



International Management Accreditation Board

Address : 51, Goldhill Plaza, #07-10/11, Singapore 308900
 E-mail : info@imacb.com, customersupport@imacb.com
 Website : www.imacb.com

Necessary Document Checklist

for Accreditation of Test Laboratories in accordance with ISO/IEC 17025:2005

Name of Test Laboratory	
Address of Test Laboratory	
Type of Test Laboratory	
Case number	
Date of document submission	

The required documents shall preferably be submitted electronically, in a way that the numbering can directly be assigned to the relevant documents. Please send fully updated documents to customer manager. In individual cases, documents may be submitted in hard copy, the customer manager will inform you if necessary.

All documents/records shall be submitted in a timely manner for each assessment. If necessary, further documents may be requested by the customer manager or by assessors.

No.	Document	If applicable cross reference to QM	Ok
1.	Quality Manual (QM) inclusive all relevant provisions/procedures to clauses 4 "Management requirements" and clauses 5 "Technical requirements" of ISO/IEC 17025 (e.g. procedures, instructions, SOPs)		<input type="checkbox"/>
2.	Master list(s) of all QM documents		<input type="checkbox"/>
3.	With flexible scope of accreditation: a current list of all applied testing methods within the flexible scope of accreditation (incl. the marking of the last changes)		<input type="checkbox"/>
4.	Internal documents (work instructions, test instructions, SOPs) for the test methods applied for accreditation (a representative selection of test methods may be submitted after consulting with the Customer Manager)		<input type="checkbox"/>
5.	Proof of organisation, ownership and legal entity (e. g. excerpt from the Commercial Register)		<input type="checkbox"/>
6.	Proof of third party liability insurance or equivalent provisions (if a liability insurance is required by law or other regulations)		<input type="checkbox"/>
7.	Organisational chart		<input type="checkbox"/>
8.	List of employees stating their qualification/professional training including staff members who are approved signatories of test reports stating the respective testing fields and specimen signatures		<input type="checkbox"/>



International Management Accreditation Board

Address : 51, Goldhill Plaza, #07-10/11, Singapore 308900
 E-mail : info@imacb.com, customersupport@imacb.com
 Website : www.imacb.com

Necessary Document Checklist

for Accreditation of Test Laboratories in accordance with ISO/IEC 17025:2005

No.	Document	If applicable cross reference to QM	Ok
9.	Copy of at least one original version of test report for each testing field applied for accreditation		<input type="checkbox"/>
10.	If applicable, list of reference materials in use		<input type="checkbox"/>
11.	Current information on the participation in proficiency tests such as interlaboratory comparisons according to IMAB rule (Certificates should be submitted)		<input type="checkbox"/>
12.	List of equipment items with in-house registry (including loaned equipment, if applicable) Required information: Inventory number, location, measured, indication of the equipment/ type of equipment/item, manufacturer, calibration interval, date of the next calibration, indication of the proof of measurement traceability, kind of calibration certificate (according to. Optional information: Testing standard, serial number, responsible person for the equipment, etc.		<input type="checkbox"/>
13.	Site plan showing the test areas including information on the use of mobile equipment for the test activity		<input type="checkbox"/>
14.	Completed checklist		<input type="checkbox"/>
15.	If applicable completed applications and checklists		<input type="checkbox"/>
16.	For the accreditation according to the Module Emission Control: Three measurement reports per applied area (by letter) for the technically responsible person and his representative (reports not older than three years before the application was filed) Area emissions and emissions of noise and vibration: 5 test reports (noise) or 3 test reports (vibrations); selections according to the requirements of the currently valid version of the Module emission Control (reports not older than three years)		<input type="checkbox"/>