

## GUIDELINES FOR SELECTION OF SITES & WITNESS ASSESSMENTS FOR CALIBRATION

### 1. Scope:

This guideline provides a framework for selecting sites in a given multi-site calibration laboratory or calibration laboratories performed on –site calibrations and witnessing of calibration for different stages of assessment.

**2. Responsibility:** Lead Assessor/ Team Leader/ Technical Assessor/Authorized representative of Laboratory  
Authorized Officer

### 3. Procedure

#### 3.1 For multi sites

**3.1.1** Authorized Officer in consultation with the Lead Assessor/ Team Leader/ Technical Assessor/ Authorized Representative of Laboratory shall select the number of sites in a laboratory to be visited during different types of assessments as given in the table below. The laboratories that were visited previously in the accreditation cycle shall not be selected unless there is any reason to do so.

No. of sites	Laboratory sites to be selected (minimum)			
	Pre + Initial	1 <sup>st</sup> Surveillance	2 <sup>nd</sup> Surveillance	Re-assessment
1 - 2	All sites	All sites	All sites	All sites
3 - 5	All sites	1/2 including the Main laboratory	The rest including the Main laboratory	1/2 including the Main laboratory
More than 5	All sites	1/3 including the Main laboratory	1/3 including the Main laboratory	A half including the Main laboratory

**3.1.2** When sites are selected, the sample shall be representative enough and include all the activities which are required to assure a complete evaluation of the competence of the laboratory.

**3.1.3** Authorized Officer shall maintain a list of the sites belonging to the laboratory on or attached to the CAB information sheet (TL-FM-13) of the case file.

**3.1.3** Authorized Officer shall update a Sampling Plan indicating the Sites visited and to be visited during an accreditation Cycle.

### 3.2 Witness assessments for Calibration

**3.2.1** Authorized officer shall prepare a witness assessment schedule in accordance with the scope of calibration laboratory. Selection of calibration parameters shall be done based on the field of calibration, calibration methods and in-house and on-site calibrations.

**3.2.2** For the initial assessment, witnessing of at least one calibration from each field (mechanical. Thermal etc.) and at least one witnessing on –site calibration is compulsory. Under each field, technical assessor shall witness major calibrations depending on the technical expertise required and for other parameters, Technical Assessor shall review calibration certificates and relevant records prior to conclude the scope of accreditation.

**3.2.3** Rest of the parameters shall be witnessed during the surveillance assessments and all calibration methods shall be witnessed within accreditation cycle.

<b>SRI LANKA ACCREDITATION BOARD FOR CONFORMITY ASSESSMENT</b>				
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