

## ATTACHMENT #3

### **R104 - GENERAL REQUIREMENTS: ACCREDITATION OF FIELD TESTING AND FIELD CALIBRATION LABORATORIES**

#### **3 DEFINITIONS**

- 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.
- 3.2 **Organization:** Company, Consultancy, Partnership, other body or individual who does not necessarily have a permanent laboratory but who tests or calibrates the characteristics or performance of materials or products at a customer specified field location. For organizations that only perform field testing/calibration, the address denoted on the accredited scope of accreditation will be that of the organization's office or headquarters where records and equipment are kept. Further, the scope will clearly delineate that only field testing is performed by this organization.
- 3.3 **Field:** Any location where testing or calibration takes place as defined in 3.4 below.
- 3.4 **Field Testing/Calibration:** Testing/Calibration (including sampling where it forms part of the documented calibration or test procedure) 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 Tests or Calibrations are normally performed under two categories:

- Field tests or calibrations performed by staff sent out in the field by an accredited, permanent laboratory. This includes in-situ testing<sup>1</sup>.
  - Field tests or calibrations performed in the field by organizations that do not have a permanent laboratory.
- 3.5 **Field Laboratory:** A testing or calibration laboratory facility set up in a dedicated 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 customer's 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.
- 3.6 **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.)

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