

SADCAS Ref. No:										
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## ON-SITE EVALUATION OF A CALIBRATION LABORATORY

Date(s) of evaluation:		Duration (days)	
Assessor:			
Observer:			
Name of Laboratory:			
Area / Field of Operation:			
Laboratory Representative:			
Address of On-site Evaluation:			
<b>CALIBRATION FUNCTION BEING EVALUATED</b>			
<b>C = Conforms      NC = Non-conformance      NA = Not Applicable</b>			<b>C/NC/NA</b>
<b>Clause ISO/IEC 17025</b>	<b>1. Quality Documentation</b> (Please clearly identify what was looked at during the evaluation)		
<b>4.1.3</b>	Does the management system cover work conducted away from the permanent facilities?		
	Is there a documented procedure for performing on-site calibrations?		
	Does the procedure cover the following:		
<b>5.5.4</b>	• Identification of reference standards and equipment to be used?		
<b>5.5.6</b>	• Packing and transportation of equipment?		
<b>5.5.10</b>	• On-site intermediate checks of standards?		
<b>5.2.3</b>	• Supervision of personnel where necessary?		
<b>5.4.2</b>	• Calibration procedures?		
<b>5.10.2</b>	• Calibration certificates?		
<b>5.3</b>	• Recording of the environmental conditions?		
<b>4.13.2</b>	• Records of on-site activities?		

<b>Clause ISO/IEC 17025</b>	<b>2. Witnessing or Vertical Assessment of a calibration performed on-site</b>	
<b>5.5.6</b>	<ul style="list-style-type: none"> <li>Was the equipment handled and transported in such a manner so as to prevent damage to the equipment, and change to its metrological values?</li> <li>Was the environment fit for purpose?</li> <li>Were the ambient environmental conditions recorded?</li> <li>Were intermediate checks conducted prior to taking measurements?</li> <li>Were the metrologists proven competent to perform on – site calibrations? How?</li> </ul>	
<b>5.3.2</b>		
<b>5.5.10</b>		
<b>5.2.3</b>		
<b>5.8.3</b>	<ul style="list-style-type: none"> <li>Was the item to be calibrated inspected to determine its condition prior to calibration?</li> <li>Was the customer consulted to determine his requirements prior to the commencement of the calibration?</li> <li>Were records kept of pertinent discussions with the customer?</li> <li>Were approved calibration procedures used?</li> <li>Were results recorded?</li> <li>Were the records kept identifiable to the on-site activity?</li> <li>Does the Certificate of Calibration specify that the calibration was performed on-site?</li> <li>Is the address of the on-site location listed on the certificate?</li> </ul>	
<b>4.4.2</b>		
<b>5.4.1</b>		
<b>4.13.2.1</b>		
<b>4.13.2.2</b>		
<b>5.10.2 b)</b>		
<b>3. Recommendation</b> (Please make a clear recommendation)		
Signed Technical Assessor:		
Signed Lead Assessor:		Date: