

Reference	Description	Guidance	Submission	Lab: _____
Appendix B	Request for Recognition, Parameters and Scope,	Include entire scope of laboratory services annually.	Yes: all laboratories annually. Yes: when changes occur.	FOR ALL LABS.
Appendix E	Uncertainty Charts	Must be complete for entire scope, reviewed annually, updated as needed, and	Yes: all laboratories annually. Yes: for expanding Scope.	FOR ALL LABS. Please submit Excel files used in the lab.
3.3.4, k	Proficiency Testing Follow-up Forms	Include evidence of corrective action or plan when appropriate. Alternative formats are acceptable provided they are integrated	Yes: all laboratories annually, for each completed PT.	FOR ALL LABS.
5.9				
4.15				
3.5.1	Previously identified nonconformities or requests.	Review previous feedback for assurance of compliance. Submit necessary evidence.	Yes: all laboratories annually.	
Appendix D	Laboratory Contacts	Used to update laboratory directory and contacts database. Review each year.	Yes: when changes occur. Yes: when requested.	Can integrate lab contacts with Appendix B.
Appendix C	Internal Assessment of Management System	Complete as a form with cross-references and details.	Yes: if laboratory does not have current or full Recognition.	The 17025 checklist is preferred. Be sure to sign/date, and add laboratory name. This is a FORM, not a checklist.
			Yes: for renewals.	
			Yes: when requested.	
4.14.1	Internal Technical Assessment	Appendix C does not provide a complete technical audit. Contact WMD for guidance if system is not already in place.	Yes: if laboratory does not have current or full Recognition.	Examples: PT/ILC checklist, software checklist, section 5.2 checklist, facility environment checklist, section 6.x checklist.
			Yes: for renewals.	
			Yes: when requested.	
4.15	Management Review	Follow Handbook 143, Section 4.15. Provide a signed report that includes a laboratory management review.	Yes: if laboratory does not have current or full Recognition.	FOR ALL LABS THIS YEAR.
			Yes: for renewals.	
			Yes: when requested.	
4.2	Laboratory Quality Manual and Associated Appendices	Must include complete set of laboratory-developed reference documents. New or major revisions must include the internal laboratory assessment of the manual and its references.	Yes: if laboratory does not have current or full Recognition.	
4.14			Yes: when changes occur.	
			Yes: when requested.	
4.2	Laboratory Administrative Procedures	Must include complete set of laboratory-developed reference documents. New or major revisions must include the internal laboratory assessment of the manual and its references.	Yes: if laboratory does not have current or full Recognition.	
4.14			Yes: when changes occur.	
			Yes: when requested.	

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5.2	Laboratory Auditing	Required as specified in Table 2.	Yes: when complete.	
Table 2	Program (LAP) problems		Yes: when new procedures are developed.	
5.4	Laboratory-Developed Calibration Procedures	Submit copies of laboratory-developed calibration procedures (and significant modifications of published procedures)	Yes: when requested.	
5.6	Calibration Reports	Only needed for calibrations of standards obtained during the year from other laboratories.	Yes: submit new reports during annual review cycle.	
5.9	Measurement Assurance & Control Charts	Must be in place for all measurement services; see section 5.9 in this Handbook.	Yes: if laboratory does not have current or full Recognition. Yes: when requested.	
	Other Special Technical Requests	May be used for national assessments and summaries as needed. Will reference Handbook criteria.	Yes: if laboratory does not have current or full Recognition. Yes: when requested.	
	Examples of Special Technical Requests:			
5.2	Training Records, Training Plan, Succession Planning			
5.3	Assessment of Laboratory Environmental Conditions			
5.5	Summary of Laboratory Equipment and Suitability			
5.6	Traceability Hierarchy Assessments			
5.1	Samples of Calibration Reports			
Multiple sections	Computer Systems Assessment			