

UKJAS 001



## UKJAS accreditation (UKJAS)

### Application Form for Calibration Laboratories

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**AMENDMENT SHEET**

S. No.	Page No.	Clause No.	Date of Amendment	Amendment	Reasons	Signature QA Team	Signature CEO

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## Information & Instructions for completing an Application Form

1. Application shall be made in the prescribed form UKJAS 001 only. Separate application form shall be submitted for each discipline of calibration. The application shall consist of the following:
  - Completed application form/ discipline
  - Management System Document / Quality Manual
  - Prescribed application fees
  - Duly signed copy of UKJAS 001

Incomplete application, fraudulent behavior, false information and concealing the information may lead to rejection of application or termination of the assessment process
2. The applicant CAB shall undertake to carry out its calibration activities in such a way as to meet the requirement of ISO/IEC 17025:2017 UKJAS specific criteria, other relevant requirements of UKJAS and the regulatory authorities, as applicable at all times.
3. Applicant CABs are advised to ensure that the latest versions of UKJAS documents are available with them.
4. The application fee and other necessary charges related to accreditation process is given in UKJAS document UKJAS 100 'General Information Brochure' under UKJAS Finance and UKJAS Fee Structure'. UKJAS 100 is available on UKJAS website.
5. CABs are advised to familiarize themselves with UKJAS 100 'General Information Brochure', UKJAS 216 'Procedures for Dealing with Adverse Decisions', UKJAS 001 'Terms and Conditions for Obtaining and Maintaining Accreditation' and UKJAS 133 'Policy for Use of UKJAS Symbol and / or Claim of Accreditation by Accredited Conformity Assessment Bodies (CAB) & UKJAS Accredited CAB Combined IAF-AB MRA Mark' before filling up this form.
6. The applicant CAB shall provide photocopy of following appropriate document (s) in support of the legal status claimed:
  - i. Proprietorship firm (Bank passbook, Account statement, ID of the Proprietor)
  - ii. Partnership (Copy of Registration under 1932 Act)
  - iii. Company Act (Copy of Registration under 1956 Act)
  - iv. Societies Registration Act (Copy of Registration under 1860 Act)
  - v. Indian Trust Registration Act (Copy of Registration under 1882 Act)
  - vi. Limited Liability Partnership (Limited Liability Partnership Act, 2008)
  - vii. Government (Copy of Government Notification / Declaration etc.)
7. The applicant CAB shall intimate UKJAS about any change in the information provided in this application such as scope applied for accreditation, personnel, and location etc. within 15 days from the date of changes.
8. The applicant CAB shall intimate UKJAS about any change in the information provided in this application such as scope applied for accreditation, personnel and location etc. within 15 days from the date of changes.
9. The applicant CABs must participate satisfactorily in the Proficiency Testing program conducted by APLAC or any other national or international accredited/ recognized PT provider. In the absence of the same applicant CABs need to participate in self-initiated inter CAB comparison according to UKJAS -164. For participation in PT, refer UKJAS document UKJAS 163: Policy for Participation in Proficiency Testing Activities.
10. The CAB shall also inform UKJAS in advance about any reservation regarding appointment of Lead Assessor/ Assessor for the assessment.

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11. The applicant CAB shall be given due notice of any intended changes relating to UKJAS accreditation criteria and will also be given such time, as in the opinion of UKJAS is reason to carry out the necessary adjustments to its procedure(s). The CAB shall inform UKJAS when such adjustments have been completed.
12. The application must be filled up carefully to provide required information in such a manner that further correspondence for seeking clarifications are not required. Particularly the scope of accreditation (para 2.2) shall be complete to indicate unambiguously:
  - a. Measurand or Reference Material/ Type of instrument or material to be calibrated or measured/ Quantity Measured / Instrument
  - b. Calibration or Measurement Method or Procedure
  - c. Measurement range and additional parameters where applicable (Range and Frequency)
  - d. Calibration and Measurement Capability (CMC) ( $\pm$ )
13. The details of CAB locations, calibrations, which the CAB intends to cover, vide UKJAS accreditation must be listed clearly. The calibrations those performed at site or with a mobile facility should be clearly identified in the scope of accreditation (para 2.2).
 

*Note: CAB operates from different locations in the same district may apply for UKJAS accreditation as a single CAB. The details of each location shall be explicitly mentioned in 1.1 of application form. In events where the CAB operates from different district, each CAB shall apply separately for accreditation except those cases where safety or regulatory requirements are there for operation of the CAB. In such cases, the CAB shall provide the proper justification.*
14. The CAB shall submit UKJAS 001 duly signed by the Chief Executive or his/her Authorized Representative to UKJAS Secretariat along with this application form. By signing UKJAS 001 the CAB agrees to comply at all times with Terms and Conditions of UKJAS .
15. The CAB shall offer the UKJAS or its representative cooperation in:
  - a. undertaking any check to verify calibration capability of the CAB.
  - b. providing names of all personnel competent to report, review and authorization of results (Signing of calibration certificates) of CABs
  - c. offering access to relevant areas of the CAB for witnessing the calibration being performed.
  - d. examination of all relevant documentation and records.
  - e. interaction with all relevant personnel.
16. The Calibration and Measurement Capability is expressed as the least uncertainty of measurement ( $\pm$ ) at a defined confidence probability level. It must be expressed at 95%. The coarser of the uncertainty claimed and the demonstrated during the on site assessment shall be recommended as CMC. However, in case, assessor recommends the observed uncertainty as CMC, a proper justification should be there.
17. The CAB shall take all necessary actions and discharge all non-compliances raised during the assessment within stipulated time. The same shall be verified to the satisfaction of UKJAS . The final decision on accreditation shall rest with UKJAS .
18. The proposed personnel for review, report and release of calibration results shall meet the minimum qualification and experience requirements as mentioned below:

S. No	Minimum Qualifications	Minimum Years of Relevant hands on Experience
1.	Bachelor degree in Engg / Technology or Post Graduate in Science in the same field of calibration	Two Years' experience
2.	Bachelor degree in Engg / Technology or Post Graduate in Science in the Similar* field of calibration	Three Years' experience
3.	Diploma in Engg. / Technology or Graduate in Science in the same field of calibration	Three Years' experience
4.	Diploma in Engg. / Technology or Graduate in Science	Five Years' experience

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	in the Similar* field of calibration	
5.	ITI / Equivalent	Ten Years' experience.
6.	Irrespective of the qualifications and experience, an authorized signatory accepted by a regulator, shall be considered eligible for those calibration activities.	
<b>Note -</b>		
(a) *Similar field may be considered when that particular subject is covered in the said qualification.		
(b) Qualification with specialized field shall be considered eligible for groups falling under more than one discipline of calibration;		
(c) In each case, merely requisite qualifications and experience is not sufficient. The technical competence shall be verified by UKJAS assessment team during the assessment.		

Personnel declared by laboratory for review, report and release of calibration results shall not work in another laboratory which falls under different legal identity. However, in case of multiple locations, a person declared by laboratory for one location may be authorized at different laboratory's location under the same legal identity, provided, there is one alternate permanent personnel available for review, report and release of calibration results at each location.

The personnel performing Radiological calibration activity shall have training from an agency recognized by BARC/ AERB covering the aspects of calibration of radiation monitoring instruments and radiation safety aspects.

19. The application shall be kept confidential (until required by law) by UKJAS and information obtained during the processing of application, assessment visit and grant of accreditation shall be safeguarded and dealt with impartiality. The procedure for processing of application for accreditation is given in UKJAS 100.

\* \* \*

# Application Form for CAB Accreditation

We apply for UKJAS accreditation of our **calibration CAB** as per details given below:

First Accreditation

Renewal of Accreditation

Extension of Scope

If accredited by UKJAS, please provide accreditation certificate no. & accreditation validity (if applicable) and CAB ID

## 1. CAB Details

### 1.1. Name of the Calibration CAB

Location(s) and Address(s)

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_ E-mail \_\_\_\_\_

Note: refer cl. 13 for details on CAB locations

### 1.2. Category of Facility(s) applied under the scope of Accreditation

(Please clearly indicate in the scope of accreditation, para 2.2, the calibrations performed)

- a. Permanent Facility  Yes  No
- b. Site Facility  Yes  No
- c. Mobile facility  Yes  No

Note: For details, please refer UKJAS -130

### 1.3. Name of Parent Organization:

(If part of an organization)

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_ e-mail \_\_\_\_\_

### 1.4. Legal identity of the CAB and date of establishment

(Please give Registration No. and name of authority who granted the registration. Copy of the certificate shall be enclosed)

### 1.5. Goods and Services Tax (GST) Number along with PAN/TAN Number

### 1.6. Type of service provided by the CAB:

(Please tick in appropriate box)

Open to others  partly open to others  an in-house activity

### 1.7. Other Accreditations

### 1.8. Indicate exactly how the name and address of the CAB are to appear on the certificate (In English)

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## 2. Accreditation Details

### 2.1. Discipline of Calibration for which accreditation is sought

(please tick the appropriate box, separate application to be filled for each discipline)

- Electro-Technical  Medical Devices
- Mechanical
- Fluid Flow
- Thermal
- Optical
- Radiological

### 2.2. Scope of Accreditation

S. No.	Measurand or Reference Material/ Type of instrument or material to be calibrated or measured/ Quantity Measured / Instrument	Calibration or Measurement Method or Procedure	Measurement range and additional parameters where applicable (Range and Frequency)	Calibration and Measurement Capability (CMC) ( $\pm$ )

Note:-

- i. Calibration and Measurement Capability are to be expressed as uncertainties ( $\pm$ ) for confidence probability at 95%
- ii. CABs performing site calibration shall clearly identify the Specific calibrations performed at permanent CAB and/ or at site.
- iii. While applying for renewal of accreditation, it shall be specifically mentioned and clearly identified in the scope of accreditation
- iv. Latest calibration method standard to be mentioned in the applied scope.
- v. As far as practicable, the SI units of measurements shall be used in the applied scope.
- vi. For Electro technical discipline, scope shall be applied parameters wise where as for other disciplines scope shall be applied DUC wise.
- vii. For Calibration of Medical Devices, please refer sample scope given in UKJAS 126

## 3. Organization

### 3.1. Senior Management (Name, Designation, telephone, Fax, e-mail)

3.1.1 Chief Executive of the CAB \_\_\_\_\_

3.1.2 Person responsible for the management system \_\_\_\_\_

3.1.3 Person responsible for technical operations \_\_\_\_\_

3.1.4 Contact person for UKJAS  
\_\_\_\_\_

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**3.2. Proposed personnel to report, review and authorization of results (Signing of calibration certificates) of CABs**

(Please refer S. No. 18 under Information & Instructions for completing an Application Form)

Sl.	CAB/ Department/ Section	Name & Designation	Qualification with Specialization	Relevant experience (in years) related to present work	Relevant Training	Authorized for which specific area of calibration	Specimen Signature

**3.3. Organization Chart**

**3.3.1.** Indicate in an organization chart the operating departments of the calibration laboratory for which accreditation is being sought (please append)

**3.3.2.** Indicate how the calibration laboratory is related to external organizations or to its own parent organization (where applicable)

**3.4 Employees**

**3.4.1 Details of staff**

Sl. no.	Name	Designation	Academic and Professional Qualifications*	Experience related to present work (in years)

Note:

- i. CAB shall clearly indicate staff responsible for Site calibration
- ii. CAB operating in shifts shall clearly identify the staff working in shifts.
- iii. \*Please clearly indicate the area of specialization.

#### 4. Equipment

List of major calibration equipment available for use

##### a) Standard Maintained

Sl. no.	Field & Parameter	Standard maintained	Model/ type/ year of make	Receipt dt. & dt. placed in service	Range	Measurement Uncertainty	Dt. of last calibration/ calibration due on*	Calibrated by**

##### b) Calibration Facilities

Sl. no.	Field & Parameter	Major Equipment	Model/ type/ year of make	Receipt dt. & dt. placed in service	Range	Overall Measurement Uncertainty	Date of last calibration/ calibration due on*	Remarks

Note:

- i. For Ionizing Radiations, please specify radiation sources and radiation monitors available, giving nature of radiation, details of technical specifications, location and calibration status etc.
- ii. the CAB to decide the calibration interval based on ISO 10012 or IAF-AB-A24.
- iii. \*\* Please mention name of calibration agency. In case the equipment is calibrated in-house, same needs to be clearly indicated under this column.
- iv. For traceability in measurement, refer UKJAS 142.

#### 5. Internal Audit and Management Review

##### 5.1. Date of last Internal Audit \_\_\_\_\_

5.1.1. Whether all requirements of ISO/IEC 17025: 2017 covering all activities of CAB have been audited at least once in last one year

YES/NO

##### 5.2. Date of last Management Review \_\_\_\_\_

#### 6. Proficiency Testing

Participation in PT / any other Inter CAB Comparison

(For details and other requirements, please refer to ISO/ IEC 17043, UKJAS 163 & UKJAS 164)

Sl.	Artifact	Details of Measurement(s)	Date of Measurement(s)	Nodal CAB (Accreditation body/ Country)	Performance in terms of En value	Corrective action taken

## 7. Application Fees

7.1. Number of groups\* applied for accreditation \_\_\_\_\_

7.2. Application Fees (Rs.) \_\_\_\_\_

7.3. DD/At par cheque\*\* (Please refer UKJAS  
100) \_\_\_\_\_

Note:

- i. *\*information regarding the groups applied for accreditation in each discipline. Refer relevant specific criteria for more details on groups.*
- ii. *\*\*All payments made through Cheque(s) or Demand Draft shall be made in favor of 'UKJAS Accreditation Pvt Ltd' payable at Mumbai.*
- iii. *Kindly make all kind of payments preferably through the 'Payment Gateway' available on UKJAS website (www.ukjas.com)*

## 8. Declaration by the CAB

### We declare that

8.1. We are familiar with the terms and conditions of maintaining accreditation (UKJAS 131), which is enclosed and will abide by them.

8.2. We agree to comply fully with ISO/IEC 17025: 2017 for the accreditation of **calibration laboratory**.

8.3. We agree to comply with accreditation procedures, pay all costs for pre-assessment, assessment, verification visit (if any), surveillance and reassessment irrespective of the result.

8.4. We agree to co-operate with the assessment team appointed by UKJAS for examination of all relevant documents by them and their visits to those parts of the CAB that are part of the scope of accreditation.

8.5. We satisfy all national, regional and local regulatory requirements for operating a CAB.

8.6. \_\_\_\_\_ has provided consultancy for preparing towards UKJAS accreditation. (Information regarding any individual or organization who provided consultancy (if any) for UKJAS accreditation shall be declared)

8.7. No adverse action has been initiated / taken against the CAB in the past. (If yes, please provide the details with present status .....)

8.8. All information provided in this application is true.

Signature of CAB / QA Agency Head / Director \_\_\_\_\_

Name & Designation \_\_\_\_\_

Date & Place \_\_\_\_\_

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### 9. Application Form - Check List

Sl.	Information / details provided as part of application	Availability
1.	Application in each discipline (eg. Mechanical / Electro-technical / Thermal etc.)	
2.	Management System Document / Quality Manual (latest issue) according to ISO/IEC 17025: 2017.	
3.	Application fees a) Information on total groups* applied for accreditation <i>*applicable for Mechanical calibration.</i> b) Estimated applicable fees as per UKJAS 100 c) Demand Draft / At Par Cheque in favor of 'Quality UKJAS Accreditation Pvt Ltd' & details of NEFT & details of payment made through Payment Gateway of www.UKJAS.com	
4.	Copy of Legal Identity (Registration Details of the CAB)	
5.	<i>Goods and Service Tax (GST) Number along with PAN/TAN Number</i>	
6.	Scope of Accreditation with Measurand or Reference Material/ Type of instrument or material to be calibrated or measured/ Quantity Measured / Instrument, Calibration or Measurement Method or Procedure, Measurement range and additional parameters where applicable (Range and Frequency) and Calibration and Measurement Capability (CMC) ( $\pm$ )	
7.	Details of Senior Management with Designation and Contact Details	
8.	List of Staff and proposed personnel competent to report, review and authorization of results (Signing of calibration certificates) of CABs	
9.	Organization Chart enclosed	
10.	List of Major Calibration Equipment used with details of traceability	
11.	Details of PT/ILC participation	
12.	Dates of Internal Audit and Management Review	
13.	Declaration about the Consultant (if any)	
14.	Signed copy of UKJAS 001(latest issue)	

Verified the above details and confirmed the availability of all required documents/ details as part of application form.

Signature of CAB Head/ Director \_\_\_\_\_

Name & Designation \_\_\_\_\_

Date & Place \_\_\_\_\_

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