

### **POLICY ON TESTING AT OFF-SITE LOCATIONS BY IAS-ACCREDITED LABORATORIES**

#### **SCOPE**

This document details the requirements for IAS-accredited laboratories when testing or calibration is conducted at an off-site location, different than the facility assessed by IAS.

#### **REFERENCES**

- ANS/ISO/IEC Standard 17025:2005 (General requirements for the competence of testing and calibration laboratories).
- IAS Accreditation Criteria for Testing Laboratories (AC89).
- IAS Accreditation Criteria for Calibration Laboratories (AC204).

#### **REQUIREMENTS TO BE FOLLOWED BY ACCREDITED LABORATORIES**

ANS/ISO/IEC Standard 17025:2005, Section 4.1.3, states: “The laboratory management system shall cover work carried out in the laboratory’s permanent facilities, at sites away from its permanent facilities, or in associated temporary or mobile facilities.” Accordingly, the following policies apply when testing or calibration is conducted at an off-site location, different than the facility assessed by IAS:

1. The laboratory’s quality system documentation must clearly address the policies and procedures to be followed when testing is conducted or supervised at off-site locations, different than the facility assessed by IAS.
2. The laboratory must be formally accredited for any test conducted at off-site locations. IAS will conduct technical assessments at off-site locations if requested to do so by an accredited laboratory.
3. All testing must be supervised by trained and authorized personnel who have demonstrated technical competence during an on-site assessment by IAS.
4. Accredited laboratories shall retain records showing the compliance of off-site test facilities and personnel with the applicable requirements of ANS/ISO/IEC Standard 17025:2005.
5. Accredited laboratories shall maintain up-to-date records of the compliance of test and measuring equipment utilized at off-site facilities. Examples of these records would be: calibration records, equipment maintenance records and copies of operational manuals.

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6. Accredited laboratories shall retain records of test data generated at off-site test facilities. Examples of these records would be: chart recorder data on ambient conditions, data from automated data acquisition systems, and records of test sample conditioning.
7. Where off-site testing involves long-term tests, such as weathering exposure, creep testing or extended sample conditioning/curing, accredited laboratories must make arrangements to ensure the security and integrity of test samples.
8. Test reports for testing at off-site locations must be issued by the accredited laboratory that conducted/supervised the tests. The reports shall meet the applicable requirements of Section 5.10 of ANS/ISO/IEC Standard 17025:2005.