DOCUMENT NUMBER: D0002.2061 (B) **– Internal Auditing Requirements for Demonstrating Compliance to ISO 17025:2005**

CONTROL:This Instruction is controlled by the latest revision of the ISO17025 Standard**.**

UTILIZED BY: Internal Auditor Staff

DESCRIPTION: Instruction for conducting an internal audit assessment to the ISO17025 Standard. The Standard specifies requirements for competency of testing and calibration laboratories.

 1The purpose of this guideline is to define for the internal auditor areas of this Standard that require compliance and/or supplemental auditing. The required auditing is in addition to, and not covered by, the routine auditing of ISO9001elements. The audit must be conducted to the requirements of ISO17025 sections described below. The auditor is responsible for auditing any area of the ISO17025 Standard to ensure compliance regarding findings during the course of the audit.

**Directions:**

 To perform the auditing of required sections as defined below, the auditor(s) must select a minimum of one calibration service customer contract from each tech center and audit those orders through the system as defined below. The selected orders used for auditing **must** be sufficient to provide objective evidence of compliance for the auditing requirements listed below.

**NOTE 1:** *When completing the checklist for ISO 17025 and the clause has been covered and audited by another audit, reference the clause and the audit report number that satisfied the requirements.*

**NOTE 2:** *Prior to performing the audit, preferably during the desktop audit, review A2LA Website (*<http://www.a2la.org/>*)* *with Quality Assurance Manager or designee to select applicable A2LA checklists ensuring latest revisions are used. (Examples of required checklists are but not limited to: C106 - Proficiency Testing, C104 - Advertising Policy, C105 - Traceability Policy, C101 - General Checklist, C207 – Specific Checklist (Calibration), etc).*

**ISO17025 Standard Section:**

1. Scope – review as needed for reference.
2. Normative references – review as needed for reference.
3. Definitions - review as needed for reference.

4 – 4.1.3) Auditing not required – All calibrations are performed at the Larson Davis manufacturing sites. Reference audit of ISO 9001 clauses 4-4.1, 5-5.6 & 6.2.

**4.1.4 – 4.1.5) This entire section needs to be audited.**

4.1.6) Auditing not required – Reference audit of ISO 9001 clause 5-5.6.

4.2) Auditing not required – Reference audit of ISO 9001 clause 4-4.1.

4.3 – 4.3.2.2) Auditing not required – Reference audit of ISO 9001 clause 4.2.3.

**4.3.2.3) This entire section needs to be audited.**

4.3.3) Auditing not required – Reference audit of ISO 9001 clause 4.2.3.

**4.4) This entire section needs to be audited.**

**4.5) This entire section needs to be audited.**

4.6) Auditing not required – Reference audit of ISO 9001 clause 7.4.

4.7) Auditing not required – Reference audit of ISO 9001 clauses 7.2 & 8.2.1.

4.8) Auditing not required – Reference audit of ISO 9001 clauses 8.2.1 & 8.5.2.

**4.9) This entire section needs to be audited.**

**4.10) This entire section needs to be audited.**

**4.11) This entire section needs to be audited.**

**4.12) This entire section needs to be audited.**

**4.13)** **This entire section needs to be audited.**

**4.14) This entire section needs to be audited.**

4.15) Auditing not required – Reference audit of ISO 9001 clause 5-5.6.

**5.1) This entire section needs to be audited.**

**5.2) This entire section needs to be audited.**

**5.3) This entire section needs to be audited.**

**5.4) This entire section needs to be audited.**

5.5) Auditing not required – Reference audit of ISO 9001 clause 7.6.

5.6) Auditing not required – Reference audit of ISO 9001 clause 7.6

**5.6.1 – 5.6.2.1.1) This entire section needs to be audited.**

5.6.2.1.2 – 5.6.3.4) – Auditing not required – Reference audit of ISO 9001 clause 7.6

5.7) Auditing not required – There are no sampling techniques used in calibration services. All product is 100% calibrated.

**5.8) This entire section needs to be audited.**

5.9) Auditing not required – reference audit of ISO 9001 clause 7.6.

**5.10 – 5.10.2) This entire section needs to be audited.**

**5.10.3) This entire section needs to be audited.**

**5.10.4 – 5.10.9) This entire section needs to be audited.**