



CAB/594/R

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2006-03-31

INTERNATIONAL ELECTROTECHNICAL COMMISSION

CONFORMITY ASSESSMENT BOARD (CAB)

Meeting 19, Geneva, 2006-05-12

SUBJECT

Agenda item 9.3.1

Report from the CAB/ILAC Technical Panel (TP) meeting held in San José, 27th February 2006

BACKGROUND

This report is based on the outcome of the discussion that took place in the meeting.

ACTION

The CAB is invited to support/approve the CAB/ILAC TP Resolutions as applicable.



CAB/ILAC-TP/61/DL

2006-02-27

CAB/ILAC Technical Panel

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CAB/ILAC-TP/61/DL

2006-02-27

CAB/ILAC Technical Panel

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Report from the CAB/ILAC Technical Panel meeting held in San José, 27th February 2006

BACKGROUND

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ACTION

The CAB/ILAC TP is requested to approve this report and to circulate it to the respective boards to seek support/approval.



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Members:

Pierre DE RUVO	IECEE Executive Secretary
Joe GRYN	CSA
Chris AGIUS	IECQ and IECEX Secretary
Uwe KLAUSMEYER	PTB
Chris BESTWICK	UKAS
Jan HATTINGH	SANAS
John MITCHELL	NATA
Norbert MUELLER	EA
Shigeo NONAKA	JAB

Apologies

Apologies

Special Observers:

Don MADER	UL Inc
Richard PESCATORE	USNC/IECEE
Wolfgang KREINBERG	TUV PS
Jun XIE	IECEE Vice-Chairman
Gösta FREDRIKSSON	IECEE Chairman
Ron SINCLAIR	SAI Global
Stan SALOT	BQPM



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1 APPOINTMENT OF THE CHAIRMAN AND THE SECRETARY

Pierre de RUVO, in his capacity as acting Chairman, thanked Mr. Mitchell for his chairmanship of the 2005 meeting and his following-up on the action items. Mr. Mitchell thanked the TP for their work during the year and mentioned that Mr. Norbert Müller will take over as the Chairman for the 2007 meeting. It was also agreed that the meeting chairman is fully responsible for following-up on the action items until the following year's meeting is held. The CAB/ILAC TP agreed to appoint Don Mader as Acting Secretary for this meeting.

DECISION 01/2006:

- a) The acting Chairman of the meeting will be fully responsible for the follow-up related to the meeting until the following year's meeting.
- b) The CAB/ILAC TP agreed to appoint Don Mader as acting Secretary for this meeting.

2 OPENING OF THE MEETING

The Chairman welcomed members and the special guests of the fourth CAB/ILAC Technical Panel meeting and highlighted the important role this Technical Panel will have in enhancing the collaboration between the ILAC Member Accreditation Bodies and the IEC Schemes.

3. APPROVAL OF THE AGENDA

CAB/ILAC-TP/35/DA_REV 5

The CAB/ILAC TP approved the agenda with the additional items as listed here below and under "Any Other Business".

3.1 HOST WELCOME

On behalf of the USNC/IECEE, Hewlett-Packard and UL Inc San José, Mr. Richard Pescatore welcomed the Members and Observers to the meeting.

3.2 FUTURE ROLE OF THE TECHNICAL PANEL

The Members acknowledged the great deal of progress made to date concerning collaboration between ILAC and the IEC Schemes, however did note that this success has opened the door for further cooperation and cited specific Scheme related issues



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and discussed whether better progress could be made at the operating level by having the Schemes deal directly with the ILAC Member ABs. The issue regarding Intrinsic Safety Assessments, previously raised by IECEx is one such example. The CAB/ILAC TP agreed that this would be a good way to proceed in the future. It was also agreed that ILAC and the Schemes should convene WGs that could work with each other to promote consistency of common issues. Accordingly, the Technical Panel may not need to meet each year.

DECISION 03/2006: In order to achieve better progress at operating level the CAB/ILAC TP recommends that the IEC Schemes deal directly with the ILAC Member ABs.

3.3 FUTURE ROLE OF THE JOINT WORKING GROUP

The CAB/ILAC TP agreed that the CAB/ILAC JWG may not need to meet annually, but would do so only when there are significant issues regarding interpretations of ISO/IEC 17025 that need to be discussed.

It was further agreed that there is a need for interpretation documents on a “sector basis” (i.e. the electrotechnical sector) and even on a Scheme basis. It is up to the Schemes to identify the specific issues to be discussed for a common understanding.

It was therefore agreed that the Terms of Reference for both the TP and the JWG need to be revised and the objectives and priorities redefined.

DECISION 04/2006: The Terms of Reference for both the TP and the JWG need to be revised and the objectives and priorities redefined.

DECISION 02/2006: The agenda was approved

4. MATTERS ARISING FROM THE REPORT CAB/ILAC-TP/36/RM

It was noted that the matters needing discussion are covered by the agenda for the current meeting.



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4.1 PROGRESS REPORT ON JOINT ASSESSMENTS

CAB/ILAC-TP/46/INF

The Chairman reviewed the progress on joint assessments being carried out by ILAC in cooperation with the IECEE. He mentioned the reassessment cycle for Testing Laboratories of the IECEE is every three years however if a Testing Laboratory is not accredited by a third-party reputable AB it is subjected to yearly reassessments.

Mr. Agius mentioned that the IECEX and IECQ Schemes also take into account third-party accreditation. It was suggested that the ILAC Member ABs accept the IECEE assessors as the Electrotechnical assessors.

Both Mr. Müller and Mr. Mitchell mentioned this is a strategic target for ILAC. Mr. Fredriksson described how the IECEE trains both technical assessors and lead assessors on a global basis.

The ILAC delegation agreed to invite the IEC Schemes to attend the next ILAC Accreditation Issues Committee (AIC) that will take place in Madrid in 2006 and for them to make a presentations pertaining to the IEC Schemes. The Head of the ILAC delegation, Mr. Müller, offered to provide assistance in this regard.

DECISION 05/2006: The Head of the CAB delegation, on behalf of the IEC Schemes, is invited to attend and make a presentation at the upcoming ILAC Accreditation Issues Committee.

5. TO NOTE THE STATUS OF THE IECEE CTL GUIDE 01 APPLICATION OF UNCERTAINTY OF MEASUREMENT TO CONFORMITY ASSESSMENT ACTIVITIES IN THE ELECTROTECHNICAL SECTOR.

CAB/ILAC-TP/37/INF

CAB/ILAC-TP/49/INF_REV1

The CAB/ILAC TP noted that the IEC Standard Management Board had supported to fully endorse the IECEE CTL Guide 01 to be converted into an official IEC Guidance Document for conformity assessment activities in the Electrotechnical sector. It was also noted that the SMB also recommended the IEC TCs make use of this document as necessary and any such requirements in IEC Standards take precedence.

6. TO AGREE ON THE ACCEPTANCE OF MANUFACTURER'S TESTING LABORATORIES RESULTS



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CAB/ILAC-TP/50/INF
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CAB/ILAC-TP/54/INF
CAB/ILAC-TP/55/INF

The CAB/ILAC TP also noted that there is an inconsistency on the acceptance of Manufacturer's Testing Laboratories results by the relevant Accreditation Bodies, the latter do not permit their accreditation logos on test reports that include manufacturer testing laboratory developed test data, unless the testing laboratory personnel carry out the testing as it is the case for the TMP program. The CAB delegation explained that the Certification Body is always responsible for reviewing and endorsing the test results and that the levels of surveillance and supervision carried out to develop confidence in the test results grant third party conformity assessment operations. The ILAC delegation acknowledged the logic behind the MTL operations and declared that some ABs only accredit third-party laboratories even though the use of manufacturer test laboratories is permitted by ISO/IEC 17025. The TP Members representing CAB and the TP Members representing ILAC could not come to a common understanding on this issue.

DECISION 06/2006: The ILAC delegation agreed to take this issue back to the ILAC AIC and report back to the TP at a later date. The Schemes' objective is to be able to use the AB's Logo on test reports that include MTL test data.

7. TO REVIEW THE RESULTS OF THE APPRECIATION QUESTIONNAIRE FROM THE TESTING LABORATORIES ON JOINT ASSESSMENTS

CAB/ILAC-TP/39/INF

The CAB/ILAC TP reviewed the results of the Appreciation Questionnaires completed by Organizations that were recently subjected to joint Assessments noting areas where there was good alignment and where there were some differences. In summary, the CAB/ILAC TP agreed that the results of the questionnaire show that the joint assessments should continue and that they provide added value although there are areas for improvement as mentioned in the responses.



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Decision 07/2006: The CAB/ILAC agreed that for future joint assessments the respective IEC Schemes and ILAC should send out a joint questionnaire to the relevant Testing Laboratories

8. TO REVIEW THE RESULTS OF THE APPRECIATION QUESTIONNAIRE FROM THE IECEE AUDITORS ON JOINT ASSESSMENTS

CAB/ILAC-TP/40/INF

The CAB/ILAC TP reviewed the results of the Appreciation Questionnaires completed by the ILAC and IECEE auditors who participated in the joint assessments noting areas where there was good alignment and where there were some differences. It was noted from the responses that good preparation and open communication in advance is essential for a successful joint assessment. The overall results show that the ILAC and IECEE auditors favor continuing joint assessments in the future. Mr. Müller mentioned that as the Guidelines on Joint Assessments come into use, cooperation should improve.

Decision 08/2006: The ILAC delegation agreed that the relevant ABs will also start to distribute questionnaires to the ILAC/ABs auditors based on the IECEE Questionnaire, to be provided by the IECEE Secretariat to the Head of the ILAC delegation, Mr. Norbert Müller.

9. TO AGREE ON THE GUIDELINES ON HOW JOINT ASSESSMENTS HAVE TO BE CONDUCTED

CAB/ILAC-TP/41/INF

The CAB/ILAC TP agreed on the content of the revised Guidelines with the integration of the comments received by the CAB delegation. In addition, the CAB/ILAC TP agreed to change the title of the document to "Guidelines for Preparation, Conduct and Reporting of Joint Laboratory Assessments for Accreditation and IEC Conformity Assessment Schemes."

Decision 09/2006: The TP Members approved the Guidelines Document and decided it could be applied immediately during joint assessments whilst awaiting formal approval by the IEC CA Schemes and ILAC.

10. TO AGREE ON A COMMON DATA BASE OF CAB/ILAC REGISTERED ASSESSORS/AUDITORS



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CAB/ILAC-TP/42/INF

The CAB/ILAC TP reviewed the structure and content of the IECEE Peer Assessor database and agreed that it would be useful to have a common database for technical assessors that could be used during joint assessments, without duplication of technical expertise.

The IECEE offered to provide qualification information to ILAC ABs when carrying out joint assessments. The ILAC delegation accepted the IECEE offer to make a presentation to the ILAC Accreditation Issues Committee AIC in due time.

DECISION 10/2006: A common database for technical assessors shall be considered for use during joint assessments.

11. TO REVIEW THE STATUS OF THE SIGNATORIES OF THE MEMORANDUM OF UNDERSTANDING

CAB/ILAC-TP/43/INF

The CAB/ILAC TP noted with interest the number of Signatories of the IEC/ILAC MoU and agreed that both parties should make efforts to promote the collaboration and highlight the advantages of joint assessments.

It was highlighted that the IEC Schemes presentations to the ILAC Accreditation Issues Committee AIC will help to facilitate further cooperation and additional ILAC AB signatories to the MoU.

DECISION 11/2006: The CAB/ILAC TP agreed that both parties should make efforts to promote the collaboration within their community and to highlight the advantages of joint assessments.

12. TO AGREE ON THE MECHANISMS THAT WOULD RESULT IN THE SIGNATORIES OF THE MOU IMPLEMENTING THE RECOMMENDATIONS MADE BY THE CAB/ILAC TP AND FURTHER APPROVED BY THE CAB & ILAC.

CAB/ILAC-TP/44/INF

The CAB/ILAC TP noted that only the ILAC AB MoU Signatories are obligated to implement the recommendations associated with the MoU whereas the IEC Schemes resolutions are to be implemented by their members on mandatory basis. It was also noted that within ILAC decisions are only mandatory for all members when the resolutions are approved by the ILAC General Assembly.

13. ITEMS SUBMITTED BY MEMBERS FOR CONSIDERATION AND FURTHER DECISION



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13.1 TRACEABILITY OF CALIBRATIONS

CAB/ILAC-TP/45/INF

The CAB delegation introduced the document that is currently used to assess the traceability of calibration and explained that it is being implemented in the IECEE Schemes on a provisional basis whilst awaiting formal CMC approval.

The ILAC TP delegation made the point that assessing external calibration laboratories is much more difficult than assessing internal calibration laboratories and explained that when an ILAC member AB accredits a testing laboratory that claims to also calibrate test equipment for their internal use, the accreditation of the testing laboratory includes the calibration laboratory. This information should be in the accreditation report. The CAB delegation noted that ILAC has a Guidance Document (P10) on traceability of calibrations that IEC CA Schemes should use for their current assessments. It was agreed to review the issue during the Joint Working Group Meeting the following day.

DECISION 12/2006: The IEC Schemes to use the ILAC Guidance Document P10 on a trial basis and to feedback to the CAB/ILAC TP at the next meeting.

13.2 NOTIFICATION OF TESTING LABORATORIES: TL ACCREDITATION STATUS ON ACCREDITATION BODY (AB) WEBSITES

CAB/ILAC-TP/48/INF

Mr. Agius introduced this document mentioning that some Testing Laboratories have accreditation, with scope, that is acceptable to the IECEx Scheme and some that do not. He pointed out that the accreditation scope of laboratories is not clear on some AB's websites. As IECEx desires to utilise National accreditation as part of the on-going surveillance of ExTLs, IECEx need clear and updated information concerning the status and scope of ExTL's accreditation. Therefore through the Chairman, IECEx requests ILAC and its Member ABs to provide a tool that provides more definitive information about the accredited categories/subcategories so the precise scope can be determined?

DECISION 13/2006: The Head of the ILAC delegation asked Mr. Agius for further information. The CAB/ILAC TP agreed that this is another example of operational issues where the IEC Schemes could deal directly with the ILAC Member ABs.

13.3 EVALUATION OF A TEST LABORATORY AND THEIR STAFF TO ASSESS INTRINSICALLY SAFE CIRCUITS

CAB/ILAC-TP/47/INF

Mr. Agius, on behalf of the CAB delegation, presented the document pointing out to the CAB/ILAC TP that this is a long standing issue and has been raised previously with the ILAC delegation. He added that the main question is whether ILAC ABs conduct an evaluation of the TLs Staff



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competence to conduct circuit analysis when assessing a TL to evaluate their capability to test/assess “intrinsically safe equipment and systems” for compliance to IEC 60079-11, or to the national equivalent. Mr Agius concluded by informing the CAB/ILAC TP that according to IEC 60079-11 a complete evaluation of samples can be done without conducting a physical test since Intrinsic Safety is an Ex protection technique which ensures that, *when under fault conditions, the energy available from a spark or arc is below the ignition energy of the surrounding Ex atmosphere.*

DECISION 14/2006: The CAB/ILAC TP agreed that, once again, this is a Scheme specific issue and that should be dealt with directly between IECEx and the relevant ILAC AB.

13.4 STATUS OF ISO/IEC17025

CAB/ILAC-TP/56/INF

DECISION 15/2006: The CAB/ILAC TP agreed that the implementation date of ISO/IEC 17025:2005 will be June 1, 2007.

13.5 METHOD FOR ASSESSOR’S REVIEW OF “CAUSE OF NON-CONFORMITY” CAB/ILAC-TP/57/INF_REV1

On behalf of the CAB Delegation Mr. Nonaka introduced a document dealing with effective root-cause analysis.

The CAB delegation agreed with Mr. Nonaka’s recommendation whereby the parties should not accept root-cause analysis at face value but should make their own analysis of the root cause and the sustainability of the corrective action to prevent reoccurrence.

DECISION 16/2006: The CAB/ILAC TP agreed to include root-cause analysis training in upcoming lead assessor training courses and to make the relevant corrective action available to the lead assessor for the next assessment for the purpose of checking real implementation of an effective corrective action.

13.6 ASSESSMENT PRACTICES IN EMC TESTING LABORATORIES

CAB/ILAC-TP/58/INF

The CAB/ILAC TP agreed that the activities in the EMC testing field be addressed within this panel to ensure harmonized assessment practices and further agreed that the UKAS document related to the subject will be provided to the IECEE CTL ETF 11 (EMC Taskforce) for incorporation into the IECEE Schemes for EMC and for incorporation as appropriate into IECEx.



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DECISION 17/2006: The CAB/ILAC TP agreed to adopt the UKAS LAB34 as a Guidance document on the Interpretation of uncertainty of measurement in the application of EMC standards. It was also agreed that the Guidance is considered within the CTL Expert Taskforce 11 for implementation by the IECEE and IECEx as appropriate.

13.7 JOINT ASSESSMENTS WITH ACCREDITATION BODIES

CAB/ILAC- TP/59/INF

The Technical Panel took note of the comments and was of the opinion that adoption and implementation of the Joint Assessment Guide (as discussed under Item 9) should facilitate smooth joint assessments.

13.8 JOINT DECLARATION OF THE BIPM, OIML AND ILAC

CAB/ILAC-TP/60/INF

The Technical Panel Members noted that the objective of the Joint Declaration is to improve cooperation among the signatories and encourage uniformity of measurement practices with regard to traceability. The Joint Declaration has no impact on the operation of the IEC CA Schemes which follow good measurement practices and therefore support the objective of the Joint Declaration.

14. ANY OTHER BUSINESS

14.1 PROFICIENCY TESTING PROGRAM

The CAB delegation agreed that the IEC CA Schemes will over time align with ISO/IEC 17043 (that will replace ISO/IEC Guide 43). It was also agreed that the IEC CA Schemes will evaluate the impact ISO/IEC 17043 may have in their Proficiency Testing Programs. The Technical Panel accepted Joe Gryn's offer, as the CTL Chairman, to monitor the progress.

DECISION 18/2006: The CAB/ILAC TP agreed that Mr. Joe Gryn in his capacity as Chairman of the CTL be also appointed by the CAB to formally keep track of the development pertaining to Proficiency Testing Programs.

14.2 USE OF REGISTERED IECEE TECHNICAL ASSESSORS BY THE RELEVANT ILAC ABS



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The Chairman of the IECEE, Mr. Fredriksson, asked whether it would be of interest for the ILAC ABs to formally engage Registered IEC Schemes Technical Assessors to carry out assessments as part of the ABs assessment team members with the purpose of improving cooperation and acceptance of assessment results.

DECISION 19/2006: The Head of the ILAC delegation supported the concept and indicated he will discuss this possibility with the ILAC AIC.

15. CLOSE OF THE MEETING

The future meeting is scheduled for 2007-02-19 in Geneva at the IEC Central office.

The second day meeting was related to the Common Understanding of ISO/IEC 17025 and the agreed report of this meeting is attached in the Annex of this report.



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ANNEX

CAB/ILAC JOINT WORKING GROUP COMMON UNDERSTANDING OF ISO/IEC 17025

Text extracted from the latest applicable Edition of ISO/IEC 17025

5.4.6.2 Testing laboratories shall have and shall apply procedures for estimating uncertainty of measurement. In certain cases the nature of the test method may preclude rigorous, metrologically and statistically valid, calculation of uncertainty of measurement. In these cases the laboratory shall at least attempt to identify all the components of uncertainty and make a reasonable estimation, and shall ensure that the form of reporting of the result does not give a wrong impression of the uncertainty.

Reasonable estimation shall be based on knowledge of the performance of the method and on the measurement scope and shall make use of, for example, previous experience and validation data.

NOTE 1 The degree of rigor needed in an estimation of uncertainty of measurement depends on factors such as:

- *the requirements of the test method;*

CAB/ILAC TP COMMON UNDERSTANDING OF THE RELEVANT REQUIREMENTS OF ISO/IEC 17025

5.4.6.2 JWG-CU 1

Test laboratories shall have a documented policy on the application of measurement uncertainties, and shall be capable of estimating them.

5.4.6.2 JWG-CU 2

Test laboratories (designated laboratory staff) shall be able to demonstrate this capability of estimating measurement uncertainty by providing current examples for typical measurements carried out in that laboratory.

5.4.6.2 JWG-CU 3

For purely qualitative tests, an estimation of measurement uncertainty is not required, e.g. breaking capacity test on Circuit Breakers. However, the laboratory shall carry out the identification of the influential parameters and shall demonstrate that these parameters are under



<ul style="list-style-type: none"> • <i>the requirements of the client;</i> • <i>the existence of narrow limits on which decisions on conformance to a specification are based.</i> <p><i>NOTE 2 In those cases where a well-recognized test method specifies limits to the values of the major sources of uncertainty of measurement and specifies the form of presentation of calculated results, the laboratory is considered to have satisfied this clause by following the test method and reporting instructions (see 5.10).</i></p>	<p>control.</p> <p>5.4.6.2 JWG-CU 4 Test laboratories are not required to recalculate measurement uncertainties for each and every test carried out.</p> <p>However, if conditions of the test are very different from those described in the relevant test procedure on which the estimation of measurement uncertainties is based, the laboratory shall investigate the influence of these differences.</p>
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<p>Test reports</p> <p>5.10.3.1 In addition to the requirements listed in 5.10.2, test reports shall, where necessary for the interpretation of the test results, include the following:</p> <p>a) deviations from, additions to, or exclusions from the test method, and information on specific test conditions, such as environmental conditions;</p> <p>b) where relevant, a statement of compliance/non-compliance with requirements and/or specifications;</p> <p>c) where applicable, a statement on the estimated uncertainty of measurement; information on uncertainty is needed in test reports when it is relevant to the validity or application of the test results, when a client's instruction so requires, or when the</p>	<p>5.10.3.1 JWG</p> <p>The statement of uncertainty is required only in the three situations described in the following extract from 5.10.3.1 c):</p> <ol style="list-style-type: none"> 1. information on uncertainty is needed in test reports when it is relevant to the validity or application of the test results 2. when a client's instruction so requires, or 3. when the uncertainty affects compliance to a specification limit;
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<p>uncertainty affects compliance to a specification limit; d) where appropriate and needed, opinions and interpretations (see 5.10.5); e) additional information which may be required by specific methods, clients or groups of clients.</p>	
<p><i>Subcontracting of tests and calibrations</i> 4.5.1 When a laboratory subcontracts work whether because of unforeseen reasons (e.g. workload, need for further expertise or temporary incapacity) or on a continuing basis (e.g. through permanent subcontracting, agency or franchising arrangements), this work shall be placed with a competent subcontractor. A competent subcontractor is one that, for example, complies with this International Standard for the work in question.</p> <p>4.5.2 The laboratory shall advise the client of the arrangement in writing and, when appropriate, gain the approval of the client, preferably in writing.</p> <p>4.5.3 The laboratory is responsible to the client for the subcontractor's work, except in the case where the client or a regulatory authority specifies which subcontractor is to be used.</p>	<p>4.5.1 JWG It is noted that: -IEC Schemes are accepting a testing laboratory for a particular standard in full - only if it can demonstrate technical competence and possession of all required testing and measuring equipment; -ABs accredit laboratories for individual tests of a product standard and/or for test methods.</p> <p>In the IEC Schemes, certain tests which are rarely performed, under certain conditions, may be subcontracted on a permanent basis according to the Rules of the IEC Schemes. For AB accreditation, any test that cannot be performed by the laboratory is not part of the accreditation scope.</p>



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4.5.4 The laboratory shall maintain a register of all subcontractors that it uses for tests and/or calibrations and a record of the evidence of compliance with this International Standard for the work in question.

4.1 Organization

4.1.1 The laboratory or the organization of which it is part shall be an entity that can be held legally responsible.

4.1.2 It is the responsibility of the laboratory to carry out its testing and calibration activities in such a way as to meet the requirements of this International Standard and to satisfy the needs of the client, the regulatory authorities or organizations providing recognition.

4.1.3 The laboratory management system shall cover work carried out in the laboratory's permanent facilities, at sites away from its permanent facilities, or in associated temporary or mobile facilities.

4.1.4 If the laboratory is part of an organization performing activities other than testing and/or calibration, the responsibilities of key personnel in the organization that have an involvement or influence on the testing and/or calibration

4.1 and 4.5.1 JWG

In accreditation, a laboratory having one or more satellite facilities that are located away from main facility can be accredited as a single laboratory entity if:-

- a) these facilities form one legal entity,
- b) the accreditation is for the total organisation,
- c) there is one management system covering the total organisation,
- d) one person takes technical responsibility for the final test report issued,
- e) there are adequate procedures in place to protect the integrity of the equipment under test,
- f) the sequence of testing detailed in the product test standard is not compromised.



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activities of the laboratory shall be defined in order to identify potential conflicts of interest.

NOTE 1 Where a laboratory is part of a larger organization, the organizational arrangements should be such that departments having conflicting interests, such as production, commercial marketing or financing do not adversely influence the laboratory's compliance with the requirements of this International Standard.

NOTE 2 If the laboratory wishes to be recognized as a third-party laboratory, it should be able to demonstrate that it is impartial and that it and its personnel are free from any undue commercial, financial and other pressures which might influence their technical judgement. The third-party testing or calibration laboratory should not engage in any activities that may endanger the trust in its independence of judgement and integrity in relation to its testing or calibration activities.

4.5.1 When a laboratory subcontracts work whether because of unforeseen reasons (e.g. workload, need for further expertise or temporary incapacity) or on a continuing basis (e.g. through permanent subcontracting, agency or franchising arrangements), this work shall be placed with a competent subcontractor.

A competent subcontractor is one that, for example, complies



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with this International Standard for the work in question.

4.12.2.1 The laboratory shall retain records of original observations, derived data and sufficient information to establish an audit trail, calibration records, staff records and a copy of each test report or calibration certificate issued, for a defined period. The records for each test or calibration shall contain sufficient information to facilitate, if possible, identification of factors affecting the uncertainty and to enable the test or calibration to be repeated under conditions as close as possible to the original. The records shall include the identity of personnel responsible for the sampling, performance of each test and/or calibration and checking of results.

NOTE 1 In certain fields it may be impossible or impractical to retain records of all original observations.

NOTE 2 Technical records are accumulations of data (see 5.4.7) and information which result from carrying out tests and/or calibrations and which indicate whether specified quality or process parameters are achieved. They may include forms, contracts, work sheets, work books, check sheets, work notes, control graphs, external and internal test reports and calibration certificates, clients' notes, papers and feedback.

4.12.2.1 (4.13) JWG

While ABs require retention of records in line with the laboratory's procedures, the IEC Schemes require retention of records for a period of time related to the term of validity of the relevant certificate.



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