

Policy on Performance Reports

PS4

1) Purpose

- 1.1) This statement sets out the Irish National Accreditation Board (INAB) policy on reporting of non-accredited performance checks carried out by accredited calibration laboratories.
- 1.2) The purpose of this Policy Statement is to ensure that the marketplace can easily distinguish between an accredited calibration certificate and a non-accredited **Performance Report** issued by accredited calibration laboratories.

2) Statement

- 2.1) Accredited calibration laboratories are not permitted to issue non-accredited calibration certificates within their scope of accreditation. INAB recognises, however, that accredited calibration laboratories are required by their clients to undertake and report measurements within their scope of accreditation (e.g. performance checks), other than calibrations.
- 2.2) When an accredited calibration laboratory undertakes performance checks the document issued by the laboratory reporting the results of the performance check shall be called a **Performance Report**. The report shall clearly identify and display the title of the report as "Performance Report".
- 2.3) The Performance Report shall not display the laboratory's accreditation symbol or any reference to accreditation.
- 2.4) The Performance Report shall have a statement to the effect that this is not a calibration certificate. This statement shall be clearly displayed on the Performance Report.
- 2.5) The accredited calibration laboratory shall not issue the Performance Report in any way that misrepresents it as a calibration certificate and shall place similar restriction on its clients.

3) Contact

For further information about this statement please contact an INAB officer at **The Irish National Accreditation Board**.

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