

IAS POLICY ON AUTHORIZED SIGNATORIES

Revised May 2006

Purpose:

This policy outlines the IAS policy regarding laboratory and inspection agency personnel authorized to sign test reports, calibration certificates and/or inspection reports.

Reference:

ANS/ISO/IEC Standard 17025:2005, *General requirements for the competence of testing and calibration laboratories.*

ISO/IEC 17020:1998, *General Criteria for the Operation of Various Types of Bodies Performing Inspection.*

ISO/IEC 17011:2004, *General requirements for accreditation bodies accrediting conformity assessment bodies.*

Requirements:

Accredited laboratories and inspection agencies are responsible for ensuring that their personnel, whether full-time, part-time or under contract, are supervised and competent, and that they work in accordance with the laboratory's or inspection agency's quality system. In addition, ANS/ISO/IEC Standard 17025:2005 and ISO/IEC Standard 17020:1998 require management to authorize specific personnel to issue test reports, calibration certificates and/or inspection reports.

These requirements are further enunciated in ISO/IEC 17011:2004. Accreditation bodies are required to maintain a list of personnel that their accredited laboratories and inspection agencies have authorized to sign test reports, calibration certificates and/or inspection reports (authorized signatories).

Authorized signatories must demonstrate a sound knowledge of the tests, calibrations or inspections, and the laboratory's or inspection agency's own quality system requirements. Authorized signatories are personnel responsible for approving test reports, calibration certificates and/or inspection reports, and are usually supervisory or managerial staff. It is not necessary to provide the name of every test or calibration technician or inspector that signs reports. Only personnel in the laboratory's or inspection agency's own organizational structure who are responsible for the data and for responding to questions from clients or regulatory officials need to be identified.

Accredited laboratories and inspection agencies must maintain a list of their current authorized signatories. When significant changes occur, (i.e. changes at a supervisory or management level affecting accreditation status) IAS shall be promptly notified. IAS assessors will review this list during regular surveillance assessments and reassessments.