INTRODUCTION

1. Purpose

This checklist is prepared for the following purposes:

1.1 To assist both the laboratory staff and the assessment team in checking that all criteria for accreditation are satisfied.

1.2 To index documentation of the quality system and use as part of the preparation for the introduction of ISO/IEC 17025 and an assessment; and

1.3 To provide essential background information for briefing PAB assessment team and relevant information during the assessment process.

This checklist provides only a brief summary of the clauses of the Standard.

2. Structure and Use of the Checklist

2.1 Compliance with PAB General Requirements

2.2 All PAB accredited laboratories are required to comply with the accreditation requirements and the basic technical and management system requirements for laboratories based on ISO/IEC 17025.

2.3 PAB needs to obtain and maintain information on the specific technical resources available in the laboratory and to be aware of the desired scope of the accreditation by PAB (the approved classes of test) and for approved signatories (the specific people authorized to sign PAB endorsed test reports).

3. Preparation of Laboratory Quality Manuals

3.1 Each accredited laboratory is required to implement a documented quality management system as one of the fundamental conditions for PAB accreditation.

3.2 The documented quality management system includes all of the laboratory's policies and operational procedures established to meet requirements for accreditation.

3.3 The manner in which a laboratory's documented quality system is structured is the choice of the laboratory. The purpose of the documentation is primarily to advice the laboratory's staff of the policies and procedures expected by its management to be implemented by all staff.

3.4 Typically, a laboratory's quality management system is documented in a Laboratory Quality Manual and supporting procedures and records. In some cases, a Laboratory Quality Manual includes supporting procedures. In other cases, some of the subjects of a Laboratory Quality Manual may be incorporated in an organization's more general Quality Manual or procedures.

Clause	Requirement for Accreditation	Reference to Laboratory Document (To be completed by the laboratory)	PAB Remarks
4	**Management Requirements**		
4.1	**Organization**		
4.1.1 Legal identity	an entity that can be held legally responsible		
4.1.2 Responsibility	Carry out testing or calibration activities to meet requirements of the standard, its customers, regulatory authorities or accreditation bodies		
4.1.3 Scope of management system	ensure management system covers activities in the laboratory's permanent facility, sites away from its permanent facilities, or in associated temporary or mobile facilities		
4.1.4 Conflict of interest	when part of an organization performing activities other than testing and/or calibration, ensure the laboratory defines the responsibilities of key personnel to identify potential conflicts of interest		
4.1.5a Managerial and technical personnel	have managerial and technical personnel, irrespective of other responsibilities, with authority and resources to carry out their duties including implementation, maintenance and improvement of the management system; and to identify occurrence of departures from management system or from tests or calibration procedures		
4.1.5b Undue pressure	ensure arrangements for managerial and technical personnel to make them free from any undue internal and external commercial, financial and other pressures and influences that may adversely affect the quality of work		
4.1.5c Customer confidentiality	ensure there are policies and procedures related to customer's confidentiality of information and proprietary rights, including electronic storage and transmission of results		
4.1.5d Operational integrity	ensure laboratory has policies and procedures to avoid involvement in activities that would diminish confidence in its competence,		

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	impartiality, judgment or operational integrity		
4.1.5e Organization chart	define organization and management structure including relationships between quality management, technical operations, support services and parent organization (if applicable)		
4.1.5f Responsibility and authority	specify the responsibility, authority and interrelationships of all personnel who manage, perform or verify work affecting the quality of the tests and/or calibrations		
4.1.5g Laboratory supervision	provide adequate supervision by appropriate personnel of all staff involved in calibration and testing activities, including trainees		
4.1.5h Technical management	identify technical management that has overall responsibility for technical operations and provision of resources		
4.1.5i Quality manager	appoint a member of staff, with direct access to senior management, as quality manager irrespective of other duties and responsibilities, who has defined responsibility and authority for implementing and maintaining the management system		
4.1.5j Managerial deputies	appoint deputies for key managerial personnel, where practical		
4.1.5.k Importance of roles	ensure personnel are aware of relevance and importance of their activities and how they contribute to the objectives of the management system		
4.1.6 Appropriate communication	appropriate communication processes established within the laboratory and include the effectiveness of the management system		
4.2	**Management system**		
4.2.1 Policies and procedures	Establish, implement and maintain management system appropriate to scope of activities; document policies and procedures as a management system to ensure quality of all work and that they are communicated, understood,		

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	available to, and implemented		
4.2.2 Quality policy statement	ensure the quality policy statement is issued under the authority of top management and includes at least: - the laboratory management's commitment to good professional practice and quality of service to customers - statement of the laboratory's standard of service - the purpose of the management system related quality - a requirement that all personnel familiarize themselves with quality documentation - the laboratory management's commitment to compliance with the Standard and to continually improve the management system - these overall objectives are to be reviewed as part of management review		
4.2.2, 4.2.5, 4.2.6 Quality manual	Maintain a quality manual that: - defines management system policies and objectives - includes or makes reference to supporting procedures, including technical procedures and outlines structure of the documentation in the management system - defines the roles and responsibilities of technical management and the quality manager		
4.2.3 Commitment to management system	evidence of commitment to development, implementation and continual improvement of the management system must be available.		
4.2.4 Customer requirements	importance of meeting customer, statutory and regulatory requirements must be communicated		
4.2.7 Changes to management system	integrity of the management system must be maintained when changes are made.		

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4.3	**Document control**		
4.3.1 Procedures	ensure procedures to control all documentation included in the management system are established and maintained		
4.3.2.1 Approval and issue	ensure documents are reviewed and approved by authorized personnel prior to issue, and are included on a master list which identifies the revision status and distribution.		
4.3.2.2 Availability	ensure all necessary quality documentation is available where required, reviewed and revised to maintain suitability		
4.3.2.2 Obsolete documents	ensure documents are removed when obsolete and suitably marked if retained for either legal or knowledge preservation purposes		
4.3.2.3 Identification	all management system documents must be uniquely identified and include date of issue and/or revision, identification, page numbering, total number of pages or a mark to signify the end of the document, and the issuing authority(ies)		
4.3.3.1 Document changes	ensure changes to documents are reviewed and approved by the same function that performed the original review, or a designate		
4.3.3.2 Altered or new text	ensure where practical, the altered or new text is identified in the document or the appropriate attachments		
4.3.3.3 Handwritten amendments	ensure if hand written amendments are allowed, defined procedures are available, which include authorities, clear marking, initialing, dating, and formal re-issue		
4.3.3.4 Electronic documents	establish procedures to describe how changes in documents maintained electronically are made and controlled		
4.4	**Review of requests, tenders and contracts**		
4.4.1, 4.4.3 Policies and	ensure policies and procedures related to review of requests,		

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procedures	tenders and contracts are established, maintained and include: - defining, documenting and understanding customer requirements before commencing work - laboratory's capability and resources - appropriate method selection - work that is subcontracted by the laboratory		
4.4.2 Records of review	maintain records of reviews, including any significant discussions and/or changes throughout the contract		
4.4.4 Notification of customer	ensure customer is informed of any deviation from the contract		
4.4.5 Changes to contracts	ensure same contract review process is repeated if a contract has to be amended after work has commenced and that all affected staff are advised of the amendment		
4.5	**Subcontracting of tests and calibrations**		
4.5.1, 4.5.4 Competency	ensure that subcontractors are competent (e.g. accredited laboratory) and records are maintained of subcontractors used and their competency (e.g. terms of accreditation)		
4.5.2 Customer approval	ensure customer is advised in writing and approval gained, where appropriate		
4.5.3 Responsibility	unless customer or a regulatory authority specifies subcontractor, laboratory is responsible for subcontractors' work		
4.6	**Purchasing services and supplies**		
4.6.1 Policies and procedures	document policy and procedures for selection, purchasing, reception and storage of relevant services and supplies		
4.6.2 Verification	ensure all purchased supplies that affect the quality are not used until verified as complying with defined specifications, and records of the actions taken to demonstrate compliance are maintained		

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4.6.3 Purchasing documents	ensure purchasing documents for items affecting the quality of work are reviewed and approved for technical content prior to release		
4.6.4 Approved suppliers	maintain list and records of the evaluations and all approved suppliers		
4.7	**Service to the customer**		
4.7.1 Cooperation	Cooperate with customers to clarity requests and monitor laboratory's performance provided laboratory's ensure confidentiality to other customers		
4.7.2 Feedback	feedback must be sought and used to improve the laboratory's activities		
4.8	**Complaints**		
4.8 Policy, procedure and records	document policy and procedure for the resolution of complaints from customers or other parties and ensure records of the complaints, investigations and corrective actions (4.11) are maintained		
4.9	**Control of nonconforming testing and/or calibration work**		
4.9.1 Policies and procedures	ensure policy and procedures are implemented when work or results do not conform to own procedures or customer requirements and include: - defined responsibilities, authorities and actions - an evaluation of the significance of the nonconforming work - corrective actions and decision about the acceptability of the nonconforming work to be taken immediately - notification to the customer and work recall, if necessary - defined responsibility for authorizing the resumption of work		
4.9.2 Recurrence	Corrective action procedures (4.11) must be implemented when evaluation indicates recurrence could occur or there is doubt regarding compliance of laboratory's operations with own policies and procedures		

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4.10	**Improvement**		
4.10 Effectiveness	continually improve the effectiveness of the management system		
4.11	**Corrective action**		
4.11 Policies and procedures	establish policy and procedures, and designate appropriate authorities for implementing corrective actions which include: - cause analysis to determine the root cause (4.11.2) - selection, implementation and documentation of corrective actions (4.11.3) - monitoring results to ensure effectiveness of corrective action (4.11.4) - areas affected are to be audited (4.14) if nonconformities indicate laboratory not complying with own management system (4.11.5)		
4.12	**Preventive action**		
4.12 Identification and action	ensure needed improvements and potential sources of nonconformities are identified and action plans developed, implemented and monitored, using controls to ensure they are effective		
4.13	**Control of records**		
4.13.1.1 Procedures	establish and maintain procedures covering aspects listed below for control and quality and technical records: - identification - collection - indexing - access - filing - storage - maintenance - disposal - protect, back-up and prevent unauthorised access to or amendment of records stored electronically (4.13.1.4)		
4.13.1.2 Record integrity	ensure all records are: - legible - readily retrievable		

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	- maintained in a suitable environment - retained for established time - held secure and in confidence (4.13.1.3)		
4.13.2.1 Technical records	ensure laboratory retains technical records of: - original observations - derived data - sufficient information to establish an audit trail - calibration records - staff records - copy of each test report or calibration certificate issued - identity of personnel responsible for test/calibration - identity of personnel responsible for checking results and that retained records of each test or calibration contain sufficient information to: - identify factors affecting the uncertainty - enable the test or calibration to be repeated using original conditions		
4.13.2.2 Recording	ensure observations, data and calculations are recorded at the time they are made and are identifiable to the specific task		
4.13.2.3 Corrections to records	ensure any changes to the original records (including electronic) are made so that: - original record is not obscurred - correct value entered alongside - alterations signed or initialled by the person making the correction - equivalent measures must be taken for records stored electronically		
4.14	**Internal audits**		
4.14.1 Requirements	- internal audits shall be conducted periodically and in accordance with a predetermined schedule and procedure to verify continuing compliance with the requirements of PAB and the management system		

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	- quality manager is responsible for planning and organizing audits to be carried out by trained and qualified personnel independent of activity being audited (where resources permit)		
4.14.2 Corrective action and notification of customers	where validity of results has been questioned, timely corrective action must be taken and customers notified in writing if it is shown that laboratory results have been affected		
4.14.3 Records	records of area audited, the audit findings and corrective actions must be retained		
4.14.4 Follow-up audits	follow-up audit shall verify and record implementation and effectiveness of corrective action		
4.15	**Management reviews**		
4.15.1 Objectives	ensure the laboratory's management conducts a review yearly of the management system and testing/calibration activities, based on a predetermined schedule and procedure to ensure continuing suitability and effectiveness and to introduce necessary changes or improvements		
4.15.1 Contents	ensure the review includes: - suitability of policies and procedures - reports from managerial and supervisory personnel - outcome of recent internal audits - corrective and preventive actions - assessments by external bodies - results of interlaboratory comparisons or proficiency tests - changes in the volume and type of work - customer feedback - complaints - recommendations for improvement - other relevant factors (e.g. quality control activities, resources and staff training)		

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4.15.2 Actions and records	ensure findings and actions are recorded and carried out within an appropriate and agreed timescale		
5	**Technical Requirements**		
5.1	**General**		
5.2	**Personnel**		
5.2.1 Competence	ensure personnel performing specific tasks are qualified on the basis of education, training, experience and/or demonstrated skills and that when staff are being trained appropriate supervision is provided		
5.2.2 Training policy	policy and procedures must be implemented for identifying training needs, providing training and evaluating its effectiveness		
5.2.3 Employees	ensure personnel are employed or contracted by the laboratory, and ensure contracted personnel are		
	supervised, competent and work in accordance with the management system		
5.2.4 Job descriptions	maintain current job descriptions for managerial, technical and key support staff		
5.2.5 Authorized personnel	Ensure management has authorized specific personnel to: - perform specific sampling, testing and/or calibration activities - issue test reports and/or calibration certificates and that PAB signatory approval has been taken into consideration - give opinions and interpretations - operate particular types of equipment and that records of all technical personnel (including contracted personnel) are maintained for: - relevant authorization(s) including date on which authorization and/or competence is confirmed - competence - educational and professional qualifications - training, skills and experience		

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5.3	**Accommodation and environmental conditions**		
5.3.1 Facility	ensure the laboratory or off-site facility(ies) and environmental conditions do not compromise the quality of results and that the technical requirements for critical accommodation and environmental conditions are documented		
5.3.2 Monitoring	ensure laboratory monitors, controls and records environmental conditions, where applicable and that tests and/or calibrations are stopped when results are jeopardized by the environmental conditions		
5.3.3 Incompatible activities	ensure there is effective separation between areas of incompatible activities.		
5.3.4 Access	ensure access to office and laboratory areas are controlled		
5.3.5 Housekeeping	ensure housekeeping measures are adequate		
5.4	**Test and calibration methods and method validation**		
5.4.1 Methods and procedures	ensure laboratory uses appropriate methods and procedures for all calibrations and test activities covered by scope of accreditation (including sampling, handling, transport, storage and preparation of items to be tested and/or calibrated, and where appropriate, an estimation of the measurement of uncertainty as well as statistical techniques for analysis of test and/or calibration data) and that all instructions, standards, manuals, and reference data are current and available to personnel. (instructions on the use and operation of all relevant equipment, on the handling and preparation of items for testing and/or calibration, or both, where the absence of such instructions could jeopardize the result of tests and/or calibrations)		
5.4.1 Method	ensure deviations from test calibration methods are:		

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deviations	- documented - technically justified - authorized - accepted by the customer		
5.4.2 Method selection	ensure laboratory selects and uses test and/or calibration methods, including methods of sampling that: - meet the needs of the customer; and - are appropriate for the tests and/or calibrations - the customer has been informed of the method chosen (if not specified) - where appropriate, are based on latest international, regional or national standards, or by reputable technical organizations, or in relevant scientific texts or journals, or as specified by the manufacturer of the equipment and where necessary the standard be supplemented with additional details to ensure consistent approach - laboratory developed methods or methods adopted by the laboratory may be used if they are appropriate for intended use and validated - have been verified for use in the laboratory, if a standard method (if the standard method changes, the confirmation shall be repeated)		
5.4.2 Inappropriate methods	ensure laboratory informs the customer if method proposed by the customer is inappropriate or out of date		
5.4.3, 5.4.4 Laboratory-developed methods and non-standard methods	ensure introduction of these methods is planned and assigned to qualified personnel with adequate resources and that plans are updated as development proceeds and communicated as necessary - when methods are used that are not covered by standard		

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	methods, then: - purpose of the test and/or calibration must be identified - method developed must be validated before use - customer agreement must be obtained and include specification of customer requirements		
5.4.5.2 Method validation	laboratory must validate: - non-standard methods - laboratory designed/ developed methods - standard methods outside their intended scope - amplifications and modifications of standard methods - to confirm that the methods are fit for the intended use - records for method validation must include - results obtained - procedure used - statement as to whether the method is fit for the intended use		
5.4.5.3 Range and accuracy	ensure the range and accuracy of the values obtainable from validated methods (e.g. the uncertainty of the results, detection limit, selectivity of the method, linearity, limit of repeatability and/or reproducibility, robustness against external influences and/or cross-sensitivity against interference from the matrix of the sample/test object) are relevant to the customers' needs		
5.4.6.1 Uncertainty of measurement	calibration laboratories or testing laboratories performing their own calibrations must have and implement procedures for estimating the uncertainty of measurement for all calibrations		
5.4.6.2	testing laboratories must document and implement procedures for estimating uncertainty of measurement (refer to PAB Policy for application of this clause)		

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5.4.6.3	all uncertainty components which are of importance in the given situation shall be taken into account using appropriate methods of analysis when estimating uncertainty of measurement		
5.4.7.1 Calculations and data transfers	ensure calculations and data transfers are checked in a systematic manner		
5.4.7.2 Computers and automated equipment	Ensure when computers or automated equipment are used for the acquisition, processing, recording, reporting, storage or retrieval of test or calibration data, the laboratory shall ensure that: - laboratory developed software is sufficiently documented and suitably validated - procedures are established and implemented for protecting the data and include - integrity and confidentiality of data entry or collection - data storage - data transmission - data processing; - computers and automated equipment are maintained to ensure proper functioning - appropriate environmental and operating conditions are provided		
5.5	**Equipment**		
5.5.1 to 5.5.4 Operation	Ensure all equipment and its software (including that outside the laboratory's permanent control) required for all testing and/or calibration activities: - is available and functioning properly - is capable of achieving the accuracy - comply with the specifications - has calibration program established for the key quantities or values - is calibrated or checked before being placed into service		

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	- is checked and/or calibrated before use (see 5.6 also) - is operated by authorized personnel - has current instructions on the use and maintenance available - is uniquely identified, where practicable		
5.5.5 Records	ensure records of equipment are maintained and include: - identity of the equipment and its software - manufacturer's name, model and serial number or other unique identification - evidence that equipment complies with the accuracy requirements and with specification relevant to the tests or calibrations - current location, where appropriate - the manufacturer's instructions, if available, or reference to their location - calibration history and due date of nest calibration - the maintenance plan, where appropriate, and maintenance carried out to date - any damage, malfunction, modification or repair to the equipment.		
5.5.6, 5.5.11 Procedures	ensure procedures for measuring equipment are documented and include: - safe handling - transport - storage - use - planned maintenance - where applicable, that copies of correction factors are correctly updated		
5.5.7 Out-of-service	ensure equipment subjected to overloading or mishandling, giving suspect results, or shown to be defective or outside specified limits, is taken out of service and is: - isolated or clearly labeled or		

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	marked as being out of service - examined for the effect of the defect or departure from specified limits on previous tests and/or calibrations - addressed under the "Control of nonconforming work" procedure (see 4.9)		
5.5.8, 5.5.10 Calibration status	ensure equipment calibration status is identified, where practicable and where intermediate checks are needed to maintain confidence in calibration status that a procedure is documented to carry out these checks		
5.5.9 Return to service	ensure when equipment goes outside the direct control of the laboratory, that the function and calibration status are checked before the equipment is returned to service		
5.5.12 Adjustments	ensure equipment, both hardware and software is safeguarded from adjustments which could invalidate the test and/or calibration results		
5.6	**Measurement Traceability**		
5.6.1 Calibration program	ensure all equipment used in testing and/or calibration activities is calibrated before being put into service and is included in the equipment calibration program		
5.6.2.1 Calibration laboratories	must ensure the program for calibration of equipment is shall be designed and operated so that calibrations and measurements are traceable to the International System of Units (SI units), however where traceability cannot be strictly made in SI units, traceability can be established by use of: - certified reference materials - specified methods and/or consensus standards that are clearly described and agreed by all parties concerned Participation in suitable interlaboratory comparisons is required where possible.		

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5.6.2.2 Testing laboratories	the requirements given in 5.6.2.1 apply for measuring and test equipment unless it has can be established that the associated contribution from the calibration contributes little to the total uncertainty of the test result		
5.6.3.1 Reference standards	- program and procedure for calibration of reference standards - reference standards must include traceability as described in 5.6.2.1 - reference standards of measurement must be used for calibration only - reference standards shall be calibrated before and after any adjustment		
5.6.3.2 Reference materials	where possible, reference materials must be traceable to SI units or certified reference materials internal reference materials must be checked as far as is technically and economically practicable		
5.6.3.3 Intermediate checks	procedures and schedules must be available to carry out intermediate checks on reference, primary, transfer or working standards and reference materials to maintain confidence in the calibration status		
5.6.3.4 Transport and storage	procedures for safe handling, transport, storage and use of reference standards and materials must be available		
5.7	**Sampling**		
5.7.1 Procedures and plan	ensure procedures for sampling are available at sampling location and include: - a sampling plan (based on appropriate statistical methods, wherever reasonable) - factors to be controlled to ensure validity of test/calibration results		
5.7.2 Deviations	ensure customer -requested deviations, additions or exclusions from the documented sampling procedures are recorded communicated to the appropriate personnel		

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5.7.3 Records	ensure laboratory has procedures for recording sampling data and operations and that the records include: - sampling procedure used - identification of the sampler - environmental conditions (if relevant) - diagrams (or equivalent) to identify sampling location - statistics that sampling procedure is based on, if appropriate		
5.8	**Handling of test and calibration items**		
5.8.1 Procedures	document procedures for test and/or calibration item management which ensure protection of integrity of the item and the interests of the laboratory and client and cover: - transportation - receipt - handling - protection - storage - retention and/or disposal		
5.8.2 Identification	ensure laboratory has a system for identifying test and/or calibration items both physically and in the records and accommodate a sub-division of groups of items if applicable		
5.8.3 Deficiencies	- ensure abnormalities or deficiencies on item received are recorded - if there is doubt about the suitability of item, or it does not conform to description provided, or the test or calibration required is not specified, ensure that the customer is contacted and that the instructions are recorded		
5.8.4 Facilities	ensure laboratory has procedures and appropriate facilities to maintain item integrity, and the protection of secured items and when specified environmental conditions are required, that these are maintained, monitored and recorded		

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5.9	**Assuring the quality of test and calibration results**		
5.9.1 Quality control	ensure laboratory has quality control procedures for monitoring validity of tests and calibration, it must be planned activity, reviewed and includes: - regular use of certified reference materials and/or secondary reference materials - participation in interlaboratory comparison or proficiency-testing programs - replicates using the same or different methods - retesting or recalibration of retained items - correlation of results for different characteristics of an item resulting data must be recorded so as trends are detectable and statistical techniques must be applied to the reviewing of the results where practicable		
5.9.2 Action on quality control data	Analyse and take appropriate action on quality control data that falls outside pre-defined criteria		
5.10	**Reporting the results**		
5.10.1, 5.10.8 Test reports and calibration certificates	- results of tests and calibrations must be reported accurately, clearly, unambiguously and objectively, and in accordance with any specific instructions in the methods - test reports and calibration certificates must include all information requested by the customer, required by the method and necessary for the interpretation of the test or calibration results - results may be reported in a simplified way when performed for internal customers or in the case of a written agreement with the customer, however, any information not reported to the customer, but is normally required to be, must be readily		

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	available in the laboratory - test reports and calibration certificates must be designed to accommodate each type of test or calibration carried out and to minimize the possibility of misunderstanding or misuse - for details on the use of PAB endorsement refer to PAB/SR11		
5.10.2, 5.10.3 Test report	- test reports must include the information listed in the Standard under 5.10.2 items (a) to (k) - where necessary for the interpretation of the test results, the items included in 5.10.3.1 (a) to (e) must be included in the test report - test reports containing the results of sampling must also include the additional requirements listed in 5.10.3.2 (a) to (k) as necessary for the interpretation of the test results		
5.10.2, 5.10.4 Calibration certificates	- calibration certificates must include the information listed in the Standard under 5.10.2 items (a) to (k) - where necessary for the interpretation of calibration results, the requirements included in 5.10.4.1 (a) to (c) must also be included in the calibration certificate - if a statement of compliance with a specification is made, the clauses of the specification which are met or not met must be identified (5.10.4.2) - where statement of compliance is made omitting the measurement results and associated uncertainties, the laboratory must record and retain those results (5.10.4.2) - the uncertainty of measurement must be taken into account when statements of compliance are made (5.10.4.2) - calibration results before and after adjustment or repair, if available, must be reported		

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	(5.10.4.3) - calibration certificates or labels must not contain any recommendation on the calibration interval except when requested by the customer (5.10.4.4)		
5.10.5 Opinions and interpretations	- must document the basis the opinions and interpretations are made - must be clearly marked in a test report		
5.10.6 and calibration results obtained from subcontractors	- results of tests performed by subcontractors must be clearly identified - where calibration work has been subcontracted, the laboratory performing the work shall issue the calibration certificate to the contracting laboratory		
5.10.7 Electronic transmission of results	Where results are transmitted electronically or electromagnetically the requirements set out in the Standard must be met		
5.10.9 Amendments to test reports and calibration certificates	- amendments to a test report or calibration certificate after issue must be made in the form of a further document, or data transfer and include reference to the original as detailed in the Standard - when a complete new test report or calibration certificate is required, it must be uniquely identified and include a reference to the original it replaces		

PAB Supplementary Requirements	
LA/SR (01, 02, 03, 04, 07) *whichever is applicable* *01 – Chemical Testing Laboratory* *02 – Biological Testing Laboratory* *03 – Electrical Testing Laboratory* *04 – Mechanical Testing Laboratory* *07 – Calibration Laboratory*	

PAB Supplementary Requirements	
LA/SR 09 (Supplementary Requirements for Participation to Proficiency Testing)	
LA/SR 10 (Supplementary Requirements on Traceability of Measurement)	
LA/SR 11 (Supplementary Requirements on the Use of PAB Laboratory and Inspection Body Accreditation Symbol)	