


<h1>Policy</h1>		
 LABORATORY ACCREDITATION BUREAU	Subject: Technical Competence Evaluation for Laboratories	Policy 010
Approved by: R. Douglas Leonard	Revision 6 Date: 2/25/11	Page 1 of 4

1. Purpose

1.1. The purpose of this policy is to ensure that all scope calibrations / tests / dimensional inspections and in house calibrations supporting these activities are evaluated for technical competency both in the laboratories' facilities and on-site during the course of an accreditation cycle.

2. Scope

2.1. Applicant and accredited laboratories shall meet the requirements of this policy for all scope calibrations / tests / dimensional inspections performed within the laboratory, on-site and for all in house calibration(s) supporting these activities.

3. Definitions

3.1. In-House Calibration: Calibrations performed on the laboratory's own equipment in support of the scope of accreditation.

3.2. On-Site Calibration: Calibrations performed at any other location other than that of the laboratory's permanent facility.

4. Policy

4.1. It is L-A-B policy that the entire scope of accreditation and all in house calibrations that support scope activities shall be evaluated for technical competency during an accreditation cycle. Competency shall be determined by both L-A-B during the assessment and by the laboratory during an internal audit.

5. Technical Evaluation by L-A-B Assessors

5.1. Technical Evaluation of the Scope of Accreditation.


5.1.1. Technical evaluation of the entire Scope of Accreditation during the accreditation cycle shall consist of the following:

5.1.1.1. The evaluation shall include a combination of observations, personnel interviews, equipment reviews and procedure reviews. The L-A-B assessor will utilize each (combined and/or exclusive) as a tool to attest to the technical competence of the lab.

5.1.1.2. Each scope parameter must be technically evaluated at least once during the current accreditation cycle.

5.1.1.3. The laboratory must at all times have the ability to demonstrate competence of these activities through personnel interviews, equipment reviews, and procedural reviews of the respective scope parameter.

5.1.1.4. The laboratories must have the ability to produce an accredited certificate / report for the proposed parameter.

<h1>Policy</h1>		
 LABORATORY ACCREDITATION BUREAU	Subject: Technical Competence Evaluation for Laboratories	Policy 010
Approved by: R. Douglas Leonard	Revision 6 Date: 2/25/11	Page 2 of 4

5.1.1.5. Technical evaluation of all in-house calibrations that support scope activities shall be evaluated at least once during the accreditation cycle.

5.1.1.6. A majority of qualified personnel shall be available for interview and technical evaluation during technical review of each scope parameter during the current accreditation cycle.

a) Sampling of the scope is typically broken down so that an equal number of parameters are evaluated throughout the accreditation cycle. There is a possibility that the same parameters are reviewed each year due to the extent of the Scope of Accreditation

5.1.1.7. All Major Fields with Related Disciplines performed strictly onsite by the laboratory must be technically evaluated onsite by an L-A-B Assessor onsite at least once during the accreditation cycle.

a) L-A-B, or in some instances, the L-A-B Assessor may waive the need to perform an onsite technical evaluation if the laboratory has proven technical competency of a scope parameter through their internal audit. It must be assured that the laboratories internal audit process technically evaluates the onsite activities adequately and with sufficient detail.

b) L-A-B reserves the right to require technical evaluation of any parameters performed either in-house or onsite to confirm the technical competence of the laboratory at any time during an accreditation cycle.

5.2. If the technical competency to perform an in-house calibration cannot be assured, the associated scope Major Field with Related Discipline affected by the in-house calibration may be removed until the competence and the calibration itself can be confirmed.


5.2.1. For laboratories performing in-house calibrations supporting scope activities L-A-B may require the laboratory to participate in ILC/PT activities if the technical evaluation of the in-house calibration raises concerns or non-conforming accredited work results from the in-house calibration.

6. Technical Evaluation of the Scope by the Laboratory

6.1. Technical evaluation of the entire Scope of Accreditation during the accreditation cycle shall consist of the following:

6.1.1. The laboratories shall have available and utilize a predetermined internal audit schedule that assures technical evaluation of the full scope of accreditation within an accreditation cycle.

Note - The laboratory may utilize L-A-B Form 002.10 to schedule and track internal audit technical evaluations.

<h1>Policy</h1>		
 LABORATORY ACCREDITATION BUREAU	Subject: Technical Competence Evaluation for Laboratories	Policy 010
Approved by: R. Douglas Leonard	Revision 6 Date: 2/25/11	Page 3 of 4

6.1.1.1. Technical evaluations shall include a combination of observations, personnel interviews, equipment reviews and procedure reviews to assure competency.

Note - Laboratories may utilize L-A-B Form 205.1 (available upon request) as guidance to ensure that the requirements are being met.

6.1.1.2. All scope Major Fields with Related Disciplines performed strictly onsite by the laboratory must be technically evaluated onsite during the internal audit.

- a) Laboratories that fail to perform technical evaluations onsite during internal audit activities will not be accredited to perform the associated scope Major Fields with Related Disciplines on site.

6.2. Technical Evaluation of In-House Calibrations

6.2.1. It is recognized that laboratories accredited for calibration, testing, and dimensional inspection activities may choose to carry out some calibration activities in-house to support their measurement activities rather than seek the services of an external accredited laboratory. It is essential that in-house calibration activities in support of accredited measurement activities are carried out competently and provide appropriate traceability.

6.2.2. Testing laboratories that perform calibrations only for themselves do not need to be accredited as a calibration laboratory


6.2.3. Calibration laboratories that perform specific calibrations only for themselves to support their accredited services do not need to be accredited for those particular calibrations.

6.2.4. Technical evaluation of in-house calibrations that support scope activities shall be included in a predetermined internal audit schedule. Laboratories performing these in-house calibrations are required to ensure that the traceability of these calibrations meet the requirements 17025 and L-A-B.

6.2.5. For all instruments calibrated in-house that support scope activities the following must be in place:

- a) An appropriate environment for carrying out the calibration;
- b) Appropriately trained personnel to both carry out and check the calibrations;
- c) Reference standards, certified reference materials or reference measuring instruments that are traceable with appropriate measurement uncertainties;
- d) A documented procedure for each type of calibration;

Policy

 LABORATORY ACCREDITATION BUREAU	Subject: Technical Competence Evaluation for Laboratories	Policy 010
Approved by: R. Douglas Leonard	Revision 6 Date: 2/25/11	Page 4 of 4

- e) An appropriate means of recording and reporting the data and results of any calculations according to the requirements of ISO/IEC 17025;
- f) A procedure for calculating the measurement uncertainty for each calibration.

Revision History

Revision Level	Revision Date	Revised By	Brief Description of Revision
Original Issue through Rev2	02/10/06 to 10/24/06	Archived	Archived
Rev 3	06/01/09	Ryan Fischer	Defined the requirements of the laboratories to ensure that the technical competence is maintained through the assessment and internal audit of the laboratory (3.4). Specifically defined the requirements of the onsite calibrations / dimensional inspections / testing and the responsibility of the laboratory to schedule those during the accreditation cycle (4.1).
Rev 4	02/05/10	Ryan Fischer	Updated the term Best Measurement Capability with Calibration and Measurement Capability as per a directive of the ILAC requirements.
Rev 5	06/07/10	Doug Leonard Jason Stine	Updated and streamlined for laboratory requirements and information only
Rev 6	2/25/11	Randy Long Ryan Fischer	Clarified L-A-B policy regarding assessor and laboratory responsibilities, in-house calibrations and on site evaluation during the accreditation cycle. Added definitions. Reference new form 002.10

APPROVED:  **Date: 2/25/2011**