
	Philippine Accreditation Bureau Guidance Document For Laboratory Personnel and Approved Signatories	Document ID	LA/GD07
		Issue Number	01
		Revision Number	0
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**Guidelines for Laboratory Personnel and
Approved Signatories**


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1. Laboratory Personnel


- 1.1 The laboratory personnel (management and staff) must have the required qualifications and experience to fulfil the requirements of the position/job. Refer to respective supplementary requirements for each field.

2 Approved Signatories

- 2.1 Every laboratory must have at least one laboratory personnel who meet the requirements for an approved signatory whose approval covers the items of accreditation of the laboratory. Accreditation automatically becomes inoperative if a laboratory loses all its approved signatories.
- 2.2 A laboratory that meets both the management and technical requirements of PNS ISO/IEC 17025 shall be given certificate of accreditation if it has at least one (1) PAB approved signatory for the scope of accreditation. Accreditation automatically becomes inoperative if a laboratory no longer has an approved signatory.
- 2.3 An “approved signatory”, is laboratory personnel (technical staff, supervisor or manager) who have been granted signatory approval by the PAB.
- 2.4 PAB endorsed test/calibration documents must be signed by PAB approved signatory. (Note: This would mean phrases such as “certified by”, “analysed by”, “reviewed by”, “approved by” or any other terms which appear in the documents).
- 2.5 A laboratory staff may be granted signatory approval for all the test/calibrations included in their laboratory’s scope of accreditation or only for specific tests/calibrations or classes of tests/calibrations relating to their area of personal expertise.
- 2.6 A PAB approved signatory is one that meets or satisfies the following requirements:
- 2.6.1 Relevant qualification/or experience. Refer to respective supplementary requirements for the required specific qualification.
- 2.6.2 Familiarity with procedures and awareness of any limitations of these procedures. (Approved signatories must have appropriate personal experience in the test/calibration procedures for which approval is held. They must be aware of any limitations or interference with regard to these procedures, and must understand the scientific basis of the procedure).
- 2.6.3 Ability to make critical evaluation of test/calibration results and a position in the staff structure that makes them responsible for the adequacy of test/calibration results.
- 2.6.4 Knowledge of quality assurance procedures in operation in the laboratory and ability to take appropriate and effective corrective action, when required.

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- 2.6.5 Knowledge of and commitment to the PAB requirements for signatories and for accreditation. (This will include being conversant with the principles of effective laboratory management embodied in PNS ISO/IEC 17025).
- 2.6.6 Sufficient time in the laboratory to address the above points. (it is difficult to specify an exact time, as it is dependent on the staff members' background knowledge and experience and current role in the laboratory. It is unlikely that this period would be less than six months, but exceptional circumstances may be applied).
- 2.7 Signatory approval is not transferable to another person in the same organization of the same position nor can it be carried by an approved signatory to another organization as a personal qualification.
- 2.8 The position and function of an approved signatory are quite distinct from those of an Authorized Representative for each field of testing/calibration. The Authorized Representative may only sign a test/calibration report bearing PAB endorsement if it is also signed by an approved signatory or if the Authorized Representative has been formally granted approved signatory status by PAB.

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ISSUE AND AMENDMENT RECORD

Title	Issue	Date	Amendments
Guidelines for Laboratory Personnel and Approved Signatories	01	January 2015	Initial Issue