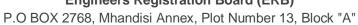


United Republic of Tanzania Ministry of Works Engineers Registration Board (ERB)

Tambukareli Street- NCC, Dodoma Tel: +255 26 2960086/87





Rev: 00

Engineering Materials Testing Laboratory Assessment Form

		Engineers Registration Board Checklist for minimum requirement of testing laboratories Assessment Sheet			A CONTRACTOR OF THE PARTY OF TH	
Laboratory: Name						
	Address					
T -1	Phone					
	Laboratory Representative					
	of inspection					
Date	or inspection	PRIMARY ASSESS	MENT			
	ORGANIZA		Yes	No Comments		
		ory an entity which can be held legally	100	1,0		
		(Provide evidence)				
	-	ficate of incorporation (Private entity)				
		ness Licence (Private entity)				
		 Establishment documents (Public) 				
		organization have an Organization				
A		Chart?(Provide evidence including Mini chart for				
	Labs)					
	Does the organization have operational job					
	descriptions	descriptions identifying positions and include a				
	description o	f duties associated with each position,				
	_	equired skills, education and experience for all				
		ersonnel (Provide evidence)				
	QUALITY ASSURANCE:					
	Does the organization have the Quality Policy &					
	Manual?(Provide evidence)					
В		Does the laboratory have quality control				
В		procedures for monitoring the validity of tests undertaken?(Provide evidence)				
		Does the laboratory demonstrate the use of				
	evidence)					
	EQUIPMENT:					
	Is the laboratory furnished with all items of					
		sampling, measurement, and test equipment				
C		required for correct performance of the tests and/or				
		ems (including sampling, preparation				
		, S/No of equipment, processing and				
	analysis of te					

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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)		
	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	Comments	
		pts	Existing	New	obtained	Comments	
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? Does the laboratory retain staff records, test data, calibration certificate and other relevant documents for a defined period of time? 3.0 ACCOMMODATION AND ENVIRONMENTAL **CONDITIONS** Does the laboratory have 0.5 appropriate facilities for the correct performance of the test that are specified in the test method? Does the laboratory control 0.5 environmental conditions to prevent any effect on the results? 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 0.5 transport Storage and preparation of 0.5 test items? Does the laboratory have 0.5 instructions on operation of

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ITEMS

5.0

all relevant equipment?

HANDLING OF TEST

AND CALIBRATION

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



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	rks:		
nspe	ction Team		
S/N	Name	Signature	Date
	10)		
	eTAC Observations		
7.1 Re			
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S/N		
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