

	<i>American Association for Laboratory Accreditation</i>	
	C103 – General Checklist: Accreditation of Field Testing and Field Calibration Laboratories	Document Revised: December 19, 2011
	Page 1 of 13	

The following pages present the requirements from *R104 – General Requirements: Accreditation of Field Testing and Field Calibration Laboratories* in a checklist format. The policies, procedures and activities of laboratories performing field tests or calibrations must meet these requirements. Management system documentation and supporting records must be available for the assessor’s review.

Before the assessment, the laboratory is asked to complete all of the document reference identifiers associated with the each of the requirements within a thick, black border.

This helps both the laboratory and the assessor(s) prepare for the assessment and may save a significant amount of assessment time and cost. The appropriate “document reference” should include quality manual, laboratory manual, SOP, etc. references. The noted references should specify procedure number, page number and section number, if possible, where each checklist item is addressed.

A2LA Assessor Instructions: Review the laboratory’s documented management system to verify compliance with the applicable Field Testing/Calibration criteria documentation requirements. Assess to verify that the documented management system is indeed implemented as described. Place a tick mark in the yes (Y), no (N) or not applicable (NA) space for each requirement. Please note that for all N/A indications, you must document the reason why this requirement is N/A in the comments section. Record comments related to any requirement in the space provided. Assess the laboratory’s technical competence to perform specific tests or specific types of tests. Record comments related to tests/calibrations on the test/calibration method review matrix. Verify that all field testing/calibration personnel and methods have been identified and submitted to A2LA. All deficiencies must be identified and explained in the assessor deficiency report.

To the best of my knowledge, actual laboratory practice has been assessed for compliance with the relevant clauses of **R104 – General Requirements: Accreditation of Field Testing and Field Calibration Laboratories**. I hereby attest that all ‘Yes’ marked compliance clauses, whether initialed or not, meet the aforementioned requirements. Any areas of noncompliance have been fully described in the Assessor Deficiency Report.

CAB Name:			
Address:			
Contact:			
Phone:		Email:	
Master Code:		Assessment ID:	
Certificate(s):		Conformity Standard:	
Assessment Dates:		Assessment Type:	
Assessor(s):		Assessor Signature(s):	
AcO:			

Requirement	Document Reference	{RESERVED FOR ASSESSORS ONLY}			Comments
		Compliance			
		Y	N	NA	
<p>3. Definitions</p> <p>3.1 Permanent Laboratory: A calibration or testing laboratory erected on a fixed location. This is the laboratory location (address) denoted on the scope of accreditation.</p> <p>3.3 Field: Any location where testing or calibration takes place as defined in 3.4 below.</p> <p>3.4 Field Testing/Calibration: Testing/Calibration performed by staff of a laboratory or organization outside of the premises or grounds on which the permanent laboratory or the organization’s permanent base or headquarters is located. Field testing/calibration may include sampling where it forms part of the documented calibration or test procedure. Accreditation for sampling alone is offered and <i>R219 – Specific Requirements: TNI Field Sampling and Measurement Organization Accreditation</i> should be consulted for further details.</p> <p>Field Tests or Calibrations are normally performed under two categories:</p> <ul style="list-style-type: none"> • Field tests or calibrations performed by staff sent out in the field by an accredited, permanent laboratory. This includes in-situ testing¹. • Field tests or calibrations performed in the field by organizations that do not have a permanent laboratory. <p>3.5 Field Laboratory: A testing or calibration laboratory facility set up in a dedicated area location or at a customer’s premises, outside of the organization’s permanent base or headquarters for the duration of the testing or calibration activities but not for periods expected to exceed three years (e.g. a Construction Materials laboratory set up at an airport construction site, a calibration laboratory under contract set up in support of a customers manufacturing process). All field laboratories must be identified on the application paperwork, be assessed as part of the permanent laboratory assessment, and be identified on the laboratory’s scope of accreditation.</p> <p>Mobile Laboratory: Fully equipped, self-contained, transportable testing or calibration laboratory capable of performing tests or calibrations under controlled environmental conditions. (Note: Mobile laboratories are subject to the same terms of accreditation as a field laboratory. Mobile laboratories left at one location for three years or more will be subject to the same terms of accreditation as a permanent laboratory.)</p>					

¹ In-situ: Testing or calibration of a device or system performed at the place of its installation.



American Association for Laboratory Accreditation

**C103 – General Checklist: Accreditation of Field Testing and
Field Calibration Laboratories**

**Document Revised:
December 19, 2011**

Page 4 of 13

Requirement	Document Reference	{RESERVED FOR ASSESSORS ONLY}			Comments
		Compliance			
		Y	N	NA	
4.2 Management system					
4.2 S.1 The quality manual or related quality documentation of the permanent laboratory or organization shall contain a section covering the arrangements for the field operations. This shall include:					
4.2 S.1.1 an up-to-date record of field laboratory locations and the purpose for which they were used, including identification of any mobile laboratories;					
4.2 S.1.2 details of how the management system is applied to and incorporates field testing/calibration (e.g., an organizational chart for the permanent laboratory showing lines of responsibility and authority for field testing/calibration, etc.) as well as arrangements for the supervision of field testing or calibrations where the field is not controlled by the client but rather by a third party.					



American Association for Laboratory Accreditation

C103 – General Checklist: Accreditation of Field Testing and Field Calibration Laboratories

**Document Revised:
December 19, 2011**

Page 5 of 13

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		Compliance			
		Y	N	NA	
<p>4.2 S.1.3 identification of approved signatories, criteria for signatory approval and limits of signatory authority. This criteria should include an assessment of the following attributes:</p> <ul style="list-style-type: none"> • qualifications and experience; • position in the overall staff structure; • familiarity with the calibration or test procedures and awareness of any limitations of these procedures; • knowledge of the procedures for recording, reporting and checking results; • awareness of the needs for periodic recalibration of equipment; and • awareness of the requirements and conditions for A2LA accreditation, particularly those related to calibration or test reports. 					
<p>4.2 S.2 The relevant parts of the quality manual shall be available to the personnel performing field testing/calibration.</p>					



American Association for Laboratory Accreditation

C103 – General Checklist: Accreditation of Field Testing and Field Calibration Laboratories

**Document Revised:
December 19, 2011**

Page 6 of 13

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		Compliance			Comments
		Y	N	NA	
4.13 Control of records					
4.13 S.1 Procedures shall exist for recording and reporting all results obtained in the field and shall be coordinated with the system operating in the permanent laboratory (where appropriate). Records of original observations, calculations, data transfers and checks shall be identifiable by person and date. Records shall be made in a permanent manner and maintained so that they are not obliterated by rain, humidity, spills, leaks or other environmental factors that may affect the immediate or future readability of the records.					
4.13 S.2 Procedures shall exist for ensuring the security and confidentiality of test/calibration data obtained and held in the field.					
4.14 Internal audits					
4.14 S.1 Internal audits of the field laboratory's management system shall be conducted using similar procedures as those applied to a permanent laboratory.					



American Association for Laboratory Accreditation

**C103 – General Checklist: Accreditation of Field Testing and
Field Calibration Laboratories**

**Document Revised:
December 19, 2011**

Page 7 of 13

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		Compliance			
		Y	N	NA	
4.14 S.2 The designated internal auditor shall visit field and mobile laboratories as part of the internal audit process. The audit process shall contain specific elements to assess whether field tests and/or calibrations continue to comply with the requirements of the management system.					
4.15 Management reviews					
4.15 S.1 Management review shall take account of field testing and calibration activities.					
5 Technical requirements					
5.2 Personnel					
5.2 S.1 The permanent laboratory or organization shall have procedures for ensuring that staff performing field tests/calibrations are properly trained and competent. Evidence of the competence of staff performing the specific field tests or calibrations shall be available. (This evidence should include training records, appropriate analysis of blind proficiency samples (where available) and other demonstrations of method proficiency.)					
5.2 S.2 Field personnel not employed or sub-contracted by the permanent laboratory or organization shall not assist in the performance of accredited tests or calibrations unless adequately supervised by trained staff employed or sub-					



American Association for Laboratory Accreditation

**C103 – General Checklist: Accreditation of Field Testing and
Field Calibration Laboratories**

**Document Revised:
December 19, 2011**

Page 8 of 13

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		Y	N	NA	
contracted by the permanent laboratory or organization. Field personnel not employed or sub-contracted by the permanent laboratory or organization shall not perform accredited tests or calibrations, unassisted, under any circumstances.					
5.3 Accommodation and environmental conditions					
5.3 S.1 Where the environment may affect the instrumentation, the test specimen or the required accuracy and precision of measurement, the data shall be qualified per the requirements of these criteria.					
5.3 S.2 Where tests/calibrations are undertaken in a hostile or unstable environment or in an environment that may affect the test or calibration results, there shall be procedures for monitoring these conditions and the effect of the environment on the performance of the test or calibration. This monitoring shall be documented.					
5.3 S.3 There shall be provisions for restricting access to the field laboratory when unrestricted access could invalidate the test or calibration results.					
5.4 Test and calibration methods and method validation					



American Association for Laboratory Accreditation

C103 – General Checklist: Accreditation of Field Testing and Field Calibration Laboratories

**Document Revised:
December 19, 2011**

Page 9 of 13

Requirement	Document Reference	{RESERVED FOR ASSESSORS ONLY}			Comments
		Compliance			
		Y	N	NA	
5.4 S.1 Up-to-date test/calibration procedures (whether standard methods or internal procedures/amplifications/modifications) shall be available to all staff performing field tests or calibrations.					
5.4 S.2 Procedures shall exist for the supply and updating of test/calibration procedures required by staff performing field work.					
5.4 S.3 Where appropriate, the uncertainty of measurement must be estimated using appropriate methods of analysis, taking into account the prevailing environmental conditions. Where it is not appropriate to determine measurement uncertainty, the laboratory shall demonstrate that method performance is within the defined control limits of the reference test method.					
5.5 Equipment					
5.5 S.1 There shall be procedures for operating, maintaining, storing and calibrating equipment used in field testing or calibration. Equipment maintenance and calibration records shall include the location, date and operator for all maintenance and calibration as well as details of storage between use.					



American Association for Laboratory Accreditation

**C103 – General Checklist: Accreditation of Field Testing and
Field Calibration Laboratories**

**Document Revised:
December 19, 2011**

Page 10 of 13

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5.5 S.2 Appropriate checks shall be made to confirm the calibration status and fitness for use of equipment before field testing or calibration begins.					
Where such checks cannot be made (for equipment whose performance is not sensitive to movement), calibration status and fitness for use shall be checked in the permanent laboratory or at the organization's permanent base before and after field testing or calibration.					
Equipment whose performance is sensitive to movement shall be verified/calibrated in the field before use.					
If equipment is found to be unfit for use and/or out of calibration, it shall not be used and shall be immediately withdrawn from service.					
The laboratory shall examine the effects of such equipment on previous tests or calibrations.					



American Association for Laboratory Accreditation

**C103 – General Checklist: Accreditation of Field Testing and
Field Calibration Laboratories**

**Document Revised:
December 19, 2011**

Page 11 of 13

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5.5 S.3 If equipment other than that owned by the permanent laboratory or organization is used, the provider of such equipment shall be considered as a supplier of outside services/supplies, subject to the requirements specified in Section 4.6 of ISO/IEC 17025:2005.					
The laboratory shall document and archive calibration certificates (where appropriate) and other relevant details of the “borrowed” or rented equipment.					
Borrowed or rented equipment must be inspected for damage or malfunction before each use. It is the field laboratory’s responsibility to ensure that borrowed or rented equipment receives the same checks/calibrations and other controls as laboratory-owned equipment, prior to and during use.					
5.5.S.4 A laboratory that performs calibrations on a customer's site shall make a full list of all the equipment that is transported. For each parameter, the laboratory shall define the Calibration and Measurement Capability (CMC) that it can achieve with that transported equipment.					



American Association for Laboratory Accreditation

**C103 – General Checklist: Accreditation of Field Testing and
Field Calibration Laboratories**

**Document Revised:
December 19, 2011**

Page 12 of 13

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5.6 Measurement traceability					
5.6 S.1 When it is necessary to utilize reference standards, adequate measures shall be taken to ensure that the necessary calibration status is maintained during transportation and while in the field. The response of such reference standards to environmental changes or other relevant parameters shall be known and documented.					
5.6 S.2 Reference standards shall be maintained in a suitable environment at all times, such that handling, transport and storage do not invalidate their calibration status.					
5.8 Handling of test and calibration items					
5.8 S.1 Appropriate precautions shall be taken during storage, handling, transportation and preparation to prevent damage to items field tested or calibrated.					
5.10 Reporting the results					
5.10 S.1 Results obtained from field tests/calibrations shall be identified as such on issued Certificates/ Reports, whether they form part or all of the information presented.					

Requirement	Document Reference	{RESERVED FOR ASSESSORS ONLY}			
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		Y	N	NA	
5.10 S.2 In addition to the information specified in ISO/IEC 17025, Section 5.10, Certificates/Reports shall contain any details relevant to the calibration/test such as location of calibration/test item.					

Document Revision History

Date	Description
12/19/2011	Added CAB Information Block