



International Management Accreditation Board

Address : 51, Goldhill Plaza, #07-10/11, Singapore 308900
 E-mail : info@imacb.com, customersupport@imacb.com
 Website : www.imacb.com

Necessary Document Checklist

for Accreditation of Calibration Laboratories in accordance with ISO/IEC 17025:2005

Name of Calibration Laboratory	
Address of Calibration Laboratory	
Type of Calibration Laboratory	
Case number	
Date of document submission	

The required documents shall preferably be submitted electronically, in a way that the numbering can directly be assigned to the relevant documents. Please send fully updated documents to customer manager. In individual cases, documents may be submitted in hard copy, the customer manager will inform you if necessary.

All documents/records shall be submitted in a timely manner for each assessment. If necessary, further documents may be requested by the customer manager or by assessors.

No.	Document	If applicable cross reference to QM	Ok
1.	Quality Manual (QM) inclusive all relevant provisions/procedures		<input type="checkbox"/>
2.	Master list(s) of all QM documents		<input type="checkbox"/>
3.	With flexible scope of accreditation: a current list of all calibration methods within the flexible scope		<input type="checkbox"/>
4.	Declaration of independence and impartiality by the top management		<input type="checkbox"/>
5.	Proof of organisation, ownership and legal entity (e. g. excerpt from the Commercial Register), Organisational chart		<input type="checkbox"/>
6.	Sample of a calibration certificate for each measured / calibration item to be accredited		<input type="checkbox"/>
7.	List of measurement standards, reference standards and reference materials		<input type="checkbox"/>
8.	Budget of measurement uncertainty for each measured / calibration item to be accredited		<input type="checkbox"/>
9.	Floor plan indicating calibration stations		<input type="checkbox"/>



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10.	Copy of at least one original version of calibration report for each testing field applied for accreditation		<input type="checkbox"/>
11.	If applicable, list of reference materials in use		<input type="checkbox"/>
12.	Current information on the participation in proficiency tests such as interlaboratory comparisons according to IMAB rule (Certificates should be submitted)		<input type="checkbox"/>
13.	Completed checklist		<input type="checkbox"/>
14.	Proof of third party liability insurance or equivalent provisions (if a liability insurance is required by law or other regulations)		<input type="checkbox"/>
15.	Evidence of education and professional development of the head of the calibration laboratory and all deputies		<input type="checkbox"/>