Calibration and Precision Measurements Labs
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STANDARD SUBCONTRACTOR REQUIREMENTS CHECKLIST

The following checklist will be used to ensure that subcontractor services performed are in accordance with ISO 10012-1 (or equivalent) to the degree necessary to ensure compliance with the requirement.

■ Is this company registered to any of the ISO 9000 series standards?
If yes, please enclose a copy of the ISO certificate, date of issue and date of next review. A signature of the quality manager (or representative) and date at the bottom of this form will complete the survey.

If not ISO 9000-registered, what quality standard(s) and/or program(s) does this company use?
- ■ ISO 10012-1
- ■ ANSI/NCSL Z540-1
- ■ ISO/IEC Guide 25
- ■ Other (please specify) _____

Date of last audit/review by an outside source: ___/___/___
Name of company conducting the audit: _____
Results of the audit: _____

■ Is the company's quality manual complete and up-to-date, and does it meet the requirements of the standard(s) and or program(s) noted above? Please enclose a copy of the manual.

■ Do the certificate of calibration forms issued by the company meet the requirements?
- ❑ Identification of the calibration source
- ❑ Unique identification of the equipment under test
- ❑ Out of tolerance specifics if equipment does not meet the specifications
- ❑ Traceability to standards
- ❑ Listing of the measurement standard(s) and equipment used
- ❑ Calibration procedure used
- ❑ As received, any repair or rework and as left conditions
- ❑ Calibration results

Comments: _____

■ Is there a system for separating and identifying nonconforming material or equipment?

■ Is there a system to ensure those conducting the calibration are qualified?

■ Is the calibration equipment and MT&E currently calibrated and in good working condition?

■ Are there written procedures for calibrating the equipment under test?

■ Are the environmental conditions adequate for the work being performed?
- ❑ Temperature and humidity controls?
- ❑ Monitoring and records of environmental conditions?