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| --- | --- |
| **Accreditation number:** | **Type of visit:** |
| **Company/laboratory (and if relevant department):** | **Technical assessor:** |
| **Address(es):** | **Report date:** |
| **Date(s) of visit:** | |

# Horisontal audit – DS/EN ISO/IEC 17025:2017

(Sections refer to DS/EN ISO/IEC 17025:2017 and accreditation regulation (AB) where relevant)

*Red text prompts are for orientation purposes only and to be deleted “after use”.*

***Resources***

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| --- | --- |
| **6.2 Personnel** | |
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| **Employment, training and education** | |
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| **Job descriptions and authorizations** | |
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| **Staff member** | **Assessment of records regarding competence, training etc.** |
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| **Flexible scope** |
| *Competence of staff to validation and verification under flexible scope is assessed under this item. TA should assess the competence to perform validation of authorised staff members, the procedures for validation/verification and examples of validations/verifications within the flexible scope according to the requirements in AB 10 section 5.* |

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| **6.3 Facilities and environmental conditions** | |
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| **Facility/room** | **Assessment of requirements, records etc.** |
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| **6.4 Equipment and 6.5 Metrological traceability** | |
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| **Equipment (or RM)** | **Assessment of records regarding maintenance and calibration etc.** |
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***Processes***

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| **7.2 and 7.6 Selection, verification and validation methods and evaluation of measurement uncertainty**  AB 11, 12 and 13 (concerning uncertainty) and AB 10 (concerning flexible scope) | | |
| *Assessment that relevant requirements for verification (7.2.1) are always met. Requirements for validation (7.2.2) are only necessary for methods that require validation.*  *In accordance with 7.6.1 uncertainty contributions from sampling must be taken into account when possible.* | | |
| **Demonstrated competence**  Demonstration of method and/or interview of staff member(s) | | |
| **Method/procedure** | **Staff member(s)** | **Assessment (may include sampling cf. 7.3 and handling cf. 7.4)** |
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| **List of methods and/or measurement scheme** |
| *Measurement capabilities: Assess whether AML K04 concerning high metrological level is relevant, whether the sorting of lines is suitable and that a suitable reference to the method is given cf. AML 18.*  *List of methods: Are suitable test items specified (or are new items necessary), the measurement principle (where relevant), identification of own method and reference method given with title and year (e.g. EN or ISO methods). Is the sorting suitable and other requirements of AML 18?* |

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| **7.3 Sampling (see also section 7.2 and 7.6)** |
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| **7.4 Handling of test or calibration items (see also section 7.2 and 7.6)** |
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| **7.7 Ensuring the validity of results**  AB 3 section 3 (concerning proficiency testing). Reference to PT by assessment of new methods is specified under section 7.2 | |
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| **Internal quality assurance of results (cf. 7.7.1)** | *Must be filled – especially if some of the new possibilities for internal quality control are used, items a) to k).* |
| **Procedures for external quality assurance (PT)** |  |
| **Plans for PT and covering of scope** |  |
| **Results from participation in PT** |  |

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| **7.8 Reporting of results**  AB 3 section 5 and use of DANAK’s accreditation mark cf. AB 2 | | | |
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| **Report no.** | **Staff member** | **Method/Standard** | **Remarks/assessment** |
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| **7.11 Control of data and information management** |
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# Horisontal audit – other

(Other reporting relevant for e.g. chapters in DS/EN ISO 17025:2017, accreditation regulations etc.)

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# Vertical audit

**Going through of file**

Going through a file(s) or other activity in laboratory

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| **File/activity** | **Assessment** |
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# Conclusion

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| *If relevant, conclusions regarding extensions/approvals.* |