



Calibration Vendor Checklist

Accreditation: Is the Calibration Laboratory ISO/IEC 17025 Accredited to an ILAC recognized body?
Does their Scope of Accreditation match the type of calibrations they will provide for you?

Documentation/Procedures: Does the calibration certificate have all the necessary requirements and list procedures followed and standards used to provide the calibration?

Facilities: Does the lab have the infrastructure in place to provide you with a quality calibration?
Is it Clean, Organized and do they have up to date standards that match OEM procedures?

Capability: Does the vendor calibrate your instruments at their facility or do they send them out other branches in different locations?
What percentage of your work will be outsourced? _____ %

Outsource: Does the vendor offer outsourcing for any specialized calibration or repair needs?

Database: Does the vendor offer a web-based calibration management system with PDF documentation?

Invoicing: Does the vendor offer electronic invoicing? Credit card transactions?

Staff: Does the lab have enough employees to not only handle your needs but the needs of all the other customers they service?

Qualification/Training: Are the technicians qualified to perform the calibrations being asked of them?

Turnaround: Where will my equipment be calibrated and how long will I be without it?

On-site Service: Does the vendor offer on-site service and processing?

Logistics: Does your vendor offer local pickup and delivery?

Audits: Does the vendor allow audits / lab tours?

