

Application for Technical Signatory Requirements

SANAS processes a large number of Technical Signatory Applications every month.

In order to ensure that delays do not occur, facilities must please take note of the requirements as far as the applications process is concerned. An article on the processing of Technical Signatory Applications appeared on the SANAS Report 2 of 2009.

During the Assessor Conclave held in March 2011, SANAS Assessors requested that this article be re-published, since many facilities still does not comply with the requirements when signatories are evaluated on the day of assessment.

Facilities are encouraged to take note of the requirements and to ensure that they comply before Technical Signatory Applications are submitted to SANAS for processing.

Facilities are reminded that, before applying to SANAS for persons to become Technical Signatories, the laboratory's senior management (Quality Manager and/or Technical Manager) needs to declare the person(s) competent, as per the requirements of SANAS Nominated Representative and Signatories: Responsibilities, Qualifications and Approval (R03) document.

The signature of the technical signatory confers validity of the data on the test report. This means that the technical signatory accepts responsibility for the contents of the report and therefore confirms that amongst other ISO/IEC 17025 requirements, there is traceability to the raw data; the equipment used; calculations done; and competency records of the person that did the test. The technical signatory is the one that confirms that all the checks have been completed and therefore the result is fit to be sent to the customer.

The laboratory's senior management must prove that the applicant has been trained and has an understanding and knowledge of the method/s he/she is to be technical signatory for. This understanding must be commensurate with the complexity of the testing activity.

The applicant must be able to analyse data, look for trends and take corrective action where needed.

Senior management must ensure that there are appropriate checking criteria in place that the technical signatory must use before he/she signs off the test report;

- Records must be available to indicate that the person has a full understanding of ISO/IEC 10725 requirements and a thorough knowledge of the relevant R documents (for example: R01, R03, R04, R05, TR025 & R51); any relevant field-specific requirements; and relevant field-specific guidance documents.
- Records must be available indicating that senior management has deemed the person competent to be a technical signatory; and
- Records must be available to show how competency was evaluated.

During assessment visits, non-conformances may be raised should it be found that the on-going competence of the Technical Signatory has not been maintained or if the Technical Signatory has failed to carry out his/her duties.

When assessors are completing an Application for Approval of Personnel - F18 application form, the recommendation must detail the following as a minimum:

- The applicant's knowledge of the relevant SANAS R documents, ISO/IEC 17025 and the lab quality system;
- The applicant's understanding of the methods and their underlying scientific principles proportionate to the complexity of the testing activity;
- The effectiveness of the training authorised by the laboratory's senior management for the applicant(s) to be a technical signatory;
- The assessor's expert recommendation, based on an evaluation conducted, on whether the applicant is competent to sign off test results; and
- The specific test methods/activities the applicant is competent to sign for.

15th International Metrology Congress – 3 to 6 October, Paris, France

Measurement is essential in any quality management process. It is critical as:

- A decision-making tool;
- A vehicle for establishing performance;
- A means to control industrial risks (the Fukushima disaster management proves this); and
- A means to establish credibility.

With the economy slowly recovering in most countries, new projects are starting up in sectors that experienced slowdowns for several months. The morale of professionals has picked up and head-hunters are actively searching for metrology officers.

The International Metrology Congress is the place for technical exchange between all the actors in the field of metrology: experts, manufacturers and industrial users. It aims to demonstrate that measurement is a tool for improving industrial processes.

For further information and the full programme:

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