حكومـــة دبـــي
GOVERNMENT OF DUBAI

مـركـز الإمـارات الـعـالـمـي للاعـتـمـاد
Emirates International Accreditation Centre

مركز الإمارات العالمي للاعتماد

Emirates International Accreditation Centre

برنامج اعتماد مختبرات المعايرة

Accreditation Scheme for Calibration Laboratories

EIAC-RQ-LB-003

Signatories	
Approved:	Director, Laboratories Accreditation Department

Revision history			
Issue no.	**Rev. No.**	**Details**	**Date**
1	0	First Issue for use under EIAC Name	20-06-2019
1	1	1. Modify the names of International documents used by EIAC (Clause no. 12) and point 5.3.3) 2. Add Standard format for the calibration certificate figure	16-04-2020
2	0	Re-structured to comply with ISO/IEC 17025:2017	26-04-2021
2	1	Revised due to the incorporation of the new identity of the Dubai Government	23-07-2024

1 Objective

1.1 This document describes the requirements for accreditation of Calibration labs under the accreditation program operated by Emirates International Accreditation Center (EIAC).

1.2 The requirements for accreditation of Calibration Laboratories are basically the ISO/IEC 17025 as well as the criteria for performing calibration according to the technical standards defined in the scope of accreditation by each CAB.

1.3 The laboratories are required to comply with all the requirements listed in the international standard ISO/IEC 17025 (General requirements for the competence of testing and calibration laboratories) .The Specific Criteria and scheme document must be used in conjunction with ISO/IEC 17025. It provides an interpretation of the latter document and describes specific requirements for those clauses of ISO/IEC 17025 which are general in nature. Further, the laboratory shall follow the national and local laws and regulations as applicable.

2 Definitions and abbreviations

As defined in ISO/IEC 17025:2017

3 Accreditation Requirements for Labs

3.1 General requirements:

In addition to clause 4 of ISO/IEC 17025:2017

The laboratory applying for accreditation as per this program must have a system, which includes the following as minimum:

- Proper Documentation of its policies, procedures and operations starting from receiving the request for a calibration, up to the issuance of the final certificates in accordance with the documentation requirements of ISO/IEC 17025 and any additional requirements set by EIAC here within this document and other related documents.
- Facilities properly equipped with the equipment and instruments appropriate for the type and range of calibration under accreditation as minimum.
- Employ the suitable and qualified technical and administrative staff.

4 Structural requirements:

The main text of this clause is the text of the same clause 5 of ISO 17025:2017

5 Resource requirements

5.1.1 Personnel

In addition to clause 6.2 of ISO/IEC 17025:2017

The accredited Calibration Certificates shall be reviewed and signed by an approved signatory. A reviewer shall be technical competent and not involved in the measurements. An approved signatory is nominated by the laboratory and subsequently assessed and approved by EIAC to sign such reports. Reviewer and the approved signatory might be one person or two persons.

5.1.2 Facilities and environmental conditions

In addition to clause 6.3 of ISO/IEC 17025:2017

Checks needed to maintain confidence in the calibration status of M & T (Measuring and Test Equipment) equipment and criteria for conformity to specification has to be established

For in- site calibration, Lab shall document the equipment taken to the site. This equipment shall be reviewed for relevant to the task and for the correct performance before going to the site. After come back from site traceability check of the equipment is required:

- Where the environment may affect the instrumentation, the test specimen or the required accuracy and precision of measurement, the data shall be qualified per the requirements of these criteria ; in addition Lab shall study the effect of environment condition and shall keep 24 hour monitoring and recording for the environment condition. Action to be taken if the environmental condition would interfere the performance of the equipment. Risk assessment would be performed to check the effect of shutoff the air condition after working hours.
- Where calibrations are undertaken in a hostile or unstable environment or in an environment that may affect the calibration results, there shall be procedures for monitoring these conditions and the effect of the environment on the performance of the calibration. This monitoring shall be documented.
- There shall be provisions for restricting access to the field laboratory when unrestricted access could invalidate calibration results.

5.1.3 Test and calibration methods and method validation

(In addition to clause 6.4 & 7.2 of ISO/IEC 17025)

5.1.3.1 Calibration procedures

5.1.3.1.1 Calibration procedures shall include the following information:

- Identification and document controls information;
- Scope and/or description of item to be calibrated;
- Measurement quantities and ranges to be determined for the item to be calibrated and any associated tolerances;
- Minimum performance requirements of the equipment to be used for calibration, including measurement and reference standards, and reference materials;
- Environmental conditions required and any stabilization period needed;
- Description of steps associated with the calibrations to be performed;
- Criteria and/or requirements for calibration decisions, such as approval or rejection; and
- Data to be recorded and method analysis and presentation.

5.1.3.1.2 The calibration procedure shall include the required range and tolerance or uncertainty of each item or unit parameter being calibrated or verified. In addition, the procedures shall contain the generic description of the measurement standards and equipment needed with the required parameter, range, tolerances or uncertainties, and specifications for performing the measurement of the calibration or verification, and/or representative types (manufacturer, model, option) that are capable of meeting the generic description for the measurement standards.

5.1.3.1.3 The procedures shall be consistent with the accuracy required, and with any standard specifications relevant to the calibrations/verifications concerned.

5.1.3.1.4 Where it is necessary to employ methods that have not been well-established, these shall be subject to agreement with the customer, be fully documented and validated, and be available to the customer and other recipients of the relevant reports

5.1.3.2 Uncertainty of measurement

5.1.3.2.1 A documented procedure shall be used to estimate and express the uncertainty of measurement for all calibrations. As a minimum, the procedure shall address:

- Sources of measurement uncertainty;
- Estimation and combining of uncertainties;
- Conditions and assumptions;
- Documentation and reporting criteria; and
- Bibliography.

5.1.3.2.2 For each measurement parameter and associated range(s), the laboratory shall provide with the application an uncertainty budget showing how the claimed Calibration and Measurement Capability (CMC) was derived. The assumptions made for the determination of the uncertainty budgets, if any, must be specified and documented.

5.1.3.2.3 Laboratories shall calculate measurement uncertainties using the method detailed in the ISO “Guide to the Expression of Uncertainty in Measurement” (GUM) including its supplement documents and/or ISO Guide 35, or any other relevant

internationally recognized standard (e.g. UKAS M3003, the Expression of Uncertainty and Confidence in Measurement, 2007).

5.1.3.2.4 The Calibration Measurement Capability is "the smallest uncertainty of measurement that a laboratory can achieve within its scope of accreditation, when performing more or less routine calibrations of nearly ideal measurement standards". Such claim, CMC, shall be verified by PTP/ILC results.

5.1.3.2.5 As per the ILAC 2009-08-20_BMC to CMC Circular that states, "references to BMC (Best Measurement Capability) in scopes of accreditation for calibration facilities should be amended to CMC (Calibration and Measurement Capability", and,

5.1.3.2.6 "this is considered a terminology change only, as 'BMC' and 'CMC' have been agreed to be equivalent," EIAC considers the Best Measurement Capability to be equivalent to Calibration and Measurement Capability.

5.1.3.2.7 The uncertainty covered by the CMC shall be expressed as the expanded uncertainty having a specific coverage probability of approximately 95 %. The unit of the uncertainty shall always be the same as that of the measurand or in a term relative to the measurand, e.g., percent. Usually the inclusion of the relevant unit gives the necessary explanation.

5.1.3.2.8 Calibration laboratories shall provide evidence that they can provide calibrations to customers in compliance with 6.2) so that measurement uncertainties equal those covered by the CMC. In the formulation of CMC, laboratories shall take notice of the performance of the "best existing device" which is available for a specific category of calibrations.

5.1.3.2.9 A reasonable amount of contribution to uncertainty from repeatability shall be included and contributions due to reproducibility should be included in the CMC uncertainty component, when available. There should, on the other hand, be no significant contribution to the CMC uncertainty component attributable to physical effects that can be ascribed to imperfections of even the best existing device under calibration or measurement.

5.1.3.2.10 It is recognized that for some calibrations a "best existing device" does not exist and/or contributions to the uncertainty attributed to the device significantly affect the uncertainty. If such contributions to uncertainty from the device can be separated from other contributions, then the contributions from the device may be excluded from the CMC statement. For such a case, however, the scope of accreditation shall clearly identify that the contributions to the uncertainty from the device are not included.

Note: The term "best existing device" is understood as a device to be calibrated that is commercially or otherwise available for customers, even if it has a special performance (stability) or has a long history of calibration.

5.1.3.2.11 Where laboratories provide services such as reference value provision, the uncertainty covered by the CMC should generally include factors related to the measurement procedure as it will be carried out on a sample, i.e., typical matrix effects, interferences, etc. shall be considered. The uncertainty covered by the CMC will not generally include contributions arising from the instability or in homogeneity of the material. The CMC should be based on an analysis of the inherent performance of the method for typical stable and homogeneous samples.

Note: The uncertainty covered by the CMC for the reference value measurement is not identical with the uncertainty associated with a reference material provided by a reference materials producer. The expanded uncertainty of a certified reference material will in general be higher than the uncertainty covered by the CMC of the reference measurement on the reference material.

5.1.3.2.12 If the non-standard method is actually listed on the lab's Scope of Accreditation (e.g., due to frequent or repeat requests for the method by their client) or if the non-standard method is a modification of a standard method listed on the lab's Scope, then the laboratory is responsible for validating that non-standard method using its own procedure for validating of the non-standard method . Yet Non-standard methods cannot be changed or modified by the lab without acceptance of the validation by EIAC

5.1.3.2.13 The method used to establish and validating of the non-standard method shall be documented.

5.1.3.2.14 CMC Listing in Scope of Accreditation

- The units are to be listed using the same measurement system for the "Range" and the "Calibration and Measurement Capability" (CMC) listed on the scope. In those instances when a laboratory would like to list units of a different measurement system for one of the columns, both system units should be listed with the units of the different measurement system listed in parentheses.
- There shall only be two significant figures listed for the CMC claim on a scope of accreditation. Presently, Emirates International Accreditation Center (EIAC) policy for rounding is a conservative approach to always round up, for example: the uncertainty claim from the lab is 0.1234, it will be rounded up to 0.13.
- If uncertainty claims are to be defined as a percentage this must be defined as a percent of range, or of full scale, or of indicated value, or of reading, etc. The definitions should be documented with the value listed in the CMC column.
- The CMCs are to be listed as specific values, not ranges of values. If applicable, any request for listing a range of values will depend on the linearity of the values and will be considered on a case-by-case basis.

5.1.4 Equipment

In addition to clause 6.4 of ISO/IEC 17025:2017

5.1.4.1 Calibration intervals for each measuring instrument or standard shall be established to control the probability of calibrations being out-of-tolerance at the end of the calibration interval. The method used to establish and adjust intervals shall be documented and based upon a determination of the standard's performance taking in to consideration ILAC-G24 guidelines. Equipment records shall include the measured value for each parameter found to be out of tolerance during calibration or verification.

5.1.4.2 Measuring and Test Equipment (M & TE)

- M & TE included in the calibration system shall be clearly identified, individually or collectively, as in the case of a measurement system. This equipment shall be distinguishable from other equipment.
- The calibration status of the M & TE shall be evident to the user.
- The calibration status shall contain the following information:
  a. Unambiguous identification of the M & TE;
  b. Date of calibration;
  c. Date due for next calibration;

d. Conformance to specifications or limits of use; these limits must be documented by the laboratory (uncertainty of standard calibration, max. drift in recalibration period, acceptance limits for intermediate checks,..., etc.), and

e. Calibration servicing component.

- The calibration status may be indicated by a label/and or tag applied directly to the M & TE, or companion case, or by some other means evident to the user.
- Access to means of adjustment that modify the calibrated performance of M & TE shall be controlled to prevent and detect unauthorized use.
- Controls may include seals or other types of safeguards. The requirement does not apply to adjustment means that are intended to be set by the use without the need for external references; for example, zero adjusters.

5.1.5 Metrological traceability

(In addition to clause 6.5 and Annex A of ISO/IEC 17025)

- The results of a calibration or measurement shall be traceable through a controlled, unbroken chain of competent calibrations through recognized international metrology institutes/national metrology institute (with valid traceability chain) to the SI units of measurement.
- . The References and/or instruments used in the calibrations shall be traceable through a controlled, unbroken chain of competent calibrations through International / national metrology institutes to the SI units of measurement. Where traceability to SI units through national metrology institutes is not available, or SI units are not established, a consensus standard including a reference standard and related calibration procedures, which are clearly specified and mutually agreed upon by all parties concerned, shall be applied.
- The laboratory shall include a statement of traceability in the calibration certificate. In addition it is also required that a list of the main measurement equipment, and their calibration status, used to perform the calibration be listed in the calibration certificate.

6 Process requirements

6.1.1 Handling of calibration items

(In addition to clause 7.4 of ISO/IEC 17025)

Appropriate precautions shall be taken during storage, handling, transportation and preparation to prevent damage to items calibrated and a procedure shall be documented.

6.1.2 Assuring the quality of test and calibration results

(in addition to clause 7.7 of ISO/IEC 17025)

- All applicants are required to participate in Proficiency Testing to cover at least one Major sub-discipline/ item in each Major discipline in the scope of accreditation of the laboratory (including specific instruments or measurement devices where these have been separately listed on the schedule of accreditation over the calibration cycle. For example each separate item may include DC Voltage, DC Current, Gauge Pressure, and specific instruments may include Tachometers, Oscilloscopes, and Liquid in Glass thermometers).
- If a laboratory can demonstrate successful participation in a commercially available proficiency test that meets the requirements of ISO/IEC 17043:2010 at the level of uncertainty being claimed on the draft scope of accreditation, the laboratory may rely on this demonstration in lieu of an observed parameter during the assessment.
- All accredited Calibration Laboratories shall participate in Proficiency Testing / Inter Laboratory Comparison for all items on their schedule of accreditation within the accreditation cycle.
- The required frequency of participation in the proficiency testing for accredited laboratory is: at least once every accreditation cycle for each major sub discipline/ item of the laboratory's scope of accreditation.
- All accredited Calibration Laboratories are required to prepare an activity plan indicating how the laboratory intends to satisfy the requirement specified above. The laboratory may incorporate in the plan participation in any national, or regional / international organizations. Where no formal PT is available, the laboratory shall indicate other interlaboratory activities in which they intend to participate after getting EIAC approval. These may include activities arranged by themselves (bilateral or multiple intercomparisons etc.) with other MRA accredited laboratories, with similar or better capability with respect to the ranges and CMC, in order to satisfy this requirement however, report shall be issued by impartial third party. The plan shall cover all activities and ranges as specified above and shall be accomplished in a period not exceeding the accreditation cycle.
- The laboratories PT activity plan shall be available for evaluation during the assessment of the laboratory; additionally Emirates International Accreditation Center (EIAC) may request that a copy of the plan be submitted for evaluation at any time. The laboratory shall ensure that the plan is maintained and kept current.
- Laboratories participation in PT / ILC activities will be evaluated against their plan.

- The laboratory shall make available to the assessment team all proficiency testing scheme reports. Where the laboratory has participated in informal ILC a report shall be prepared, by impartial third party, that includes at least the following minimum information:
  a. Identification of the participants, including Date & Contact person;
  b. Identification of the method used in PT /ILC;
  c. Identification of the measurement standard or Artefact;
  d. Measurement results;
  e. The reference value/s and how these were established;
  f. Evaluation of the measurement results representing the degree of equivalence of the participant versus reference value/s;
  g. Conclusion.
- The laboratory shall investigate all measurement results that fail to meet the minimum acceptance criteria and record all the root causes and corrective action taken.

Note: For further details on Interlaboratory Comparison, see EA-4/21 INF:2018.

6.1.3 Reporting the results

(In addition to clause 7.8 of ISO/IEC 17025)

6.1.3.1 Statement of Uncertainty of Measurement on Calibration Certificates

ISO/IEC 17025 requires calibration laboratories to report, in the calibration certificate, the uncertainty of measurement and/or a statement of compliance with an identified metrological specification or clauses thereof.

- The measurement result shall normally include the measured quantity value y and the associated expanded uncertainty U. In calibration certificates the measurement result should be reported as y ± U associated with the units of y and U. Tabular presentation of the measurement result may be used and the relative expanded uncertainty U / |y| may also be provided if appropriate. The coverage factor and the coverage probability shall be stated on the calibration certificate. To this an explanatory note shall be added, which may have the following content:
- "The reported expanded uncertainty of measurement is stated as the standard uncertainty of measurement multiplied by the coverage factor k such that the coverage probability corresponds to approximately 95 %."
- Note: For asymmetrical uncertainties other presentations than y ± U may be needed. This concerns also cases when uncertainty is determined by Monte Carlo simulations (propagation of distributions) or with logarithmic units.
- The numerical value of the expanded uncertainty shall be given to, at most, two significant figures. Further the following applies:
  a. The numerical value of the measurement result shall in the final statement be rounded to the least significant figure in the value of the expanded uncertainty assigned to the measurement result.
  b. For the process of rounding, the usual rules for rounding of numbers shall be used, subject to the guidance on rounding provided i.e in Section 5 of the ILAC P14.

Note: For further details on rounding, see ILAC P14:2020.

- Contributions to the uncertainty stated on the calibration certificate shall include relevant short-term contributions during calibration and contributions that can reasonably be attributed to the customer's device. Where applicable the uncertainty shall cover the same contributions to uncertainty that were included in evaluation of the CMC uncertainty component, except that uncertainty components evaluated for the best existing device shall be replaced with those of the customer's device. Therefore, reported uncertainties tend to be larger than the uncertainty covered by the CMC. Random contributions that cannot be known by the laboratory, such as transport uncertainties, should normally be excluded in the uncertainty statement. If, however, a laboratory anticipates that such contributions will have significant impact on the uncertainties attributed by the laboratory, the customer should be notified according to the general clauses regarding tenders and reviews of contracts in ISO/IEC 17025.
- As the definition of CMC implies, accredited calibration laboratories shall not report a smaller uncertainty of measurement than the uncertainty of the CMC for which the laboratory is accredited.
- Laboratories are permitted to issue certificates with a statement of compliance (i.e., conformance to a specification) relating to the metrological aspects of specifications. In such cases the laboratory shall ensure that:
  a. The specification is a national or international standard or one that has been agreed to or defined by the customer.
  b. The measurements needed to determine conformance are within the accredited scope of the laboratory.
- When parameters are certified to be within specified tolerance, the associated uncertainty of the measurement result is properly taken into account with respect to the tolerance by a documented procedure or policy established and implemented by the laboratory that defines the decision rules used by the laboratory for declaring in or out of tolerance conditions.
- The certificate relates only to metrological quantities and states which clauses of the specification are certified to have been met.
- The laboratory shall notify customers promptly, in writing, of any customer's measuring and test equipment found significantly out-of-tolerance during the calibration/verification process. Measurement data shall be reported so that appropriate action can be taken.
- The laboratory shall include a statement of the environmental conditions, specifically where the environmental conditions may influence the measurement results. The environmental conditions may be stated as a range, except where the exact actual environmental condition and its associated uncertainty need to be known in order for the user to apply appropriate corrections.
- The laboratory shall include a statement of traceability. In addition it is also required that a list of the measurement standards, and their calibration status, used to perform the calibration be listed in the calibration certificate.

6.1.3.2 Calibration labels

- The required format and design of calibration labels is shown in EIAC Requirement EIAC-RQ-GEN-002
- Laboratories should apply calibration labels to measuring instruments (or, if not practicable, to the container) that they have calibrated under their accredited scope.
- It is important that the label is not misleading and, when only a small part of a metrological specification is covered, the words Limited Calibration should be used.
- Previous EIAC calibration labels should be removed or cancelled.
- The following information should be indelibly inscribed on the label by the laboratory that has done the calibration:
  a. EIAC Accreditation Mark and the accreditation number of the calibration laboratory;
  b. Instrument identification;
  c. Date of calibration (with the month stated as a word);
  d. Certificate number;
  e. if asked by the laboratory client a space for the date when calibration is again due, (eg. Recalibration due)
  f. If desired, the name of the calibration laboratory.

6.1.3.3 General guidance for the presentation of calibration certificates

It is required that:

- All the pages of a EIAC calibration certificate shall be in the format shown in Fig 2.
- Calibration certificates are issued on A4 sized paper with the Accreditation Mark at the top of the page on the left side.
- The date of issue appears on the certificate and that all dates are in the format day/month/year.

7 Management system requirements

The main text of this clause is the text of the same clause 8 of ISO 17025:2017

8 EIAC Accreditation Process

8.1 The EIAC assessment team shall ensure appropriate sampling across the scope of activities of the lab, taking into consideration a risk-based approach, to ensure the proper evaluation of competence in all areas in which the lab applies for or maintains accreditation. The full description of the accreditation process is specified in the service catalogue published on the EIAC website stating from application until the grant and maintenance of accreditation.

8.2 The assessment visit is conducted within 12 -18 months month from initial assessment or re-assessment visit. The EIAC Accreditation cycle is 3 years. EIAC prepares an assessment programme that consists of a set of the below assessments consistent with this accreditation scheme for each lab after grant of accreditation for the duration of its accreditation cycle.

8.3 Assessment coverage requirements for initial, surveillance and reassessments are detailed in the following table:

Assessment Coverage Requirements	Pre-assessment	Initial Assessment	Assessment Visit	Special visit (re-witness)	Re-assessment	Scope Extension Assessment	Remarks
Management Clauses of ISO/IEC 17025 to be covered	General review of all MS clauses	All MS clauses	Min the following clauses: 4.1, 5.1, 5.5, 7.9, 7.11, 8.3, 8.4, 8.5, 8.8, 8.9	Not required	Min the following clauses: 4.2, 5.2, 5.3, 5.4, 5.6, 6.6, 7.10, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 8.8, 8.9	All clauses relevant to the new scope	For scope extension, the assessment may be combined with an assessment or re-assessment visit
Technical activities	General review of all technical clauses	All Technical clauses	Min the following clauses: 6.1, 6.2, 6.3, 6.4, 6.5, 7.1-7.8 for the scope witnessed	Those activities that were identified in the CAR sheet with requirements for a re-witness visit	Min the following clauses: 6.1, 6.2, 6.3, 6.4, 6.5, 7.1-7.8	All clauses relevant to the new scope	
Scope to be witnessed and	None	The whole range of sampling and testing activities within the scope(s) selected risk based.	50% of type of test each scope to ensure all key techniques, methods and competences are assessed.	Scope of tests that were recommended "C" in the corresponding previous visit	Remaining 50% of type of test each scope.	The whole new scope(s)	

Assessment Coverage Requirements	Pre-assessment	Initial Assessment	Assessment Visit	Special visit (re-witness)	Re-assessment	Scope Extension Assessment	Remarks
Personnel to be interviewed/ witnessed	Lab manager and quality manager	Representative and risk based sample of technical laboratory staff qualified as per lab management system to carry out the testing activities for full scope	Representative and risk based sample of technical laboratory staff qualified as per lab management system to carry out the testing activities under assessment	Representative and risk based sample of technical laboratory staff qualified as per lab management system to carry out the testing activities under re-assessment	Representative and risk based sample of technical laboratory staff qualified as per lab management system to carry out the testing activities under assessment	Representative and risk based sample of technical laboratory staff qualified as per lab management system to carry out the testing activities for the new scope	
Locations to be visited	Main lab offices and testing activities	Main lab offices and testing activities. Sample of site activities that cover each scope.	Main lab offices and testing activities. Sample of site activities that cover sample of scope under assessment.	All locations affected by C recommendation	Main lab offices and testing activities. Sample of site activities that cover sample of scope under re-assessment.	Main lab offices and testing activities. Sample of site activities that cover each new scope(s).	Group accreditation shall be handled in separate requirements
Assessment Techniques	Onsite visit	All the following: - full document review of management system documents including quality/policies manual, procedures, methods and records. - onsite visit including witnessing	All the following: - document review of changes in documents since last visit - remote or onsite visit including witnessing - unannounced	A visit is not required for management system findings, follow up of closure of NCRs will be verified remotely by review of documentary evidence. Onsite visit is required for re-witness of testing activities	All the following: - document review of changes in documents remote or onsite visit including witnessing	All the following: - document review of the new scope remote or onsite visit including witnessing	Remote assessments are not applicable to site work (e.g. SPT sampling, field density, etc.)
Frequency/ program	Once upon customer request	Within 3 months of the application	Annual	As determined by the assessment team	Every 3 years	Within 3 months of the application	The special visit (if required) will not affect the assessment programme

Assessment Coverage Requirements	Pre-assessment	Initial Assessment	Assessment Visit	Special visit (re-witness)	Re-assessment	Scope Extension Assessment	Remarks
Assessors	Lead assessor	Lead assessor/ Quality assessor and technical assessor for each scope	Lead assessor and technical assessor for each sample of scope	At least the technical assessors who recommended re-witnessing.	Lead assessor and technical assessor for each sample of scope	Lead assessor / Quality assessor and technical assessor for each new scope	Quality assessor : depends on the lab size
Reviewer	None	Head of section/ case manager	None		None	Head of section/ case manager	Any change in scope in assessment will require a reviewer involvement
Decision makers		Head of Section	None		None	Head of Section	Any change in scope in assessment will require a decision maker involvement

8.4 Competence Requirements of Assessors and Decision Makers for this scheme: in addition to the general competence requirements defined in the assessors selection procedures EIAC-PR-002:

Competence Requirements	Personnel				
	Case Manager (CM)	Team Leader (TM)	Technical Assessor	Technical Expert	Decision Maker
Education	Bachelor Degree of Engineering/ science	Bachelor Degree of Engineering/ science	Bachelor Degree of Engineering/ science in the relevant scope	Bachelor Degree of Engineering/ science in the relevant scope	Bachelor Degree of Engineering/ science
Work Experience	Minimum 2 years in accreditation of labs	Minimum 5 years in leading assessment of labs according to ISO/IEC 17025	Minimum 10 years in technical assessment of labs according to ISO/IEC 17025 in the relevant scope	Minimum 10 years of technical Knowledge in the relevant scope	Minimum 10 years in accreditation of labs according to ISO/IEC 17025
Skills	Note to the technical team: please add any specific skills here				
Training	Awareness on scheme requirements	Awareness on scheme requirements	Awareness on scheme requirements	Awareness on scheme requirements	Awareness on scheme requirements

8.5 Accreditation information

8.5.1 Each CAB shall be given a unique Accreditation Certificate number

8.5.2 The accreditation certificate shall be identified by:

- EIAC identity and logo
- Certificate number
- CAB name and Physical location,
- The initial accreditation day,
- The effective date of accreditation
- A statement of conformity and a reference to the standards or other normative documents, and
- Scope(s) in which the CAB was granted accreditation

8.5.3 A scope of accreditation shall be issued referring to the certificate number and identified by:

- Accreditation Field
- Detailed accreditation scope: Measured Quantity/Calibration Instrument, Calibration Method, Range and Specification, Calibration Measurement Capability (CMC) and Location

9 References

9.1 Law number 2/2010 on conditions required for licensing laboratories operating in the emirate of Dubai.

9.2 ISO/ IEC 17025 General requirement for the competence of testing and calibration laboratories.

9.3 ILAC P9 ILAC Policy for Participation in Proficiency Testing Activities.

9.4 ILAC P10 ILAC Policy on Metrological Traceability of Measurement Results.

9.5 ILAC P14 ILAC Policy for Measurement Uncertainty in Calibration.

9.6 EA-4/21 INF Guidelines for the assessment of the appropriateness of small interlaboratory comparisons within the process of laboratory accreditation