

Annex A: ANSI/NCSL Z540-1-1994, Part I (normative)

[Optional addition to scope: compliance with ANSI/NCSL Z540-1-1994, Part I]

A.1 General

This annex addresses the general accreditation requirements prescribed in ANSI/NCSL Z540-1-1994, *Calibration Laboratories and Measuring and Test Equipment – General Requirements, Part I* that are not directly addressed in ISO/IEC 17025. Laboratories wishing to be recognized for compliance with the requirements of ANSI/NCSL Z540-1-1994, Part I shall meet the requirements listed below, in addition to those found in ISO/IEC 17025 and this handbook.

A.2 Management requirements for accreditation

A.2.1 The quality system adopted to satisfy the requirements of ANSI/NCSL Z540-1-1994 shall be reviewed at least once a year by the management to ensure its continuing suitability and effectiveness and to introduce any necessary changes or improvements.

A.3 Calibration methods and method validation

- a) Calibration procedures shall contain the required range and tolerance or uncertainty of each item or unit parameter being calibrated or verified.
- b) In addition, the procedures shall contain the generic description of the measurement standards and equipment needed with the required parameter, range, tolerances or uncertainties, and specifications for performing the measurement of the calibration or verification, and/or representative types (manufacturer, model, option) that are capable of meeting the generic description for the measurement standards.
- c) The procedures shall be consistent with the accuracy required, and with any standard specifications relevant to the calibrations/verifications concerned.

A.4 Equipment

- a) Tamper-resistant seals shall be affixed to operator-accessible controls or adjustments on measurement standards or measuring and test equipment which, if moved, will invalidate the calibration.
- b) The laboratory's calibration system shall provide instructions for the use of such seals and for the disposition of equipment with damaged or broken seals.

A.5 Reporting the results

In addition to the list of required items in 7.8 of ISO/IEC 17025, each calibration report shall include a statement that the calibration report shall not be reproduced except in full, without the written approval of the laboratory.