

## **POLICY ON OFF-SITE TESTING/CALIBRATION**

### **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 and accredited by IAS.

### **DEFINITIONS**

- Off-site testing/calibration: Any testing or calibration conducted at a facility that is different than the facility assessed and accredited by IAS

### **REFERENCES**

- ISO/IEC Standard 17025:2017 (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**

ISO/IEC Standard 17025:2017, Section 5.4, states: “Laboratory activities shall be carried out in such a way as to meet the requirements of this document, the laboratory’s customers, regulatory authorities and organizations providing recognition. This shall include laboratory activities performed in all its permanent facilities, at sites away from its permanent facilities, in associated temporary or mobile facilities or at a customer’s facility.”

Accordingly, the following policies apply when testing or calibration is conducted at an off-site location:

1. The laboratory's quality system documentation must clearly address the policies and procedures to be followed when testing/calibration is conducted or supervised at off-site locations, different than the permanent facility accredited by IAS.  
The laboratory's policies and procedures must clearly demonstrate that the laboratory exercises a degree of control such that the testing/calibration can be considered as performed competently by the laboratory staff supervising the activity.
2. The laboratory must be formally accredited for any test/calibration conducted at off-site locations.
3. All off-site testing/calibration must be performed/supervised and controlled by trained and authorized personnel from the accredited laboratory who can demonstrate technical competence.
4. Accredited laboratories shall retain records showing the compliance of off-site facilities and personnel in accordance with the applicable requirements of ISO/IEC Standard 17025:2017.
5. Accredited laboratories shall maintain up-to-date records of test/calibration and measuring equipment utilized at off-site facilities. Some examples of these records are calibration records, equipment maintenance records and copies of operational manuals, etc.
6. Accredited laboratories shall retain records of test/calibration data generated at off-site facilities. Some examples of these records are chart recorder data on ambient conditions, data from automated data acquisition systems, records of test sample conditioning, etc.

Off-site testing/calibration using LIMS via internet should have a documented process for managing and handling data when network connections are not reliable or available (e.g., mobile laboratory in remote area).

7. Where off-site testing involves long-term tests, such as weathering exposure, creep testing or extended sample conditioning/curing, accredited laboratories must arrange to ensure the security and integrity of test samples.
8. Reports for testing/calibration at off-site locations must be issued by the accredited laboratory that conducted/supervised the tests/calibrations. The reports shall meet the applicable requirements of Section 7.8 of ISO/IEC Standard 17025:2017. The tests/calibrations must be clearly indicated on the report as conducted off-site.
9. The use of the IAS logo is required on all test reports and/or calibration certificates issued by the accredited laboratory for tests/calibrations that are conducted under the laboratory's accredited scope.