

**NVLAP CALIBRATION LABORATORIES  
SUPPLEMENTAL CHECKLIST for VERIFICATION of  
COMPLIANCE to ANSI/NCSL Z540-1-1994, Part I**

**Instructions to the Assessor:** This checklist addresses the general accreditation requirements prescribed in ANSI/NCSL Z540-1-1994, *Calibration Laboratories and Measuring and Test Equipment – General Requirements*, Part I that are not directly addressed in ISO/IEC 17025:1999 and, therefore, are not addressed in NIST Handbook 150: *NVLAP Procedures and General Requirements* (2001 edition). The checklist items are numbered to correspond with the requirements as found in ANSI/NCSL Z540-1-1994, Part I. Calibration laboratories wishing to be recognized for compliance to the requirements of ANSI/NCSL Z540-1-1994, Part I must meet the requirements listed below, in addition to those found in NIST Handbook 150.

Place an "X" beside each checklist item that represents a deficiency. Place a "C" beside each item on which you are commenting for other reasons. Record the item number and written deficiency explanation and/or comment in the comment space at the end of the checklist. Write "OK" beside all other items you observed or verified as compliant at the laboratory.

**5 Quality system, audit and review**

**5.2** The quality manual and related documentation, shall state the laboratory's policies and operational procedures established in order to meet the requirements of this Standard. The quality manual and related documentation shall also contain:

\_\_\_\_\_ **h)** the laboratory's scope of calibrations and/or verifications;

\_\_\_\_\_ **5.4** The quality system adopted to satisfy the requirements of this Standard shall be reviewed at least once a year by the management to ensure its continuing suitability and effectiveness and to introduce any necessary changes or improvements.

**10 Calibration methods**

**10.2** The laboratory shall use appropriate methods and procedures for all calibrations/verifications and related activities within its responsibility (including, but not limited to, sampling, handling, transport and storage, preparation of items, estimation of uncertainty of measurement and analysis of calibration data).

\_\_\_\_\_ **a)** Calibration procedures shall contain the required range and tolerance or uncertainty of each item or unit parameter being calibrated or verified. In addition, the procedures shall contain the generic description of the measurement standards and equipment needed with the required parameter, range, tolerances or uncertainties, and specifications for performing the measurement of the calibration or verification, and/or representative types (manufacturer, model, option) that are capable of meeting the generic description for the measurement standards. The procedures shall be consistent

with the accuracy required, and with any standard specifications relevant to the calibrations/verifications concerned.

**11 Handling of calibration items**

- \_\_\_\_\_ **11.5** Tamper-resistant seals shall be affixed to operator accessible controls or adjustments on measurement standards or measuring and test equipment which, if moved, will invalidate the calibration. The laboratory's calibration system shall provide instructions for the use of such seals and for the disposition of equipment with damaged or broken seals.

**13 Certificates and reports**

- \_\_\_\_\_ **13.2** Each certificate or report shall include at least the following information:
  - \_\_\_\_\_ o) a statement that the certificate or report shall not be reproduced except in full, without the written approval of the laboratory;

**Instructions to the Assessor:** Use this space to document comments and deficiencies. For each, identify the appropriate item number from the checklist. Identify comments with a "C" and deficiencies with an "X." If you need more space, attach a separate sheet of paper listing the additional items.

<b>Item No.</b>	<b>Comments and/or Deficiencies</b>
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