Material request for surveillance assessments and reassessments
Calibration laboratories SFS-EN ISO/IEC 17025:2017

Please return this form and its attachments with the grey fields in Section 1 completed no later than three (3) weeks before the assessment date (however, no earlier than two (2) months before the assessment).

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| Calibration laboratory | *Laboratory name* |
| Accreditation symbol | *Kxxx* |
| Assessment date | *dd.mm.yyyy* |

# CHANGES IN THE ACTIVITIES

Please inform about essential changes in the activities and customers. Essential changes are changes in the legal, financial or organisational situation of the organisation and changes in the management and technical managers. Changes in personnel, equipment and its software, facilities, calibration methods or in procedures are also essential.

Note, inform changes in calibration methods in detail in List of appendixes, point 3 (also regarding those changes that will not affect the accredited scope description).

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| ***Please write here*** |

Extensions, reductions and changes into the accredited scope:

Inform about any proposals of extensions, reductions or other updates to the scope in tables 1–3 below.

**Please note that large scope extensions cannot possibly be included in the agenda of the assessment day in concern, and those must be planned separately.**

Table . Extensions to the scope

| EXTENSIONS TO THE SCOPE, e.g. new quantity/method/object, measurement range and/or measurement uncertainty (please add rows when needed).Also note language versions.  |
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| **Kalibrointiala** | **Menetelmä / kohde** | **Mittausalue** | **Laajennettu mittausepävarmuus (*k*=*2*)** |
| **Field of calibration** | ***Method / object*** | ***Measurement range*** | ***Expanded Uncertainty (k=2)*** |
| Example:Pituus ja/tai pituusjohdannaiset suureet*Dimensional quantities, length and/or length-related quantities* | Example:Käsimittalaitteet, kaarimikrometri, vertailukalibrointi*Hand instruments, external micrometer, comparison calibration* | Example:0–100 mm*0–100 mm* | Example:±Q[1.8; 13 L] µm*±Q[1.8; 13 L] µm* |
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Table . Changes/updates to the scope

| CHANGES/UPDATES TO SCOPE METHODS, e.g. changes in the measurement range and/or CMC (please add rows when needed). **Highlight any changes.**Also note language versions.  |
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| **Kalibrointiala** | **Menetelmä / kohde** | **Mittausalue** | **Laajennettu mittausepävarmuus (*k*=*2*)** |
| **Field of calibration** | ***Method / object*** | ***Measurement range*** | ***Expanded Uncertainty (k=2)*** |
| Example:Pituus ja/tai pituusjohdannaiset suureet*Dimensional quantities, length and/or length-related quantities* | Example:Käsimittalaitteet, kaarimikrometri, vertailukalibrointi*Hand instruments, external micrometer, comparison calibration* | Example:0–100 mm*0–100 mm* | Example:~~±Q[1.8; 13~~ *~~L~~*~~] µm~~TO BE UPDATED±Q[1.5; 12 *L*] µm |
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Table . Reductions to the scope

| REDUCTIONS TO THE SCOPE (please add rows when needed).Also note language versions.  |
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| **Kalibrointiala** | **Menetelmä / kohde** | **Mittausalue** | **Laajennettu mittausepävarmuus (*k*=*2*)** |
| **Field of calibration** | **Method / object** | **Measurement range** | **Expanded Uncertainty (k=2)** |
| Example:Pituus ja/tai pituusjohdannaiset suureet*Dimensional quantities, length and/or length-related quantities* | Example:Käsimittalaitteet, kaarimikrometri, vertailukalibrointi*Hand instruments, external micrometer, comparison calibration*TO BE REMOVED | Example:0–100 mm*0–100 mm* | Example±Q[1.8; 13 *L*] µm |
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Calibration laboratory’s representative

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| **pp.kk.vvvv** |  |
|  | Name |

# LIST OF APPENDICES

To lead assessor: please return all the material listed below.

**To technical assessors:** please return the material listed below regarding their assessment area, apart from Appendix 6 (Management review), and, regarding internal audits, only reports regarding the assessment area in question (Appendix 5).

Please return the **completed material request form** to both lead assessor and technical assessors. Save the form as: *KXXX material yyyy.docx*, where yyyy = assessment year.

1. Information about the laboratory’s technical managers for the field(s) of assessment, including changes
2. Handling of risks and opportunities
* Summary of essential procedures concerning the handling of risks and opportunities
* Identified and analysed risks and opportunities
1. Extensions, reductions and updates to the scope

Calibration instructions, validation and/or verification data and results from inter-laboratory comparisons (summary and conclusions) related to the possible scope extensions or changes. Note: Also enter information about these changes into Tables 1–3.

1. Management system documentation

Documentation of relevant management system and technical activities (**technical documentation divided between the fields of assessment**), including

* management system description (quality manual)
* instructions of the operations / instructions of the procedures
* calibration instructions and a list of calibration instructions
1. Internal audits

Internal audit plan and reports. **Please include to the lead assessor’s material all internal audit reports and to the technical assessors’ material internal audit reports of assessor’s assessment area (reports after previous assessment).**

1. Management review

Laboratory management review minutes. **Please include the management review minutes only to the lead assessor’s material (reports after previous assessment).**

1. Reference to accreditation

New brochures and related material which contain a reference to accreditation or where the accreditation symbol has been used. If the material is published in the Internet, the URL is sufficient.

1. Management of competence, development and maintenance of competence (e.g. maintenance of qualifications)

Summary/report of the management of competence, such as a plan and implementation of personnel training and personnel competence monitoring

1. Customer service
* Most important customer groups
* Information about legislation that laboratory follows related to the calibration methods and demands of the authorities that the calibration laboratory takes into account in its activities
* Possible changes related to the above-mentioned
1. Calibration volumes and calibration certificates
* Examples of calibration certificates with their appendices **from every sub-area of the scope**
* Calibrations performed per quantity per year / per certain period (month/year–month/year)
* Total number of calibration certificates during the above-mentioned period
* Total number of calibration certificates issued as accredited during the above period
1. Quality assurance

Summary/report of the realisation of quality assurance principles (cf. FINAS Policy Document A2)

* Quality assurance plan (annual and long-term)
* Summary and conclusions of the results of inter-laboratory comparisons
* Long-term results (trends) of inter-laboratory comparisons
1. Equipment register and calibrations
* Equipment register
* Information about reference material and working standard calibrations that have been conducted after last assessment and their traceability
1. Measurement uncertainty

Measurement uncertainty calculations/estimations by quantity

**The following material shall be provided if required:**

1. On-site calibration **(information shall be provided if witnessing of on-site calibration will take place at this assessment)**

Information about the witness:

* schedule, place, object of calibration, information about who will perform the calibration, contact person
* calibration instructions
* Information about safety equipment required at the site and their availability, as well as need for an occupational safety card or identity card
1. Assessment of the information system **(information to be provided at the separate request of FINAS)**
* Information about how information system maintenance is carried out, including sub-contracting
* Information system documentation and related instructions
* Description of the network
* Information about the information security strategy, password policy, virus protection, backup copy/recovery system
* Training of personnel and maintenance of the personnel’s competence
* Other possible information and documentation

# DOCUMENT DELIVERY TO THE EXTRANET

Documents are asked to be delivered so that there is a separate ZIP file for each assessor, including the material arranged into folders in accordance with the numbering used in the list of appendices (see the image below). The name of the ZIP file must include the accreditation symbol, e.g. **Kxxx pressure.zip, Kxxx management system.zip.** Please do not change the numbering of the appendices.

**The compressed file must be in .zip format** – no other compression formats are accepted, including .rar and .7z. The size of the ZIP files should preferably be less than 50 MB per file.

Documents are asked to be arranged into subfolders in accordance with the list of appendices. Each subfolder can include at most one subfolder level, and the names of folders and files should be kept short to open the ZIP files without any problems.

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Brief extranet instructions:

Go to the “Dokumentit” (Documents) tab and click “Tuo uusia dokumentteja” (Upload new documents). Select the folder in which you want to save your file in the list. Subfolders are located under the folder named using your organisation’s accreditation symbol (see the example below):

KXXX shared
KXXX customer-FINAS
KXXX pressure
KXXX length
KXXX flow

Save the lead assessor’s material in the customer-FINAS folder. **Save the technical assessors’ material in folders named after each assessment area**, e.g. material intended for the technical assessor for pressure in the “KXXX pressure” folder, etc. **You can save any material intended for all assessors in the shared folder.** Also save any corrective measures in the shared folder. The customer has rights to all folders. The technical assessors only have access to the content of the folder intended for their assessment area and the shared folder.

Select “Asiakkaan aineisto” (Customer material) as the material type.

If required, you can also save individual files other than ZIP files (.docx, .pdf, .xlsx, etc.) in the extranet.

More extranet instructions and videos: [**https://www.finas.fi/Tietoa/Sivut/ohjeet.aspx**](https://www.finas.fi/Tietoa/Sivut/ohjeet.aspx)

**It is important that you notify us by email (****akkreditointi@finas.fi****) after you have uploaded your material to the extranet.**

If you have any problems, please contact akkreditointi@finas.fi.

**Thank you!**