



LAS-L016

**TYPICAL STEPS IN PLANNING FOR ACCREDITATION**

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## **TRINIDAD AND TOBAGO LABORATORY ACCREDITATION SERVICE**

### **LAS-L016 TYPICAL STEPS IN PLANNING FOR ACCREDITATION**

1. Decide that accreditation is desirable for your laboratory; request an application package in those field(s) of testing or calibration of interest; purchase a copy of ISO 15189 or ISO/IEC 17025; identify who is to be responsible for meeting accreditation requirements and make the relevant resources available.
2. For each field, list the methods or techniques used, as applicable. For calibration parameters, calculate the best attainable measurement uncertainty for each.
3. Read the TTLABS General Requirements for Accreditation LAS-Q001 and any applicable specific program requirements documents; evaluate how the criteria apply to your laboratory; identify clauses that do not apply or apply only to a limited extent, and identify the reasons for their non-applicability.
4. Determine if training of staff in relevant standard or Internal Auditing is necessary.
5. Identify the person in charge of the quality management system (e.g., the quality manager). A quality management system that functions well cannot come about without top management support and commitment (a requirement laid down in the criteria). In a large laboratory, the coordination of these activities may be too large a task for the top manager; it is for him or her to decide on how to handle this important subsidiary function. He or she may have to be assisted by someone who would be responsible for the development and maintenance of the documented system.
6. Discuss how the relevant organizational arrangements, practices and procedures meet the requirements laid down in the criteria and make improvements on the basis of this examination. This investment of time is often justified by the resulting improvement in management: developing better procedures and improving reliability and accuracy of testing.
7. Document the policies, organizational arrangements and procedures in a quality manual and related documentation. Ensure that this fulfills the requirements of ISO/IEC 17025 or 15189 and that the personnel concerned know and accept the content.
8. As a general rehearsal for the accreditation assessment, verify through internal audits and management reviews whether the arrangements and procedures described in the quality manual do in fact work, and whether they meet ISO/IEC 17025 or 15189 requirements. Do this carefully.
9. Return your completed application to TTLABS to initiate an assessment of your laboratory. TTLABS will notify you of the names and provide brief curricula vitae of the assessor(s). If you have justifiable objections, changes in the assignment(s) can be made.