

DATE:

NVLAP LAB CODE:

**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 17025:2005 and, therefore, are not addressed in NIST Handbook 150: *NVLAP Procedures and General Requirements* (2006 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 nonconformity. Place a "C" beside each item on which you are commenting for other reasons. Record the item number and written nonconformity 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

