

Specification of Competency Standards
for the Testing, Inspection and Certification Industry
Unit of Competency

Functional Area - Testing Operations

Title	Select competent laboratories for calibration of equipment and reference standards
Code	105886L5
Range	This unit of competency (UoC) covers the abilities to establish and apply the criteria in selection of competent laboratories for calibration of equipment and reference standards in a testing / calibration laboratory by critically analysing the quality, price, demonstration of traceability and competence of laboratories in performing the calibration.
Level	5
Credit	2 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Formulate the criteria for selection of competent laboratories for calibration of equipment and reference standards</p> <ul style="list-style-type: none"> • Determine the range and accuracy of equipment parameters to be calibrated. • Establish the criteria for selection including: <ul style="list-style-type: none"> ○ proof of traceability in relevant calibration either demonstrated by accreditation or being a member of national metrological institution, ○ measurement capability, ○ past experience in relevant services, ○ price and turnaround time of services, ○ availability of pickup services and means of handling and transportation and on-site service, ○ calibration certificates in compliance with requirements as stipulated in relevant international standards, ○ reputation. <p>2. Select competent laboratories for calibration of equipment and reference standards</p> <ul style="list-style-type: none"> • Apply the criteria of selection and eliminate unqualified laboratories. • Select the most competent calibration laboratory by critically analysing its performance against the established criteria. • Arrange the calibration work in consultation with relevant personnel. • Critically evaluate the performance of the selected calibration laboratory annually and take necessary actions for suppliers of unsatisfactory calibration services. <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Ensure the most competent calibration laboratory is selected to the best benefits of the laboratory.
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • formulate criteria for selection of competent calibration laboratories that fit the intended use and satisfy international guidelines without compromising quality, accuracy, capability and traceability, • select the most competent laboratory for calibration of equipment and reference standards by critically analysing its performance against the established criteria.
Remark	<p>The relevant international standard involved in this UoC is as follows:</p> <ul style="list-style-type: none"> • ISO/IEC 17025 General Requirements for the Competence of Testing and Calibration Laboratories