specific approvals are submitted to the Governing Council for final approval. This approval will be granted only for four years from the date of initial/ renewal of accreditation.

### **Legend for Attribute No. 4 & Part II**

- A – Outstanding – 100%
- B – Good – 75%
- C – Average – 60%
- D – Satisfactory – 50%
- E – Below satisfactory level – 35%

A candidate for qualification, should score 60%. Candidates shall score at least 30% from each part and each sub sections.

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