

ATTACHMENT #1

INSTRUCTIONS FOR COMPLETING 17025 ASSESSOR REPORT METHOD REVIEW MATRIX

Please complete entries for each test/technology/parameter and the corresponding method(s) and any in-house calibrations in the following categories. Please note that if your depth of assessment includes observing a test/calibration, every line item (every box) shall be completed (if reports/certificates are not available for a particular test/technology/parameter you observe, please indicate). If you do not observe a test/calibration, then the line items that reflect your level of review and applicable objective evidence shall be recorded.

- Test Name / Test Technology or Parameter: For testing labs, list test name (e.g. Hardness, Salt Spray, OES, FTIR, etc.); For calibration labs, list parameter (e.g. length, force, etc.)
- Test Method(s): List all test methods on the proposed Scope of Accreditation corresponding to the test or parameter indicated.
- Depth of Assessment: Record to what extent the test was assessed as follows:
 - = Observed Test or Calibration
 - = Observed Test or Calibration in the Field
 - = Equipment Inspected
 - P = Procedure Reviewed
 - E = Equipment Inspected
 - I = Interviewed Personnel
 Combinations of these are expected (e.g. E/I/P, O/E/I/P, etc), as you must verify, at a minimum, that the laboratory has the equipment, method, and trained personnel to perform each test or calibration on the proposed Scope of Accreditation.
- Personnel Interviewed: List names of personnel
- Accommodation/Environment, Equipment/Reference Materials: Indicate whether the environment and equipment were suitable for the methods listed, and any objective evidence observed.
- Procedure/Operating Instructions: Record the laboratory's internal procedures or instructions for performing the test or calibration, and indicate whether they were acceptable.
- Measurement Uncertainty: For calibration laboratories, indicate whether the laboratory's uncertainty analysis is acceptable. For testing laboratories, indicate the Category (I-V) for each test method, based on the A2LA Interim Policy on Measurement Uncertainty. If uncertainty analysis is required, indicated if the laboratory's analysis is acceptable.
- Verification/Calibration: Indicate whether the calibration or verification data for the relevant equipment is acceptable, and any objective evidence observed.
- Sampling: Handling/Preparation of Items: Indicate whether the laboratory performs any sampling for the listed methods, and indicate if those activities, as well as any handling or preparation performed, are acceptable.
- Quality Checks: Indicate what quality checks are in place and whether they are acceptable.
- Records: Indicate whether the appropriate records are maintained for the listed methods, and what records were reviewed
- Rep. Examples of Reports: Record the reports reviewed and whether the results for the listed methods are appropriately reported in accordance with 17025 and any requirements of the methods.

See example below:

A312 - METHOD MATRIX – ISO/IEC 17025		LAB CODE:	ASSMNT ID:			CERTIFICATE #(s):		Page ____ of ____			
ISO/IEC 17025:2005 Section ⇒		5.2	5.3; 5.5	5.4	5.4.6	5.6	5.7; 5.8	5.9	4.13	5.10	
Test Name/ Technology or Parameter	Method(s)	Depth of Assmt. *see codes	Name(s) of personnel interviewed	Accom. & Environment; Equipment & Ref. Mat'ls.	Procedure/ Operating Instructions	Measurement Uncertainty	Traceability; Verification/ Calibration	Sampling; Handling/ Prep.	Quality Checks	Records	Rep. Examples of Reports
Salt Spray	ASTM B117 GM 4298P	O,I,P,E	John Smith	OK-temp charts reviewed for 1/1/01 – 6/1/02	OK-SOP 020	Cat. I	OK-Cal certs reviewed for chamber #235-2	Sampl. N/A; Prep OK	OK-Test panels with each run, reviewed data for 2002	OK-reviewed collection logs for 1/1-6/1/02	OK-reviewed reports: 2324-01; 0139-02
Tensile	In-house method 012	I, P, E	S. Jones	OK-reviewed temp charts for 1/1/01 – 6/1/02	OK-SOP 012	Cat. IV- no uncert. analysis or plan	OK-reviewed cal cert for # 185-1; from accredit. lab with traceability info	Sampl. N/A; prep by customer, lab checks; reviewed records for job # 1892-01, 221-02	OK-in-house material run daily; reviewed data for 2002	OK-reviewed data output records for job # 1892-01, 221-02	OK-reviewed reports for job # 1892-01, 221-02