CONFIDENTIAL

SINGAPORE ACCREDITATION COUNCIL
SINGAPORE LABORATORY ACCREDITATION SCHEME (SAC-SINGLAS)

TECHNICAL ASSESSOR/EXPERT CHECKLIST

INTRODUCTION

Thank you for assisting SAC-SINGLAS as a technical assessor/expert.

Evaluation of the technical competence of the laboratory is the integral component of a SAC-SINGLAS assessment. As a technical assessor/expert, you play a key role in the assessment and are requested to:

a) examine and evaluate the technical competence of a laboratory
b) determine the suitability of the methods employed in various test/calibration
c) examine whether the scope of application is within the capability of the laboratory
d) recommend and verify ranges and uncertainties for specific test/calibration, where applicable
e) provide constructive advice to laboratories on improving their operation

To aid you in this task, the Technical Assessor/Expert Checklist LAFM05 is provided. This report is divided into three parts:

a) Introduction
b) Part A: Roles of assessors/experts
   This section outlines the roles of both the SAC-SINGLAS team leader and the technical assessor/expert, which are complementary in nature. There are also areas where both assessors need to examine together
c) Part B: Signatory approval
   This section is on the nominees or existing approved signatories
d) Part C: Types of test/calibration witnessed and/or assessed through document review by the technical assessor/expert and comments
   This section is where technical assessor/expert is required to list down the following:
   i) types of test/calibration assessed or witnessed
   ii) comments on the performance of the laboratory
   iii) non-conformities against SAC 01, SAC-02, SAC-SINGLAS 001& 006, ISO/IEC 17025, technical notes, PROF 001 and/or any test/calibration requirements
   (Additional sheets to be provided where necessary)

At the end of the assessment, please sign on the cover page and return the Technical Assessor/Expert Checklist (LAFM05) to the team leader for his/her collation of the findings for presentation to the laboratory during the closing meeting.

Thank you for conducting the assessment for SAC.

Name of Organisation Assessed: _____

Date(s) of Assessment : _____

Name of Team Leader : _____

Technical Assessor :

_____

Name

PART A: ROLES OF ASSESSORS

Team Leader (TL)	Technical Assessor / Expert (TA / TE)
• Introduces the team • Briefs on the Assessment plan • Confirms on changes(s) to scope and signatories • Evaluates the laboratory's quality system and its implementation • Discusses with the laboratory staff • Assesses nominee's understanding of SAC requirements and responsibilities as approved signatory • Collates the findings • Discusses with TA/TE on the severity of the findings • Discusses with TA/TE on the recommendations on the accreditation status • Presents findings • Informs laboratory the timeline for submission of corrective actions according to the category of the non-conformities	• Notes the change(s) to scope and signatory approval(s) • Understands laboratory's operations • Evaluates laboratory's technical capability • Discusses with key technical staff and technicians (hands-on personnel) • Witnesses test/calibration • Assesses nominee's qualifications, technical competence and ability to evaluate results • Comments on the competence laboratory, makes suggestions where appropriate • Discusses with TL on the severity of the findings
Team Leader (TL)	Technical Assessor / Expert (TA / TE)
• Confirm Assessment plan • Arranges pre-meeting with TA/TE, where necessary • Arranges with Laboratory for test/calibration to be demonstrated	• Prepares for assessment • Informs TL of test/calibration to be demonstrated • Requests for test/calibration methods where appropriate
Team Leader (TL)	Technical Assessor / Expert (TA / TE)
• Reviews corrective actions and where necessary, collates the team's comments for laboratory's further clarification • Conducts a verification visit, where necessary • Writes the assessment report with team's findings and recommendations	• Review corrective actions raised and offers comments, where appropriate • Visits the laboratory for a follow-up verification with TL, where necessary • Provides clarification on findings, where necessary

PART B: SIGNATORY APPROVAL

1.New Nominees for Signatory Approval

Name(s) of nominated signatory(ies) assessed:

1.
2.

Please assess the following:

a) Does/Do the nominee(s) possess the appropriate technical qualifications and experience?

b) Does/Do the nominee(s) occupy appropriate positions in the organisation staff structure to be responsible for the adequacy of test/calibration results?

c) Does/Do the nominee(s) possess technical knowledge of the test/calibration under the scope of accreditation?

d) Is/Are the nominee(s) competent to make a critical evaluation of test/calibration results?

e) Does/Do the nominee(s) spend sufficient time in the laboratory in order to exercise adequate supervision?

f) Has the nominee(s) been working in the laboratory for at least a year?

2. Existing Approved Signatories (as shown in the latest Schedule of Accreditation)

Please refer to existing Schedule.

Name(s) of existing signatory(ies) assessed:

1.
2.

a) Do the signatories still occupy appropriate positions in the organisation staff structure to be responsible for the adequacy of test/calibration results?

b) Do the signatories still retain sufficient contact time with test/calibration procedures to maintain the ability for critical evaluation of results?

PART C:
TYPES OF TEST/CALIBRATION WITNESSED / ASSESSED THROUGH DOCUMENT REVIEW*

ISO/IEC 17025:2017 Requirements to be assessed by TA/TE when witnessing test/calibration and/or conducting document review	**Title of Test/ Calibration witnessed/reviewed* :**	
	☐ Standard method ☐ Modified standard method ☐ In-house / non-standard method ***[Please indicate Test Standard (Version / clause no. if applicable)]***	
Laboratory Staff observed who demonstrated the test (Names/Designation) • Clause 6.2	☐ Training Records ☐ Competency Records	
Facilities and Environmental Conditions in accordance with Test Standard/ methods or procedure • Clause 6.3	☐ Documented Procedures ☐ Records	
Equipment & Calibration (E.g. calibration cert no., serial no., equipment ID) • Clause 6.4	Equipment Status : Working / Faulty / Not Available ☐ Calibrated within working range ☐ Equipment safeguarded from adjustments ☐ Maintenance Schedule / Records	
Traceability/ Reference Materials and Standards • Clause 6.5	☐ Valid certificate ☐ Proper Storage / Identification	
Validity of Results/ Proficiency Testing (PT)/IQC/ Inter-Laboratory Comparison • Clause 7.7	☐ In-house monitoring of results ☐ Participate in PT / Inter-laboratory Comparison (Only if PT is unavailable) ☐ Outlier reviewed (if applicable) ☐ Effectiveness of corrective actions ☐ Records of performance checks for infrequent laboratory activities	
Handling of samples and sampling • Clause 7.4	☐ Storage Requirements ☐ Identification of sample	

Validation of method (in-house / non-standard and modified standard method) • Clause 7.2	☐ Documented Procedures ☐ Validation Report
Modified standard method (if applicable	Does the modified standard method (i.e. test methods modified from a standard method) has equal performance as the standard method? ☐ Yes ☐ No
Measurement Uncertainty • Clause 7.6	☐ Are the sources of uncertainty identified? ☐ For quantitative test/calibration, is the measurement uncertainty evaluated?
Sampling • Clause 7.3	
Control of data/ Validation of in-house developed software (if applicable • Clause 7.11	
Test/Calibration Reports and Raw data sheet (Indicate report no.) • Clause 7.8	

NOTE : Please delete accordingly