



**TTLABS-LABORATORY ACCREDITATION QUESTIONNAIRE  
LABORATORY STATUS**

Issued by: TTLABS  
Approved : Manager, Laboratory Accreditation Division

# TRINIDAD AND TOBAGO LABORATORY ACCREDITATION SERVICE (TTLABS)

## LABORATORY ACCREDITATION QUESTIONNAIRE

### LABORATORY STATUS

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TEL NO: \_\_\_\_\_ FAX NO.: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

LAB CONTACT: \_\_\_\_\_

POSITION: \_\_\_\_\_

STAFF SIZE (technical): \_\_\_\_\_ NO. OF LABORATORIES: \_\_\_\_\_

PRODUCT (s) tested: \_\_\_\_\_

SOURCE OF STANDARD (s) USED: \_\_\_\_\_

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Is the laboratory part of a larger organization?  Yes  No (please tick)

*If yes*, Is testing conducted for company business only?  Yes  No

Is testing primarily a commercial activity?  Yes  No

How would you classify the major users of your service?

TT Gov't  Local Companies  Foreign Companies  Other  
(Please specify)

What are the main objectives of testing?

Client Compliance  Production  Research & Development  Import & Export Trade

### Quality System

Has a quality manager been appointed?  Yes  No

Name: \_\_\_\_\_ Position: \_\_\_\_\_

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Does the laboratory operate a quality assurance system? (Give name if applicable)  Yes  No

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Please indicate progress in documenting the following:

- |       |                               |                                   |                                     |                                   |
|-------|-------------------------------|-----------------------------------|-------------------------------------|-----------------------------------|
| (i)   | Quality Manual                | <input type="checkbox"/> Complete | <input type="checkbox"/> Incomplete | <input type="checkbox"/> to Start |
| (ii)  | Standard Operating Procedures | <input type="checkbox"/> Complete | <input type="checkbox"/> Incomplete | <input type="checkbox"/> to Start |
| (iii) | Calibration Procedures        | <input type="checkbox"/> Complete | <input type="checkbox"/> Incomplete | <input type="checkbox"/> to Start |

Is calibration of equipment traceable to a national or international system?  Yes  No

Is the laboratory preparing for accreditation to ISO/IEC 17025? (Replaced ISO/IEC Guide 25)  Yes  No

**If no,** Please explain briefly

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**If yes,** How soon do you expect to be ready for accreditation?

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Does the laboratory participate in proficiency testing or inter-laboratory comparative testing?  Yes  No

Do you need further assistance from TTLABS? Please give details.

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Does the laboratory have membership in any foreign or international organization? Please give details.

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_