



ERB-ReTAD-FRM-005



Rev: 00

Engineering Materials Testing Laboratory Assessment Form

	Engineers Registration Board Checklist for minimum requirement of testing laboratories Assessment Sheet			
Laboratory: Name				
Address				
Phone				
Laboratory Representative				
Date of inspection				
PRIMARY ASSESSMENT				
A	ORGANIZATION:	Yes	No	Comments
	Is the laboratory an entity which can be held legally responsible?(Provide evidence)			
	- Certificate of incorporation (Private entity) - Business Licence (Private entity) - Establishment documents (Public)			
	Does the organization have an Organization Chart?(Provide evidence including Mini chart for Labs)			
	Does the organization have operational job descriptions identifying positions and include a description of duties associated with each position, required skills, education and experience for all Technical Personnel (Provide evidence)			
B	QUALITY ASSURANCE:			
	Does the organization have the Quality Policy & Manual?(Provide evidence)			
	Does the laboratory have quality control procedures for monitoring the validity of tests undertaken?(Provide evidence)			
	Does the laboratory demonstrate the use of reference materials/internal control?(provide evidence)			
C	EQUIPMENT:			
	Is the laboratory furnished with all items of sampling, measurement, and test equipment required for correct performance of the tests and/or calibration items (including sampling, preparation of test items, S/No of equipment, processing and analysis of test and/or calibration certificate/data).			



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Ministry of Works
Engineers Registration Board (ERB)

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	Is the equipment and software used for testing and sampling capable of achieving the required accuracy and do they comply with the specifications relevant to tests concerned?(Provide specifications and accuracy of tests results)			
	Does the laboratory have procedures covering the following to ensure proper functioning and in order to prevent contamination or deterioration: • Safe handling? • Transport? • Storage? • Presence and use of planned maintenance of measuring equipment? Is there proof of calibration of the equipment?			
D	MEASUREMENT TRACEABILITY			
	Is measurement equipment traceable to the SI units or internationally recognized units?			
	Does the laboratory have appropriate reference materials or certified reference materials (CRM)?			

NOTE: Applicant must score “YES” in all individual sections in A, B and C in the assessment above

SECONDARY ASSESSMENT(10 POINTS)						
S/n		Maximum Score=10pts			Score obtained	Comments
		pts	Existing	New		
1.0	COMPLAINTS					
	Does the laboratory have a policy and procedures for resolution of complaints received from customers or other parties?	0.5				
2.0	CONTROL OF RECORDS					



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	Are all records retained in such a way that they are readily retrievable in facilities that provide a suitable environment to prevent damage or deterioration and to prevent loss?	1				
	Does the laboratory retain staff records, test data, calibration certificate and other relevant documents for a defined period of time?	1				
3.0	ACCOMMODATION AND ENVIRONMENTAL CONDITIONS					
	Does the laboratory have appropriate facilities for the correct performance of the test that are specified in the test method?	0.5				
	Does the laboratory control environmental conditions to prevent any effect on the results?	0.5				
	Does the lab have Healthy and Safety measure in place?					
4.0	TEST METHODS					
	Does the laboratory use appropriate methods and procedures for all tests including:					
	Sampling	0.5				
	Sample handling and transport	0.5				
	Storage and preparation of test items?	0.5				
	Does the laboratory have instructions on operation of all relevant equipment?	0.5				
5.0	HANDLING OF TEST AND CALIBRATION ITEMS					



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	Does the laboratory have procedures for the following regarding test and/or calibration items, including all provisions necessary to protect the integrity of the test item: ☐ Retention and/or disposal? ☐ Receipt? ☐ Handling? ☐ Protection? ☐ Storage? ☐ Transportation?	0.5				
	Upon receipt of the test or calibration item, are abnormalities or departures from normal or specified conditions, as described in the test or calibration method, recorded?	0.5				
	Are there record of the environmental condition of the storage?(where applicable)	0.5				
6.0	REPORTING THE RESULTS					
	Are the results reported, usually in a test report or calibration certificate?	1				
	Does the report include at least the following information? • Title • Name and address of the laboratory • Unique identification of the test report • Name and address of the customer • Identification of the method used • Name of the authorizing person	0.5				



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Remarks: _____

Inspection Team

S/N	Name	Signature	Date

7.0 EVALUATION BY THE REGISTRATION AND TECHNICAL AFFAIRS COMMITTEE (ReTAC)

7.1 ReTAC Observations

7.2 ReTAC Recommendations

7.3 ReTAC Members

	Name	Position	Signature	Date
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S/N				
1.				
2.				
3.				
4				
5				
6				
7				