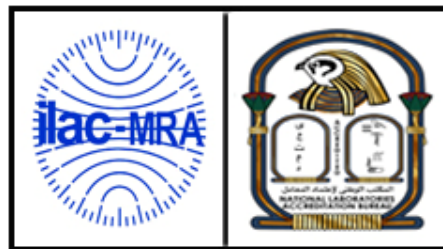


NATIONAL LABORATORIES
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NLAB

GTP 003

Technical Requirements of NLAB

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Amendment Page

Amendment Procedure

1. Proposed amendment should be put in writing to the Quality Manager (QM) for final approval and discussion with the Chief Executive (CE) if needed. QM shall forward the final version to the Documentation Officer (DO) to insert it.
2. Do shall make sure that the list of required amendment is signed by the QM or his/ her deputy.
3. Amendment shall be introduced to the list in the Quality Manual amendment page in the same sequence of the list provided and signed by the QM
4. Do shall sign the list after its contents have been interested in the Quality Manual amendment page and send it back to the QM or his/her deputy.

Amendment		Deleted Item			Inserted Items		
No.	Date	Clause No.	Page	Issue No.	Clause No.	Page	Issue No.

Sub contracting

Accredited laboratories can subcontract testing/calibration activities listed in their scopes with laboratories accredited for the same scope from an internationally recognized accreditation body.

Traceability

1. NLAB requires that accredited laboratories shall demonstrate traceability of their measurement results to the SI Units.
2. NLAB accepts evidences on traceability of measurement performed by testing and calibration laboratories to the SI Units from:
 1. A National metrology institute.
 2. A calibration laboratory accredited from an internationally recognized accreditation body.
3. NLAB requires that traceability of chemical measurements performed to measure concentration of materials is to be achieved by the use of certified reference materials (CRMs).
4. NLAB requires that traceability of measurements of physical properties such as viscosity, refractive index, ...etc, is to be achieved by the use of certified reference materials (CRMs).
5. Where it is proved that traceability of measurements to the SI Units can not be achieved due to the nature of a particular measurement, it is mandatory that the laboratory participates successfully and regularly in interlaboratory comparisons programs.

Internal Calibration

Testing laboratories are allowed to perform internal calibration of their glassware, weighing machines ...etc, if they fulfill the following requirements:

1. trained person to perform calibration
2. documented calibration method
3. traceability of measurements to the SI Units
4. suitable environmental conditions
5. estimated uncertainty of measurements
6. reporting the calibration results as per ISO/IEC 17025:2005
7. they are not allowed to use the NLAB-ILAC accreditation symbol on the internal calibration certificates

Participation in Interlaboratory Comparisons

1. NLAB accepts interlaboratory comparisons in any of the following forms:

- Proficiency testing (PT) scheme organized by some provider.
- Interlaboratory comparison program organized through an agreement between a number of laboratories, at least one of them is accredited from an internationally recognized accreditation body.
- Bilateral comparison between two laboratories, one of them should be either a national laboratory or an internationally accredited laboratory.

2. NLAB does not grant accreditation if the laboratory does not show evidence on successful participation in an interlaboratory comparison in one of the forms explained above.
3. NLAB requires that calibration laboratories shall participate in interlaboratory comparisons at least once every 4 years in each of the accredited parameters (Quantities).
4. NLAB requires that testing laboratories shall participate in interlaboratory comparisons at test once every 2 years in each of the accredited activities.

Uncertainty of Measurements

1. Calibration laboratories must have documented procedures for estimation of uncertainty of their calibration results, All sources of uncertainty should be taken into consideration.
2. Testing laboratories (mechanical, chemical, microbiology, physical) must have documented procedure for estimation of their uncertainties in testing results.
3. It is optional for testing laboratories to report the uncertainty of testing results to their customers except in three cases where they have to report it. These three cases are:
 - If the customer asks the laboratory to report the uncertainty
 - If the test method implies it
 - If the test is critical and the uncertainty is necessary for a decision to be taken
4. When testing results of qualitative tests in the form Yes or No, pass or fail, ...etc, uncertainty of measurements is not a relevant issue.

5. Calibration laboratories must report their uncertainty in the calibration certificates produced for customers. They must also be more sure that the reported figures of uncertainty are realistic and logic.

Intermediate Calibration Check

NLAB requires that testing and calibration laboratories must have documented procedure, plan and records for intermediate check.

Reference Material

NLAB requires that testing laboratories must have documented procedure for storage and handling of reference materials.

Environmental Conditions

1. Testing and calibration laboratories must state/define the environmental conditions at which test/calibration should be performed.
2. Environmental conditions must be monitored if conditioning of test samples or calibration items is part of the method.
3. Environmental conditions must be recorded during the test/calibration performance.

Personnel

Laboratories must have documented procedure for ensuring personnel competence.

Quality Control

NLAB requires that testing and calibration laboratories have documented procedure, plan and records for their quality control programs. The pre-defined criteria for quality control should be stated.

In-site calibration/testing

NLAB requires that testing and calibration laboratories performing test/calibration in site must have:

1. Procedure for transportation of standards.
2. Procedure for estimation of uncertainty of measurement results performed in site.