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[Common 5] Concerning conformity investigation according to the relevant requirements of JIS Q 17025 in case of witnessing tests at the testing department of the factory (Revision 2)

1. Investigation of the JIS Q 17025 conformity at witnessing tests for Product

[Requirements]

Subclause 6.3.2 of the general guidance on certification (Implementation of initial product testing): stipulates that;

[In the case of the method under witness of personnel from the accredited certification body, the accredited certification body shall confirm that the testing facilities of the applicant to be needed for the tests, the testing personnel, etc. meet the applicable requirements in JIS Q 17025.].

As per these regulations and rules, followings are the procedures for implementation to demonstrate (hereinafter, "the 17025 investigation") that the testing facilities, testing personnel, and other resources at the applicant's factory satisfy the applicable requirements of JIS Q 17025 when the testing facilities, testing personnel, and other resources are used for performing a witnessing tests for product.

(1) Applicable items of JIS Q 17025 to be investigated

- a. The applicable items of JIS Q 17025 against the applicant's testing site are specified in Table 1 below.

Table 1 Applicable technical requirements

Item	Description (overview)
5.2	Personnel
5.3	Accommodation and environmental conditions
5.4	Test and calibration methods and method validation
5.5	Equipment
5.6	Measurement traceability

Among item 5.4 (Test and calibration methods and method validation), Clause 5.4.6 (Estimation of uncertainty of measurement) shall be regarded as an applicable item only when the relevant JIS sets forth the calculation of uncertainty and the application thereof to the test results.

- b. If, despite of above item a, the evaluation of the test results will be affected, then the items specified in Table 2 below may be included in the investigation.

Table 2 Technical requirements that can be included when it is judged to be necessary

Item	Description (overview)
5.7.3	Procedure for recording sampling data and operations
5.8	Handling of test and calibration items
5.9	Assuring the quality of test results
5.10.2	Test reports
5.10.3	Interpreting test results
5.10.8	Format of reports

In applying investigation items in Table 2, consider the following cases:

[Examples]

- Procedure for recording sampling data and operations
 - 1) Collecting samples in the chemical field
 - 2) Collecting samples for mechanical strength tests (tensile tests on metal materials)
(However, provided that the entries in the sectoral guidance on certification are not included in the relevant examples.)
 - 3) If the standard sets forth a sampling procedure.
- Handling of test items
 - 1) Handling strength test samples of ready-mixed concrete at the factory
 - 2) Care for contamination and denaturing of chemical products
 - 3) If the standards contain any provision of how to handle test items.
- Quality assurance of test results
 - 1) If the data statistic for the relevant product test results is insufficient
 - 2) If there are not enough test results for the product.
- Test report, interpretation of test results, report format
 - 1) Reports in the chemical field
 - 2) Specified reports for steels
 - 3) If the standards contain any other provision of how to handle test items.

(2) Investigation for administrative requirements

Investigation for the administrative requirements of JIS Q 17025 is not necessary. However, if any nonconformity is found with an investigation for the technical requirement, the applicable item in the administrative requirement may be investigated

(3) Adding investigation items

If the accredited certification body finds it necessary for fulfilling the purpose of the relevant investigation, the other relevant item of JIS Q 17025 may be investigated.

2. Handling of uncertainties

Uncertainties shall be handled as per [Common 10] "Concerning treatment of uncertainties"

End of text