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.
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  =  °C
Relative Humidity Range  =  %

Is temperature monitored?  Is relative humidity monitored?
☐ Continually  ☐ Continually
☐ Occasionally  ☐ Occasionally
☐ Not at all  ☐ 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?

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipts</td>
<td></td>
<td></td>
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<tr>
<td>Identification</td>
<td></td>
<td></td>
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<tr>
<td>Stabilization and preservation</td>
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<td>Storage</td>
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<tr>
<td>Retention</td>
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</tbody>
</table>

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
- Ink or ball pen
- Proforma worksheets
- Pencil
- 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?

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

Can Calibration Data be readily retrieved starting from?

- Client name
- Project name
- Date of test
- Issued test report
- 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.
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.


[ ] 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

<table>
<thead>
<tr>
<th>Laboratory Name</th>
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<tbody>
<tr>
<td>Accreditation Number (if accredited by SLAB)</td>
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<tr>
<td>Field of Calibration</td>
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</table>

<table>
<thead>
<tr>
<th>Three Year Period of Participation</th>
<th>From</th>
<th>To</th>
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<tbody>
<tr>
<td>Field of Calibration</td>
<td>Calibration items/instruments</td>
<td>Parameter/s</td>
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If laboratory organizes Inter-laboratory comparison, provide justification:-
### Annex B
*(Informative)*

#### Example for Cross Reference Matrix

<table>
<thead>
<tr>
<th>Clause Number of ISO/IEC 17025</th>
<th>Quality Manual (Section / page)</th>
<th>Standard Operating Procedure/ Work Instructions (Identification number of procedure/ Work Instruction)</th>
<th>Formats/ Plans (Identification number of format/ plan)</th>
<th>Other documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1.1</td>
<td>Chapter 04, page 15/45</td>
<td>No</td>
<td>No</td>
<td>Company registration certificate</td>
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<td>4.1.2</td>
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<td>4.1.5 - c</td>
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**Note:** Laboratory should develop cross reference matrix for both management and technical requirements