

 Checklist for minimum requirement of testing laboratories			
Laboratory:			
Name of the person who assess the facility			
Laboratory Representative:			
Date of Evaluation:			
	REQUIREMENTS	C NC NA	COMMENTS
4	MANAGEMENT and technical REQUIREMENTS		
4.1	Is the laboratory an entity that can be held legally responsible?		
4.2	Review of Requests, Tenders and Contracts:		
	Has the laboratory established procedures for the review of requests, tenders and contracts?		
	Has the laboratory maintain records of review including any significant changes?		
	Are any requirements including the methods to be used are adequately defined?		
4.3	Subcontracting of Tests and Calibrations:		
	When a laboratory subcontracts work is this work placed with a competent subcontractor?		
	Does the laboratory show responsibility to the customer for the subcontractor's work?		
	Does the laboratory maintain a register of all subcontractors that it uses for tests?		
4.4	Complaints		
	Does the laboratory have a policy and procedure for the resolution of complaints received from customers or other parties?		
4.5	Control of Nonconforming Testing Work:		
	Does the laboratory have procedures for handling non conforming work?		
	Does the laboratory have method of identification of non conforming work?		
4.6	Control of Records:		
	Are all records legible?		
	Are all records retained in such a way that they are readily retrievable in facilities that provide a suitable environment to prevent damage or deterioration and to prevent loss?		
	Does the laboratory retain staff records, test data, calibration certificate and other relevant documents for a defined period of time?		
4.7	Personnel:		
	Does the laboratory have qualified personnel for		

	REQUIREMENTS	C NC NA	COMMENTS
	operation of specific equipment, perform tests, evaluate result and sign test reports?		
	Does the laboratory personnel involved in testing have at least collage diploma?		
	Does the laboratory maintain current job descriptions for technical and key support personnel?		
	Does the laboratory assigned specific personnel to perform particular type of sampling, test, issue report and operate equipment?		
4.8	Accommodation and Environmental Conditions:		
	Does the laboratory have appropriate facilities for the correct performance of the test that are specified in the test method?		
	Does the laboratory control environmental conditions to prevent any effect on the result?		
	Is there effective separation between neighboring areas in which there are incompatible activities?		
	Are measures taken to ensure good housekeeping in the laboratory?		
4.9	Test Methods		
	Does the laboratory use appropriate methods and procedures for all tests including sampling, sample handling and transport , Storage and preparation of the test items?		
	Does the laboratory have instructions on the operation of all relevant equipment?		
	Does preference given to methods published in international, regional or national standards?		
	Are methods published in international, regional or national standards preferably used?		
	Does the laboratory use in-house method? Is the in-house method validated?		
4.10	Equipment:		
	Is the laboratory furnished with all items of sampling, measurement and test equipment required for the correct performance of the tests and/or calibrations (including sampling, preparation of test and/or calibration items, processing and analysis of test and/or calibration data)?		
	Is the equipment and software used for testing and sampling capable of achieving the required accuracy and do they comply with the specifications relevant to the tests concerned?		
	Is the measuring equipment that can affect the test calibrated?		
	Does the laboratory have procedures covering the		

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	reference materials/internal control?		
4.15	Reporting the Results:		
	Are the results of each test carried out by the laboratory reported accurately, clearly, unambiguously and objectively, and in accordance with any specific instructions in the test methods?		
	Are the results reported, usually in a test report or calibration certificate?		
	Does the report include at least the following information? Title Name and address of the laboratory Unique identification of the test report Name and address of the customer Identification of the method used Name of the authorizing person		

Remarks: _____
