



Equipment – In-house Calibration Requirements

Issue 5.0: Provided additional clarification on record retention and non-conforming work with In-House calibration.

Issue 6.0: Updated UL internal approvers only. No other changes.

For Client Labs

Purpose	<ul style="list-style-type: none"> Provides requirements and details where calibration of test equipment is performed by DAP clients (in-house calibration)
Why this requirement is important	<ul style="list-style-type: none"> Calibration of equipment has a direct effect on data quality and the repeatability of tests. Accreditation requirements mandate traceability of measurements to national standards and SI units whenever possible.
Requirements/ Procedures	
Validation of calibration management system	See attached document below for requirements regarding in-house calibration.
Confirmation of calibration systems	<ul style="list-style-type: none"> <u>Before the visit</u> – UL may request details regarding in-house calibration performed by the client lab for equipment used in testing. <u>During the visit</u> - In-house calibration systems will be examined for compliance with requirements.
Records	
Certificates, Approval Forms, and Other Documentation	<ul style="list-style-type: none"> Certificates and other related documentation associated with calibration are to be processed in accordance with Section 9 of the in-house calibration requirements attachment below.

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1.0 PURPOSE

- 1.1.1 This document provides the minimum requirements for calibration related processes to be applied where UL Data Acceptance Program participants perform in-house calibrations of their own laboratory test instrumentation or utilize non-accredited calibration service providers for specialized equipment or where no accredited calibration services exist.

2.0 SCOPE

- 2.1.1 These requirements are applicable to all test laboratories participating in a UL Data Acceptance Program and perform in-house (internal) calibration of Measurement and Test Equipment.

The principle guiding document for requirements relating to in-house calibration activities is *ISO/IEC 17025 - General Requirements for the Competence of Calibration and Testing Laboratories*. **Note - reference numbers in parenthesis relate to specific sections of *ISO/IEC 17025 (2005) - General Requirements for the Competence of Calibration and Testing Laboratories*.**

3.0 DEFINITIONS

- 3.1.1 **Calibration Interval** – The defined period of time elapsing before performing recalibration of equipment.
- 3.1.2 **Calibration Service Provider** – An external organization demonstrating appropriate technical scope and competency of calibration by accreditation to ISO / IEC 17025 through authorized signatories of an international accreditation body.
- 3.1.3 **Calibration Standard** – An artifact or device having an accepted value that is used as the basis for comparison against similar devices having an unknown value.
- 3.1.4 **In-house calibration laboratory (service)** – An internal group or organization that provides calibration services for M&TE.
- 3.1.5 **Measuring and Test Equipment (M&TE)** - all devices used to gauge, measure, test, inspect, or otherwise determine compliance with prescribed technical requirements.

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- 3.1.6 **Measurement Standard or Reference Standard** - A device or material used to calibrate M&TE and provide traceability of measurements to international standards.
- 3.1.7 **Non-Accredited Calibration Service Provider** – An external calibration organization having special knowledge of capability in performing certain calibration functions and are preferably accredited in other calibration practices.
- 3.1.8 **Non-conforming condition** – An occurrence where specifications are not met such as by degradation of an instrument or through human error.
- 3.1.9 **Scope of Accreditation** – Recognition of competence in specific calibration practices as evaluated by a conformity assessment body having membership in ILAC, APLAC or EA MRA.
- 3.1.10 **Reference Material** - Material or substance one or more of whose property values are sufficiently homogeneous and well established to be used for the calibration of an apparatus, the assessment of a measurement method, or for assigning values to materials.¹
- 3.1.11 **Traceability** - The property of the result of a measurement or the value of a standard whereby it can be related to stated references, usually national or international standards, through an unbroken chain of comparisons, all having stated uncertainties. The level of traceability establishes the level of comparability of the measurement – essentially, whether the result of a measurement can be compared to the previous one, a measurement result made a year ago, or to the result of a measurement performed anywhere else in the world.²

1 ISO VIM: 1993

2 International Bureau of Weights and Measures (BIPM)

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4.0 GENERAL

4.1.1 **Personnel** (5.2) – In-house calibration laboratories are required to ensure the competence of personnel who perform calibrations. Records of competence, education, training, skills, etc are to be available in demonstrating qualification of calibration personnel. *Note – For purposes of this document, the review is limited to determining if records exist. It is not intended that a formal audit of the training records be performed.*

4.2 Calibration Sources

4.2.1 For test laboratories providing in-house calibration services for their own M&TE:

1. The calibration standards used by the In-house calibration service are to be calibrated by a calibration service provider that is accredited to ISO Standard 17025;
2. The accreditation of the calibration service provider must be provided by an organization that operates under *ISO/IEC 17011:2004 Conformity Assessment — General requirements for accreditation bodies accrediting conformity assessment* and is a signatory of either ILAC, APLAC or EA MRA's. See Appendix A for details

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4.3 Calibration Service Provider – Non-Accredited

- 4.3.1 In certain cases non-accredited calibration labs must be utilized, where unique skill or knowledge of a specialized calibration process is required, such as the original equipment manufacturer (OEM) or a specific calibration lab having certain resources to perform the required calibration.
- 4.3.2 Prior to selecting a non-accredited calibration supplier, the test laboratory must exhaust all potential accredited laboratories first. If the calibration service provider is not accredited for the particular calibration being provided, the test laboratory must audit the calibration document(s) and the traceability of the calibration(s) to confirm traceability to a national metrology institution.
- 4.3.3 The results of this audit must be documented and retained by the test laboratory. An example of an assessment form is found in Appendix B. Participants may utilize other types of assessment as long as all critical aspects identified in the example form have been documented.
- 4.3.4 It is highly recommended that a non-accredited calibration service provider be accredited in at least one other calibration activity to assure the implementation of an appropriate quality control system
- 4.3.5 Citation of a NIST test number, certification of the calibration lab to ISO9001, a simple statement of traceability to NIST (or international standard) by the calibration service provider is not acceptable evidence of traceability. The calibration certificate and related records must provide evidence that the calibration service provider utilized calibration standards that are traceable to national standards. See [5.1.4](#) below.

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5.0 CALIBRATION STANDARDS AND REFERENCE MATERIALS

- 5.1.1 **Equipment (calibration standards)** (5.5) – In-house calibration services must have all the calibration standards and reference materials available for the calibrations performed.
- 5.1.2 **Calibration of Standards** – (5.6.1) The calibration standards supporting calibration systems are to be calibrated on a regular schedule to maintain accuracy and traceability. Records are to be available to demonstrate compliance with this requirement.
- 5.1.3 The calibration standards *and any related software* shall be maintained in accordance with the following:
- i. Identity of the item and any related software (software version and/or date)
 - ii. A unique identification number such as the manufacturer’s name, an assigned identification number or model and serial number.
 - iii. The manufacturer’s instructions or operating manual.
 - iv. Calibration records - including adjustments made, certificates, next calibration date and calibration dates.
 - v. Calibration records and procedures shall clearly specify when the calibration of the instrument expires. For example: a label or recording stating “Calibration Due January 2, 2000” requires calibration to be performed by January 1, 2000. A label or record stating “Calibration expires January 1, 2000” requires calibration by January 2, 2000. Where specific day of month is not provided in calibration records (e.g. “January 2000”), a procedure shall be used to specify how the recalibration dates are determined.
- 5.1.4 **Measurement Traceability** (5.6.2.1, 5.6.3.1) - All calibration equipment is to be calibrated using Measurement Standards traceable to a national metrological institute (e.g. National Institute of Standards and Technology in the U.S.) or a government-sponsored / approved national metrology institute participating in Bureau International des Poids et Mesures (BIPM) either directly, or through a regional group. Calibration equipment is deemed traceable through an accredited calibration service provider. Refer to Appendix A for MRA’s for accreditation bodies of calibration laboratories.
- Note:** Exception, See ISO/IEC 17025: 2005 clause 5.6.2.1.2 for details. In such case, the lab shall demonstrate the compliance to that clause.
- 5.1.5 The calibration certificates issued by In-house calibration services shall contain the measurement results (calibration data) and must include a measurement uncertainty

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statement for the calibration standards or a statement of compliance to an accepted metrological specification.

5.2 Estimation of Measurement Uncertainty - Calibration Equipment

- 5.2.1 **Uncertainty of Measurement** – Uncertainty calculations are required for all calibrations. These calculations may be performed in accordance with the Guide to the Expression of Uncertainty in Measurement Accuracy of Measurement Methods and Results - Part 2 (ISO 5725-2) - also known as GUM (trueness and precision), or in accordance with General Requirements for Calibration Laboratories and Test Equipment (ANSI/NCSL Z540-2).
- 5.2.2 Calibration certificates and reports must include statements of the measurement results (calibration data) and the associated uncertainty of measurement value, or a statement of compliance to an accepted metrological specification.

5.3 Physical Environment of In-house and Non-accredited Calibration Service Provider

- 5.3.1 **Accommodation and environment (5.3)** – In-house calibration services and calibration service providers must maintain appropriate environmental conditions as specified by documented calibration procedures or methods being applied to assure the correct performance of calibrations. This requirement includes control and monitoring of parameters that may affect the quality of calibrations including humidity, temperature, vibration, etc.
- 5.3.2 Other relevant conditions such as biological sterility, dust, electromagnetic disturbances, radiation, electrical supply, sound and vibration levels are to be controlled and monitored as appropriate to the technical activities concerned. Calibrations are to be halted when the environmental conditions may jeopardize the results of the calibrations. Corrective action is to be taken before proceeding with calibrations.
- 5.3.3 There shall be effective separation between neighboring areas in which there are incompatible activities. Examples: Vibration from an accelerometer calibration may affect a load cell calibration. Drafts from an airflow measurement may affect a thermocouple calibration process. Distance or appropriate barriers must separate these calibration activities.

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6.0 CALIBRATION CERTIFICATES / REPORTS (5.10.2, 5.10.4.1)

- 6.1.1 Calibration certificates and/or reports provided by in-house calibration services and calibration service providers must meet the requirements of ISO Standard 17025 *General Requirements for the Competence of Calibration and Testing Laboratories*. In-house calibration laboratories are required to retain the following information if not provided on the certificate. Refer also to the “*Calibration certificate analysis*” job aide for additional information.
1. the name and address of the laboratory, and the location where the calibrations were carried out, if different from the address of the laboratory;
 2. Unique identification of the calibration certificate (such as the serial number). Each page of supporting data requires an identification to ensure that the page is recognized as a part of the calibration certificate package. A clearly identified end of the calibration certificate package must be labeled;
 3. the name and address of the customer (where multiple test labs are supported by the In-house calibration lab);
 4. identification of the method used;
 5. a description of the condition of and unambiguous identification of the item(s) tested or calibrated;
 6. the date of receipt of the calibration item(s) if this is critical to the validity and application of the results and the date(s) of performance of the calibration;
 7. reference to the sampling plan and procedures used by the laboratory or other bodies if these are relevant to the validity or application of the results;
 8. the calibration results with the units of measurement, where appropriate,;
 9. the name(s), functions(s) and signature(s) or equivalent identification of person(s) authorizing the calibration certificate;
 10. where relevant, a statement to the effect that the results relate only to the items calibrated;

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11. the conditions (e.g. environmental) under which the calibrations were made that have an influence on the measurement results;
12. the uncertainty of measurement and/or a statement of compliance with an identified metrological specification or clauses;
13. evidence that the measurements are traceable (to national standards)

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6.2 Calibration Test Methods and Procedures

- 6.2.1 **Methods (procedures) (5.4)** – In-house calibration laboratories shall have methods and procedures for all calibrations that are performed. Documents of calibration procedures are to be available to personnel performing in-house calibrations (5.4.1). All instructions, manuals and other information regarding the use of calibration standards and the resulting estimation of measurement uncertainty are required to be available and up-to-date.
- 6.2.2 In-house calibration laboratories are to have and maintain administrative and measurement-related procedures in a manner readily accessible to equipment staff (hard copy or electronic records are acceptable). Procedures are to be controlled, available and applied to ensure the integrity of administrative duties, calibrations, and test results. These records typically detail the responsibility / authority of In-house calibration services personnel, instructions for performing calibrations and procedures for handling / processing calibration work.
- 6.2.3 International, regional or national standards, or other recognized specifications, that contain sufficient and concise information on how to perform the tests and/or calibrations do not need to be supplemented or rewritten as internal procedures.

6.3 Computer Software Validation Procedures

- 6.3.1 Where custom-written computer software is utilized in data recording, retrieval, processing, calculation, analysis, or reporting, the laboratory is to provide proof that the computer software is documented and verified for use with respect to proper function and data manipulation. This proof may be in the form of an analysis of the software output using known input values, comparisons to manual calculations, statistical analysis, etc.
- 6.3.2 **Software validation/version (5.4.7, 5.5.2)** – When computers or automated equipment is used for acquisition, processing, recording, storage or retrieval of calibration data:
- a) Any custom computer software developed by the user, or by others on behalf of the user, must be validated to assure proper function and adequacy of use before the software is placed into use. The software version, name, model or other unique identification for the software is to be recorded to aid in identifying the software for updates or recalls.
 - b) Procedures must be in use to protect recorded data. Some examples are: protecting data integrity and confidentiality via passwords in the

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software, secure data storage and / or access to data system areas via physical security measures.

- c) Commercially available software (purchased “off-the-shelf” requiring no alterations) or software provided with, or embedded into, commercially available calibration equipment is considered to be sufficiently validated. However, software that has been configured or modified by the user must be validated. For example, Microsoft Excel spreadsheet software would not require validation, but *equations entered by the user* would require checks to confirm the formula was entered correctly and provides the correct results.

7.0 CONTROL OF NON-CONFORMING CALIBRATION WORK (4.9)

7.1.1 Each in-house calibration service is to maintain records of every event where non-conforming calibration work is found. A calibration standard found to be out-of-tolerance or data recording errors that require corrective actions are examples of non-conforming work (4.9).

7.1.2 Where non-conforming conditions occur:

- a) The in-house calibration service is to determine if there are defects in the processes used or data developed.
- b) If the cause of the non-conforming work is found to affect calibration data: (4.9.1)

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- i. A review of all calibration work since the last successful calibration of the calibration standard is to be made to determine the impact of the nonconforming calibration results.
- ii. Further review of any testing project is required, if the affected testing equipment was used in any testing projects.
- iii. The results of the review are to be disclosed as quickly as possible to UL that received potentially affected test data;
- iv. A notation is to be made in the individual calibration history for the calibration standard and the affected test equipment.

- 7.1.3 In some cases, the test instrument specifications given by the manufacturer may be many times more accurate than the requirements in the test standard or the UL default tolerance values.

Where an instrument is found to be out of tolerance with the manufacturer's specification(s) but it has been demonstrated through calibration that the instrument is *within* the specification of the test standard or the default tolerances provided by UL, use of the test data acquired with the instrument would be considered acceptable and no further action is required with respect to notification of UL or traceback of prior projects. Where no tolerances are identified for the test method, UL is to be notified of out-of-tolerance conditions relative to the manufacturer's specifications.

The client's procedures in 7.1.2 addressing non-conforming events and the related records required in 7.1.1 are to be applied in each instance of a non-conforming calibration. Corrective actions are to be made within the client's calibration management system to reduce or eliminate reoccurrences of out-of-tolerance conditions that may impact future test data submittals to UL.

8.0 SUPPLIER EVALUATION RECORDS

- 8.1.1 In-house calibration laboratories must retain the following supplier evaluation records:

- a. Information regarding the accreditation of the calibration service provider who performed calibration of the In-house standards. Access to the certificate(s) from the accreditation organization listing the scope of coverage for the calibration service provider is sufficient.

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- b. An assessment is to be performed for non-accredited calibration service providers. Results of the survey are to be retained by the In-house calibration lab or the test laboratory.
- c. records that calibration standards in use by the non-accredited calibration service provider are traceable to a national metrology institution (e.g. NIST).
- d. records from which the non- accredited calibration service provider determines uncertainties of measurement for the calibration standards.

NOTE - either the In-house calibration lab or the testing laboratory may retain copies of calibration certificates. A documented method of record retention is to be utilized and these records must be readily accessible for review and audit.

- e. The environmental conditions of In-house or non-accredited calibration facilities are to be recorded to demonstrate that temperature, barometric pressure, humidity, etc are controlled in accordance with the calibrations performed.

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9.0 RECORD RETENTION

9.1.1 In-house calibration laboratories must provide access to calibration records in accordance with the following:

Calibration records and other related documentation associated with calibration and testing are to be processed in the following manner:

a) For WTDP -

- Copies of all calibration certificates or records and related documentation for the equipment used in testing are to be available upon request by UL at the time of testing.

b) For other DAP programs (CTDP, TCP, TPTDP, PPP) -

- Clients are to index and retain copies of certificates or equipment records and related documentation for the equipment used in testing as proof of calibration status.
- In lieu of storage of paper copies of the documentation, these may be stored electronically.
- *Retention time for the records is to be retained for 5 years from the date of the signature of the authorized signatory on the data package in which the last time the equipment was used.*

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10.0 APPENDIX A ACCREDITATION ENDORSEMENTS

NOTE – THIS INFORMATION IS SUPPLEMENTAL. THIS LIST IS NOT ALL-INCLUSIVE.

14. Since calibration certificates from accredited laboratories that conduct work within their scope of accreditation can bear an endorsement of accreditation, attention on identifying 1) a suitable endorsement *AND* 2) the unique identification of the calibration certificate (such as the serial number) is to be made. (Each page of supporting data requires an identification to ensure that the page is recognized as a part of the calibration certificate package). This satisfies the need to substantiate a certificate was provided by an accredited calibration laboratory. Examples of International Laboratory Accreditation Cooperation MRA signatories are listed below.

10.1 Mutual Recognition Agreement (MRA) Signatories

- International Laboratory Accreditation Cooperation MRA signatories are acceptable accreditor endorsements. A full listing of ILAC MRA signatories can be found at <http://www.ilac.org/home.html> please look under the “About ILAC” and “Members by Categories” listings. Full Members is the listing of the signatories to the ILAC MRA.
- Asian Pacific Laboratory Accreditation Council MRA signatories are acceptable accreditor endorsements. A full listing of APLAC MRA signatories can be found at <http://www.aplac.org/members/fullmembers.htm>
- European Accreditation Cooperation Mutual Recognition Agreement (MRA) signatories are acceptable accreditor endorsements. A full listing of EAC MRA signatories can be found at <http://www.european-accreditation.org/content/mla/scopes.htm>

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11.0 APPENDIX B CALIBRATION SURVEY NON-ACCREDITED CALIBRATION SUPPLIER

Company Name:	
Address:	
City:	
State	
Zip:	

PLEASE COMPLETE THE FOLLOWING INFORMATION:

Technical Manager:	
Phone No.:	
FAX No.:	
Email:	
Person Completing Survey:	
Title:	
Date:	

SCOPE OR TYPE OF CALIBRATIONS TO BE MADE

(Entity conducting survey to complete this information)

Please return the completed survey to:

[Click [here](#) and type street address]

[Click [here](#) and type City, State, Zip Code]

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Equipment – In-house Calibration Requirements

[Click [here](#) and type Country, if applicable]

Attn: [Click [here](#) and type Attention information]

Email: [Click [here](#) and type eMail address of Attention To]

Fax: [Click [here](#) and type Fax number]

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1. General Questions:	YES	NO
1.1. Is your organization compliant with ISO/IEC 17025?	<input type="checkbox"/>	<input type="checkbox"/>
1.2. Is your organization currently pursuing accreditation by either NVLAP or A2LA?	<input type="checkbox"/>	<input type="checkbox"/>
1.2.1. Estimated completion date for achieving accreditation?		
1.2.2. Please provide the anticipated scope of accreditation to which you will be accredited.		
1.3. Does your organization have a quality manual describing your operations? A copy of the Table of Contents or Index would be helpful.	<input type="checkbox"/>	<input type="checkbox"/>
2. Calibration Facilities:	YES	NO
2.1. Do you use dedicated calibration standards when performing calibrations?	<input type="checkbox"/>	<input type="checkbox"/>
2.2. Are these standards, directly or indirectly, in either case traceable through an unbroken chain to national standards?	<input type="checkbox"/>	<input type="checkbox"/>
2.2.1. Is the traceability documented and can the documentation be reproduced if requested?	<input type="checkbox"/>	<input type="checkbox"/>
2.2.2. Do the calibration standards have an appropriate label identifying their calibration status?	<input type="checkbox"/>	<input type="checkbox"/>
2.2.3. Are reference materials used for calibration?	<input type="checkbox"/>	<input type="checkbox"/>
2.2.4. Are the reference materials certified?	<input type="checkbox"/>	<input type="checkbox"/>
2.2.5. Are there requirements identifying responsibility for internal reference standards, their traceable condition and for the working standards?	<input type="checkbox"/>	<input type="checkbox"/>
2.2.6. Are internal reference standards and if appropriate, working standards, available for all measuring and test instruments and measured quantities which are relevant for the measurement and test results?	<input type="checkbox"/>	<input type="checkbox"/>

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2.3. Is all calibration equipment uniquely identified?	<input type="checkbox"/>	<input type="checkbox"/>	
2.4. Is each calibration procedure documented in a step-by-step procedure?	<input type="checkbox"/>	<input type="checkbox"/>	
2.4.1. Are calibrations computer aided?	<input type="checkbox"/>	<input type="checkbox"/>	
2.4.1.1. Is the software validated?	<input type="checkbox"/>	<input type="checkbox"/>	
2.4.1.2. By which method?			
2.4.1.3. Are there requirements identifying responsibility for the reliability of the calibration software?	<input type="checkbox"/>	<input type="checkbox"/>	
2.5. Does the laboratory have a system to control and/or monitor environmental conditions to maintain conformance with specified requirements?	<input type="checkbox"/>	<input type="checkbox"/>	
2.6. Are relevant environmental conditions recorded during calibrations?	<input type="checkbox"/>	<input type="checkbox"/>	
2.7. Are procedures for the calculation of the measurement uncertainty of the calibration process specified and followed?	<input type="checkbox"/>	<input type="checkbox"/>	
2.8. Are there methods for ensuring periodic re-calibration of calibration equipment?	<input type="checkbox"/>	<input type="checkbox"/>	
2.8.1. Are re-calibration intervals fixed at one standard value (like 1 year)?	<input type="checkbox"/>	<input type="checkbox"/>	
2.8.2. Is there an equipment recall system to identify calibration equipment requiring re-calibration?	<input type="checkbox"/>	<input type="checkbox"/>	
2.8.3. In the case where calibrations have to be performed before each measurement, is the equipment labeled accordingly?	<input type="checkbox"/>	<input type="checkbox"/>	
2.9. Are all instruments that are part of the calibration equipment properly identified?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Specific Calibration Procedures	YES	NO	N/A
3.1. Is the measuring equipment of the “self calibration” type?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.1. Is the internal reference calibrated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.2. Is the process of “self calibration” checked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2. Does the measuring equipment include an internal calibration of a less stable component by means of an internal reference?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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3.2.1. Is the internal reference calibrated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2.2. Is the process of internal calibration checked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3. Is the complete measuring system calibrated as a whole?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3.1. Are the single components of the measuring system adjusted, especially with respect to zero settings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3.2. How is the labeling performed for a complete measuring system?			
3.4. Is each single component of a measuring system calibrated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4.1. Are the calibration parameters for the complete measuring system determined from the values of the single components?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Documentation of Calibration Results:	YES		NO
4.1. Are the calibration results, including environmental conditions, if applicable, documented?	<input type="checkbox"/>	<input type="checkbox"/>	
4.1.1. Are they kept on file?	<input type="checkbox"/>	<input type="checkbox"/>	
4.1.2. Are they available to the owner of the equipment being calibrated?	<input type="checkbox"/>	<input type="checkbox"/>	
4.1.3. Do you provide a calibration label on the equipment to indicate date of calibration?	<input type="checkbox"/>	<input type="checkbox"/>	
4.2. Are seals used to protect calibrated equipment from adjustment by end user?	<input type="checkbox"/>	<input type="checkbox"/>	
4.3. Do you maintain records of your own calibration work and have the capability to determine the impact of the error if your measurement standards are found to be out of tolerance?	<input type="checkbox"/>	<input type="checkbox"/>	
4.3.1. Do you automatically inform customers of affected equipment?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Documentation of estimated uncertainty:	YES		NO
5.1. Do you provide a statement of the estimated uncertainty of the calibration results?	<input type="checkbox"/>	<input type="checkbox"/>	

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5.2. If no, are the estimated uncertainties documented and kept on file?	<input type="checkbox"/>	<input type="checkbox"/>
5.3. Are they available to the owner of the equipment being calibrated? Please provide a list of best measurement uncertainties for the parameters that you calibrate if possible.	<input type="checkbox"/>	<input type="checkbox"/>
6. Staff qualifications:	YES	NO
6.1. Do you have minimum staff qualifications?	<input type="checkbox"/>	<input type="checkbox"/>
6.2. Do you have continuous training programs for staff?	<input type="checkbox"/>	<input type="checkbox"/>

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DATA ACCEPTANCE PROGRAM

Equipment – In-house Calibration Requirements

Comments:

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SURVEY QUESTION	CRITERIA	NOTES
1.0 General Questions:		
1.1	Recommended	If not 17025 compliant, request complete quality manual for further review. During review look for 17025 correlations taking into consideration other survey answers.
1.2	Recommended	A vendor currently pursuing accreditation with a reasonable estimated completion date will probably be acceptable (review scope). For a negative response continue to review completed survey following criteria guide.
1.2.2		
	Recommended	Review Table of Contents for 17025 compliance or request complete manual per question 1.1 above.
2.0 Calibration Facilities:		
2.1	Required	No Exceptions
2.2	Required	On rare occasions the measurement parameter may not be traceable to NIST for example Lamp Chromaticity. Under these circumstances acceptance may be appropriate based on vendor's expertise.
2.2.1	Required	(exception: see 2.2 above)
2.2.2	Required	No Exceptions
2.2.3	Not Applicable	Reference material not always used
2.2.4	Required	No exceptions if reference material is used.
2.2.5	Required	No Exceptions
2.2.6	Required	No Exceptions
2.3	Required	No Exceptions
2.4	Required	No Exceptions
2.4.1	Not Applicable	Computer aided calibrations not always used.
2.4.1.1	Recommended	When computer aided calibrations are used but not validated the vendor should be questioned further. Simple data acquisition schemes may not require extensive verification.
2.4.1.2	Recommended	
2.4.1.3	Recommended	
2.5	Required	Except when it can be proven by the vendor that environmental conditions would not affect the accuracy of results.
2.6	Required	Except as noted in 2.5

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SURVEY QUESTION	CRITERIA	NOTES
2.7	Recommended	On occasion, when no other acceptable vendor is available, a statement of accuracy ratio may be accepted. Ratios of 4:1 or greater are desired, however, with certain measurement parameters this cannot be achieved. In either case the accuracy ratio must be noted.
2.8	Required	No Exceptions
2.8.1	Not Applicable	Based on 2.8 this is informational, however, if other than fixed at one year additional information should be requested and reviewed.
2.8.2	Required	No Exceptions
2.8.3	Required	No Exceptions
2.9	Required	No Exceptions
3.0 Specific Calibration Procedures		
3.1	Required	Applicable when measurement is of the “self calibration” type.
3.1.1	Required	
3.1.2	Required	
3.2	Required	Applicable when equipment includes internal calibration.
3.2.1	Required	
3.2.2	Required	
3.3	Required	Applicable when the calibration system is to be calibrated as a complete system.
3.3.1	Required	
3.3.2	Required	
3.4	Required	
3.4.1	Required	
4.0 Documentation of Calibration Results:		
4.1	Required	No Exceptions
4.1.1	Required	No Exceptions
4.1.2	Required	No Exceptions
	Recommended	However, calibration labels may be placed on equipment by the end user based on vendors supporting documentation.
4.2	Recommended	However, seals may be placed on the equipment by the end user prior to releasing the equipment for use.
	Required	No Exceptions
4.3.1	Required	No Exceptions
5.0 Documentation of estimated uncertainty:		
	Recommended	See note 2.7
5.1.1		
5.1.2		
6.0 Staff qualifications:		
	Required	No Exceptions
	Recommended	Further investigation may be required for a negative response.

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SURVEY QUESTION	CRITERIA	NOTES
		Confirmation that staff are able to properly perform calibrations is needed. Request written minimum staff qualifications (6.1 in checklist form) for review.

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