

Appendix B - Calibration Certificate Review Checklist

ISO/IEC 17025:2017, Section 7.8 - Reporting of Results

This evaluation form may be used as an assessment tool for calibration certificates. Its use needs to include objective evidence of the assessment (e.g., a marked-up certificate).

Criteria Guide		Compliance
7.8.1.2	Reported accurately, clearly, unambiguously and objectively; in accordance with method instructions; include all info requested by customer, necessary for interpretation of the results, & required by the method	
Calibration Certificate Core Requirements (Include at least the following information, unless valid reasons for not)		
7.8.2.1 a)	Title	
7.8.2.1 b, c)	Laboratory name & address and location where tests/calibrations performed	
7.8.2.1 d)	Unique identification making all the portions of the certificate uniquely identifiable. Clearly indicate document end (a way to recognize a complete report). For Example: page number and total number of pages (X of Y)	
7.8.2.1 e)	Customer name and contact information	
7.8.2.1 f, n)	Identify method used; additions, deviations, exclusions from the method	
7.8.2.1 g)	Description and unambiguous identification of the item(s) calibrated and when necessary condition	
7.8.2.1 h-j)	Dates: receipt, sampling if applicable, date(s) of performance of lab activity, certificate issue	
7.8.2.1 k)	Reference to sampling plan and procedures used where relevant to validity or application of results	
7.8.2.1 l)	Statement to the effect that the results relate only to the calibrated items Note: Recommend statement shall not be reproduced except in full, without written lab approval	
7.8.2.1 m)	Calibration results with appropriate units of measurement, where appropriate	
7.8.2.1 o)	Name(s), function(s) & signature(s) or equivalent ID of person(s) authorizing the certificate	
Calibration Certificates (In addition to 7.8.2.1)		
7.8.4.1 a)	Uncertainty of the measurement result in the same unit as that of the measured item, or unit relative to item	
7.8.4.1 b)	Calibration conditions (e.g., environmental) that influence the measurement results	
7.8.4.1 c)	Statement on how the measurements are metrologically traceable	
7.8.4.1 d)	Before and after measurement results when adjustment or repair is made	
7.8.4.1 e), 7.8.6	If compliance statement is made: Identify to which results they apply, clauses met/not met, and account for the decision rule (e.g., uncertainty)	
7.8.4.3	No calibration interval on certificate/label except if customer agrees (superseded by legal regulations)	
Conformity Assessment (7.8.6)		
7.8.6	Decision rule documented in procedure or by customer; statement identifies which results are applicable and which portions of the documentary standard were or were not assessed	
Sampling (7.8.5) Specific requirements noted in 7.8.3.2, 7.8.4.2		
7.8.5 a-f)	Sampling date, unique identify, material or product, location, diagrams, sketches, photographs; reference plan & procedures; environmental conditions; information for uncertainty evaluation	
Opinions and Interpretations		
7.8.4.1. f) 7.8.7	Document basis of opinions and interpretations when included with reference to basis, performed by authorized personnel only; clearly identify	
Amendments		
7.8.8	Amendments after issue made as further document/data transfer with statement, meet all requirements. New certificate is uniquely identified, and reference to the original that it replaces	

Appendix C - Calibration Certificate Review Checklist

ISO/IEC 17025:2017, Section 7.8 - Reporting of Results

This evaluation form may be used as an assessment tool for evaluating multiple calibration certificates; for example, during an internal audit or during review of proficiency testing certificates. Its use needs to include objective evidence of the assessment (marked-up certificates).

X = Nonconformity C = Comment										
Lab Names or Parameters:										
7.8.1.2										
Calibration Certificate Core Requirements (Include at least the following information, unless valid reasons for not)										
7.8.2.1 a)										
7.8.2.1 b, c)										
7.8.2.1 d)										
7.8.2.1 e)										
7.8.2.1 f, n)										
7.8.2.1 g)										
7.8.2.1 h-j)										
7.8.2.1 k)										
7.8.2.1 l)										
7.8.2.1 m)										
7.8.2.1 o)										
Calibration Certificates (In addition to 7.8.2.1)										
7.8.4.1 a)										
7.8.4.1 b)										
7.8.4.1 c)										
7.8.4.1 d)										
7.8.4.1 e), 7.8.6										
7.8.4.3										
Conformity Assessment (7.8.6)										
7.8.6										
Sampling (7.8.5) Specific requirements noted in 7.8.3.2, 7.8.4.2										
7.8.5 a-f)										
Opinions and Interpretations										
7.8.4.1. f), 7.8.7										
Amendments to Test Reports and Calibration Certificates										
7.8.8										
* Participants that apply tolerances										