HOKLAS Supplementary Criteria No. 11

Construction Materials Test Category - Accreditation of Site Sampling

1 INTRODUCTION

1.1 This criteria document serves to clarify and supplement the requirements of ISO/IEC 17025 for the accreditation of site sampling under the test category of 'Construction Materials'. This criteria document shall be read in conjunction with ISO/IEC 17025, HKAS Policy Document No. 1 and relevant HKAS and HOKLAS criteria documents.

1.2 HKAS accepts accreditation application from laboratories for conducting sampling only when they also perform the associated tests. HKAS does not accept accreditation application for conducting standalone sampling.

1.3 The terms of accreditation for sampling are restricted to operations carried out in accordance with a set of documented and well defined procedures. Accreditation will not be granted for the design of sampling plans or the subsequent interpretation of test results from such plans.

1.4 HKAS Executive has the rights to choose the sampling location for demonstration in assessment visits including extension, reassessment and surveillance visit.

1.5 Laboratories shall also comply with the requirements of applicable test/sampling standards in addition to the requirements specified in this document.

2 MANAGEMENT SYSTEM

2.1 The management system documentation of the laboratory shall include all aspects of operation of site sampling.

2.2 The management system documentation shall therefore contain, or refer to, documentation concerning the following:

(a) an up-to-date register of sites.

(b) details of type of sampling undertaken at each site.

(c) a statement of the quality policy for sampling on site. This shall include a statement that a standard of service consistent with the requirements of HKAS shall be provided at all times for the accredited site sampling under HOKLAS.

(d) a separate scope listing sampling performed on site.

2.3 The management system documentation shall also contain details of how the management system is applied to site sampling, and in particular:

(a) an organisational chart of the laboratory showing lines of responsibility for staff authorised to perform site sampling.

(b) the arrangements for the supervision of site sampling, and in particular where the site is controlled by another party.

(c) the responsibilities of staff nominated for control of all technical and quality matters concerned with site sampling; there shall be a direct link between nominated staff and the Technical Management and the quality personnel of the laboratory.

3 REVIEW OF MANAGEMENT SYSTEM

3.1 The management system documentation shall contain or refer to documented detailed procedures for the regular audit and review of the management system for sampling carried out on site.

3.2 The quality personnel of the laboratory shall visit sites as part of the audit and review programme. Site sampling staff performance and each type of site sampling accredited by HKAS shall be audited and reviewed by the quality personnel of the laboratory annually or at more frequent intervals, depending on the extent of the sampling done.

3.3 The documented records of site sampling will be examined by HOKLAS assessors during their regular visits to the laboratory.

3.4 The quality personnel of the laboratory shall monitor progress on remedial actions identified and recorded during audits and reviews. If necessary, he shall visit the site to ensure these actions have been discharged and the audit records completed.

4 PERSONNEL

4.1 Approved signatory requirements shall be in accordance with the relevant HOKLAS policy on personnel. Sufficient supervision shall be provided to sampling staff on site.

4.2 Each laboratory shall have at least one approved signatory for each accredited sampling/test. HOKLAS endorsed reports and certificates shall be signed by an approved signatory. HKAS Executive evaluates nominees for signatory approval according to the relevant HOKLAS policy on personnel.

4.3 The laboratory shall have procedures for ensuring that staff deployed for sampling on site are properly trained and proficient in their assigned functions. All personnel performing accredited site sampling shall be included in the staff training and competence assessment records.

4.4 Clear instructions and adequate on-site supervision shall be provided by trained staff of the laboratory when personnel not employed by the laboratory is used to assist in site sampling.

5 ENVIRONMENTAL CONDITIONS

5.1 The environment in which the sampling is undertaken shall meet all sampling procedure requirements so as not to adversely affect the quality of samples.

5.2 Where sampling is undertaken in a hostile environment, there shall be provisions to ensure that the environment does not adversely affect the validity of the test to be done on the samples obtained. Any deviations from the environmental requirements of sampling procedures shall be recorded.

5.3 HKAS assessment teams shall be allowed to access the sampling sites. When the site is controlled by another party, the laboratory shall negotiate access for HKAS assessment teams to the appropriate parts of the site.

6. TEST AND CALIBRATION METHODS AND METHOD VALIDATION

6.1 Measurement uncertainty is to be determined for the quantitative results of tests, measurements and calibration activities. In estimating the measurement

uncertainty, contribution from the equipment, procedures and other factors, such as variation of ground conditions and piling materials, should be considered if applicable.

6.2 Where it is necessary to use reference standards on site, adequate precautions shall be taken to ensure that the required calibration status is maintained during transportation and while on site. Reference standards shall be maintained in a suitable environment at all times.

6.3 Site sampling equipment shall be labelled or otherwise identified to indicate its calibration status. The information concerning any corrections found to be necessary as a result of calibration and the record of routine function check on equipment shall be available on site.

7 EQUIPMENT AND METROLOGICAL TRACEABILITY

7.1 There shall be procedures for operating, maintaining and calibrating equipment used for site sampling. All equipment used for site sampling shall, when practicable, be uniquely and indelibly identified.

7.2 In addition, precautions shall be taken to ensure that after transportation to site, the sampling equipment remains in a serviceable state and calibrated properly.

7.3 Appropriate checks shall be performed on site to confirm calibration status before sampling commences. Where such checks cannot be made on site, calibration status should be checked in the laboratory before and after site sampling. If equipment is found to be unfit for use and/or out of calibration, it shall not be used and shall immediately be withdrawn from service.

7.4 The laboratory shall provide and operate necessary quality control procedures, including inspection, calibration and verification etc., to ensure that all site sampling equipment supplied by and/or borrowed from another party is of adequate quality and has proper metrological traceability before use.

8 SAMPLING

8.1 Site sampling procedures shall be available to all staff performing sampling on site.

8.2 The laboratory shall use sampling procedures that are up-to-date and, wherever

possible, established as standard. Where other procedures have to be adopted, they shall be validated in accordance with ISO/IEC 17025. The validated procedures shall be documented.

9 HANDLING OF TEST ITEMS

9.1 Precautions shall be taken during storage, handling and mounting to prevent damage to samples.

9.2 All samples taken shall be uniquely identified. The date, time, location, environmental conditions of sampling, identification of the person performing the sampling and any other relevant information shall be recorded.

10 REPORTING THE RESULTS

10.1 Procedures shall exist for recording and reporting all sampling details on site.

10.2 The person responsible for the sampling shall record the details of site sampling (including all original observations and raw data obtained as stated in Clause 10.4 below) on the spot in a proforma worksheet or logbook and then sign such record immediately after completion of the sampling.

10.3 Procedures shall exist for ensuring commercial confidentiality and security of samples held on site.

10.4 Information obtained from site sampling shall be identified as such on certificates issued by the laboratory. Such sampling certificates shall, in addition to information required in HKAS 002 and ISO/IEC 17025, also contain the following minimum information:

(a) unambiguous identification of sample - this shall include site location, identity of sample, sample condition, and any other relevant details such as location of sample on site;

(b) date of site sampling;

(c) details of environmental conditions for site sampling where appropriate;

(d) signature of a HOKLAS approved signatory in the laboratory accepting technical responsibility;

(e) any abnormalities or deviations from documented procedures during site sampling.

(f) requirements for reporting as stipulated in the relevant sampling standards (if any).