

Leaflet on assessment of laboratories

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1. Basics

The assessment of laboratories consists of a visual check and an evaluation of metrological test facilities aiming at acceptance of metrological test results from weighing instruments manufacturers. The assessment is exclusively performed by working group 1.12 within department 1.1 and is solely applicable within this department.

The assessment is based on ISO/IEC 17025 “General requirements for the competence of testing and calibration laboratories”, actual at the time of the assessment, and on prerequisites for manufacturers taken from the basic OIML document OIML B18 “Framework for the OIML Certification System (OIML-CS)”.

The initial assessment, that is the test laboratory has either never been assessed before or is being assessed after a long period of time by PTB working 1.12, shall be distinguished from a periodic repeated assessment, which should be performed every two to two and a half years.

Furthermore, it shall be noted that an acceptance of an assessed test laboratory does not lead to an unconditioned, automatic acceptance of test results by working group 1.12. Instead, it implements the structural conditions necessary to accept them.

2. Process

An order must be launched before every assessment. You may get information on the procedure from Dr Oliver Mack (Phone: +49 (0)531 / 592 1143; E-Mail: oliver.mack@ptb.de)

We recommend a counselling interview before an initial assessment, so that you may check the detailed requirements and conditions for an acceptance.

An assessment consists of three substantial parts:

1. Submitting the documentation to be checked as per section 3.
2. Inspection of the site of laboratory to check for possible deviations that have to be fixed.
3. The (subsequent) temporary acceptance after correction measures have been carried out or temporary non-acceptance of the test laboratory.

3. Documentation

Before the assessment of the laboratory documents shall be submitted that contain the following information:

1. The scope of the tests to be performed by the laboratory shall be fixed:
 - a) Description of the types of devices covered (kind of weighing instrument, module, etc.)
 - b) Declaration of metrological tests
 - c) Covering of metrological tests by the test facilities.
2. Evidence on a valid accredited quality management system
3. Evidence on the independence of the test laboratory
4. The work and direction processes of the test laboratory shall be described, especially:
 - a) Fixation of a procedure with regard to PPTB orders
 - b) Description of basic requirements on acceptance of test results
5. Information on testing personnel shall be submitted:
 - a) List of the members of the test staff
 - b) Fixation of kind of tests the tester may perform
 - c) Description of the qualification of each tester
 - d) Description of the metrological experience of each tester
 - e) Evidence on a suitable professional training of each tester enabling him to perform testing within the field of metrology
6. Description of the premises, climate chambers and testing facilities
7. List of all testing means used (weights, measuring instruments, etc.)
8. Copies of calibration certificates on the testing means

The documents shall be simply structured (numbering of documents). They shall be submitted to the team "documentation" (contact: waagen-doku@ptb.de) after the order has been placed.