

## NIST HANDBOOK 150-2 ANNEX A CHECKLIST

### OPTIONAL ADDITION TO SCOPE OF COMPLIANCE WITH ANSI/NCSL Z540-1-1994, PART I.

**Instructions to the Assessor:** This checklist addresses specific accreditation requirements prescribed in NIST Handbook 150-2, Annex A, *Optional addition to scope of compliance with ANSI/NCSL Z540-1-1994, Part I*.

- All items on this checklist shall be addressed.
- Select "OK" for each item you observed or verified as compliant at the laboratory.
- Select "X" for each item that represents a nonconformity.
- Select "C" for each item on which you are commenting for other reasons.
- Place a "N/A" beside any item that does not apply.
- Record the item number and the nonconformity explanation and/or comment on the appropriate comment sheet.

#### A.2 Management requirements for accreditation

- \_\_\_ A.2.1 The quality manual and/or related documentation shall contain the laboratory's scope of calibrations and/or verifications.

- \_\_\_ A.2.2 The quality system adopted to satisfy the requirements of ANSI/NCSL Z540-1-1994 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.

#### A.3 Calibration methods and method validation

- \_\_\_ 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.

**A.4 Equipment**

---

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.

**A.5 Reporting the results**

---

In addition to the list of required items in 5.10.2 of ISO/IEC 17025, each certificate or report shall include 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 sheet to document comments and nonconformities. For each, identify the appropriate item number from the checklist. Identify each comment with a “C” and each nonconformity with an “X.” If additional space is needed, make copies of this page or use additional blank sheets.

[illegible]