



Office of Weights and Measures Internal Audit Request Form

The Office of Weights and Measures requires all Recognized metrology laboratories to show full compliance to ISO/IEC 17025:2017 by November 2020. To assist with this transition, the OWM has developed an Internal Audit Form job aide which uses verbatim text from ISO/IEC 17025:2017. This form must be completed and submitted this Recognition Submission year to fulfill the requirements of the NIST HB-143 Recognition Program, as stated in the 2019 Annual Submission Memorandum. To receive a copy of the internal audit form, OWM must receive objective evidence/proof that your laboratory has ownership of the ISO/IEC 17025:2017 standard (e.g., a copy of receipt of purchase or copy of the standard title page with the lab name included on it). This is required to comply with copyright protections of the ISO/IEC 17025:2017 standard. In addition, the applicant must sign and agree to the condition below. This form should be submitted with the proof of ownership evidence of the ISO/IEC 17025:2017 standard (scanned and email is sufficient) to Micheal Hicks (micheal.hicks@nist.gov). Once this form along with proof of ownership evidence is received and approved, the applicant will receive a copy of the OWM Internal Audit Form via email.

Confidentiality Agreement

I, _____ (print name and laboratory), understand that the OWM internal audit form has verbatim text from the ISO/IEC 17025:2017 standard which is copyright protected. My laboratory organization possesses a purchased and lawful copy of the ISO/IEC 17025:2017. My laboratory organization agrees not to share the internal audit form with any third party organizations.

Signature of Authorized Laboratory Representative

Date