**Appendix B - Calibration Certificate Review Checklist**

ISO/IEC 17025:2017, Section 7.8 - Reporting of Results

This evaluation form may be used as an assessment tool for calibration certificates. Its use needs to include objective evidence of the assessment (e.g., a marked-up certificate).

| **Criteria Guide** | | **Compliance** |
| --- | --- | --- |
| 7.8.1.2 | Reported accurately, clearly, unambiguously and objectively; in accordance with method instructions; include all info requested by customer, necessary for interpretation of the results, & required by the method |  |
| **Calibration Certificate Core Requirements (**Include at least the following information, unless valid reasons for not) | |  |
| 7.8.2.1 a) | Title |  |
| 7.8.2.1 b, c) | Laboratory name & address and location where tests/calibrations performed |  |
| 7.8.2.1 d) | Unique identification making all the portions of the certificate uniquely identifiable. Clearly indicate document end (a way to recognize a complete report). For Example: page number and total number of pages (X of Y) |  |
| 7.8.2.1 e) | Customer name and contact information |  |
| 7.8.2.1 f, n) | Identify method used; additions, deviations, exclusions from the method |  |
| 7.8.2.1 g) | Description and unambiguous identification of the item(s) calibrated and when necessary condition |  |
| 7.8.2.1 h-j) | Dates: receipt, sampling if applicable, date(s) of performance of lab activity, certificate issue |  |
| 7.8.2.1 k) | Reference to sampling plan and procedures used where relevant to validity or application of results |  |
| 7.8.2.1 l) | Statement to the effect that the results relate only to the calibrated items  Note: Recommend statement shall not be reproduced except in full, without written lab approval |  |
| 7.8.2.1 m) | Calibration results with appropriate units of measurement, where appropriate |  |
| 7.8.2.1 o) | Name(s), function(s) & signature(s) or equivalent ID of person(s) authorizing the certificate |  |
| **Calibration Certificates (**In addition to 7.8.2.1) | |  |
| 7.8.4.1 a) | Uncertainty of the measurement result in the same unit as that of the measured item, or unit relative to item |  |
| 7.8.4.1 b) | Calibration conditions (e.g., environmental) that influence the measurement results |  |
| 7.8.4.1 c) | Statement on how the measurements are metrologically traceable |  |
| 7.8.4.1 d) | Before and after measurement results when adjustment or repair is made |  |
| 7.8.4.1 e), 7.8.6 | If compliance statement is made: Identify to which results they apply, clauses met/not met, and account for the decision rule (e.g., uncertainty) |  |
| 7.8.4.3 | No calibration interval on certificate/label except if customer agrees (superseded by legal regulations) |  |
| **Conformity Assessment (7.8.6)** | |  |
| 7.8.6 | Decision rule documented in procedure or by customer; statement identifies which results are applicable and which portions of the documentary standard were or were not assessed |  |
| **Sampling (7.8.5)** Specific requirements noted in 7.8.3.2, 7.8.4.2 | |  |
| 7.8.5 a-f) | Sampling date, unique identify, material or product, location, diagrams, sketches, photographs; reference plan & procedures; environmental conditions; information for uncertainty evaluation |  |
| **Opinions and Interpretations** | |  |
| 7.8.4.1. f)  7.8.7 | Document basis of opinions and interpretations when included with reference to basis, performed by authorized personnel only; clearly identify |  |
| **Amendments** | |  |
| 7.8.8 | Amendments after issue made as further document/data transfer with statement, meet all requirements. New certificate is uniquely identified, and reference to the original that it replaces |  |

**Appendix C - Calibration Certificate Review Checklist**

**ISO/IEC 17025:2017, Section 7.8 - Reporting of Results**

This evaluation form may be used as an assessment tool for evaluating multiple calibration certificates; for example, during an internal audit or during review of proficiency testing certificates. Its use needs to include objective evidence of the assessment (marked-up certificates).

| **X = Nonconformity C = Comment** | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Lab Names or Parameters:** |  |  |  |  |  |  |  |  |  |  |
| 7.8.1.2 |  |  |  |  |  |  |  |  |  |  |
| **Calibration Certificate Core Requirements (**Include at least the following information, unless valid reasons for not) | | | | | | | | | | |
| 7.8.2.1 a) |  |  |  |  |  |  |  |  |  |  |
| 7.8.2.1 b, c) |  |  |  |  |  |  |  |  |  |  |
| 7.8.2.1 d) |  |  |  |  |  |  |  |  |  |  |
| 7.8.2.1 e) |  |  |  |  |  |  |  |  |  |  |
| 7.8.2.1 f, n) |  |  |  |  |  |  |  |  |  |  |
| 7.8.2.1 g) |  |  |  |  |  |  |  |  |  |  |
| 7.8.2.1 h-j) |  |  |  |  |  |  |  |  |  |  |
| 7.8.2.1 k) |  |  |  |  |  |  |  |  |  |  |
| 7.8.2.1 l) |  |  |  |  |  |  |  |  |  |  |
| 7.8.2.1 m) |  |  |  |  |  |  |  |  |  |  |
| 7.8.2.1 o) |  |  |  |  |  |  |  |  |  |  |
| **Calibration Certificates (**In addition to 7.8.2.1) | | | | | | | | | | |
| 7.8.4.1 a) |  |  |  |  |  |  |  |  |  |  |
| 7.8.4.1 b) |  |  |  |  |  |  |  |  |  |  |
| 7.8.4.1 c) |  |  |  |  |  |  |  |  |  |  |
| 7.8.4.1 d) |  |  |  |  |  |  |  |  |  |  |
| 7.8.4.1 e), 7.8.6 |  |  |  |  |  |  |  |  |  |  |
| 7.8.4.3 |  |  |  |  |  |  |  |  |  |  |
| **Conformity Assessment (7.8.6)** | | | | | | | | | | |
| 7.8.6 |  |  |  |  |  |  |  |  |  |  |
| **Sampling (7.8.5)** Specific requirements noted in 7.8.3.2, 7.8.4.2 | | | | | | | | | | |
| 7.8.5 a-f) |  |  |  |  |  |  |  |  |  |  |
| **Opinions and Interpretations** | | | | | | | | | | |
| 7.8.4.1. f), 7.8.7 |  |  |  |  |  |  |  |  |  |  |
| **Amendments to Test Reports and Calibration Certificates** | | | | | | | | | | |
| 7.8.8 |  |  |  |  |  |  |  |  |  |  |
| **\*** Participants that apply tolerances | | | | | | | | | | |