**Description Paper for 17025 Investigation (For Witness Testing)**

About the 17025 Investigation (For Witness Testing)

The 17025 Investigation at witness testing sites is an investigation based on the items of JIS Q 17025 (ISO/IEC 17025) focused on the following matters:

1) Competence of examiners for witness testing.

2) Conformity and effectiveness (e.g., conditions of management and traceability of measurements) of the types of measurement equipment used relative to JIS standards (including written benchmarks, guidelines, etc.).

3) Other related matters.

For the investigation items, please refer to the statement issued by the JIS Certification Bodies Association [Interpretations Pertaining to the JIS Mark Scheme] General ⑤ “JIS Q 17025 Conformity Investigation and Handling of Uncertainty in Conducting Witness Testing at Factory Testing Departments.”

About the Documents for Submission

The 17025 Investigation at witness testing sites will involve confirmation of the matters contained in the submitted documents and conformity of the items with respect to JIS Q 17025.

Witness Testing is to be conducted by examiners, with the types of measurement equipment, and at a testing site for which 17025 Investigations have been completed. It is recommended that additional preparations be in place to address possible problems on the day of the witness testing (i.e., absence of staff, failure of measurement equipment, etc.,) by arranging for backup staff and measurement equipment as necessary.

**It is not permissible to engage examiners or use measurement equipment that have not undergone the 17025 Investigation for witness testing**, and therefore, you are requested to exercise care not to make any omissions in the documents that are to be submitted. If it becomes necessary to make substitutions, additions or other changes of staff or measurement equipment on the day of the witness testing, testing is to be conducted only after the witness testing examiner has done an additional 17025 Investigation on such changes and conformity has been confirmed. Please be advised that additional costs will result if there is any additional time involved with this investigation.

Documents for Submission

|  |  |
| --- | --- |
| * Technical Supervisors and Examiners for Witness Testing |  |
| * Management Procedures for Staff, Facilities and Equipment |  |
| * Administrative Rules Prescribing Test Methodology |  |
| * Measurement Equipment Used for Witness Testing   Please prepare a list of the measurement equipment to be used for witness testing by referring to “Method for Making Entries (Form No: 8211-55) and making entries in the “Testing and Measuring Equipment Used for Witness Testing” list. |  |
| * Site for Conducting Witness Testing | (Form No: 8211-55A) |

[Note]

1. Personal information of applicants stated in applications should be limited only to information for communication and coordination for the work of testing, inspection, certification and the like, and other work being undertaken by the organization.

Form No.: 8211-32C

**Method for Making Entries of Testing and Measuring Equipment Used for Witness Testing**

**(Form No: 8211-55A)**

|  |  |  |
| --- | --- | --- |
| No | Item | Guidelines for Entries |
| 1 | Classification | Reference Standard: Please state the reference standard used for external and internal calibrations.  Testing / Measuring Equipment: Please state the testing and measuring equipment used for witness testing.  **Don't**  **write**  **here**  Subsidiary Facilities: Please state the subsidiary facilities necessary for measurements (e.g., platens, jigs, etc.), but do not include the Testing / Measuring Equipment. |
| 2 | No. | Please state the serial numbers for each item under “1. Classification” |
| 3 | JIS Standard | Please state the Required Item No. and corresponding Test Item No. for the given JIS Standard. |
| 4 | Quoted Standard | Please state the required Item No. and corresponding Test Item No. for the referenced JIS Standard. |
| 5 | Corresponding Measurement Equipment No. | Please state the Numbers of the measurement equipment types that have been calibrated internally with reference standard.  Example: If there is a slide caliper calibrated with an externally calibrated block gauge, then refer to the number in the far left column of the table.  \*There may be instances where multiple pieces of measurement equipment are calibrated by a single item of reference standard. |
| 6 | Name of Test | Please state the name of test for the given JIS Standard  Example: Tensile test |
| 7 | Name of Reference Standard | Please state the names of the reference standard that was used for internal calibration of the testing and measuring equipment.  Example: Block gauge |
| 8 | Name of Testing / Measuring Equipment | Please state the names of the testing and measuring equipment to be used for testing.  Example: slide caliper. |
| 9 | Name of Subsidiary Facilities | Please state the name of the subsidiary facilities to be used for testing.  Example: Hammers for testing of plating. |
| 10 | Model, Manufacturer, Performance, etc. | Please state the maximum measurement (/gauge) performance and minimal readout values.  Example: (Universal Tester HZ500, max 500 N, 1 N) |
| 11 | Control / ID Numbers | There will be confirmation at the time of witness testing as to whether investigation has been conducted for the measurement equipment. Please state the Control No. or ID No. |
| 12 | Article / Manufacturing Numbers | If there are any Article No. or Manufacturing No. for confirmation on calibration certifications and similar documentation (i.e., numbers specific to measurement equipment types), please state these numbers. If checking is possible by the above Control or ID Numbers, or else, if there are no number markings, please just enter a dash “ – ” |
| 13 | Calibration / Internal Calibration / Check | Please provide separate statements for any calibration performed by outside contractors, internal calibration or check. |
| 14 | Frequency | Please state the frequency of any calibration performed by outside contractors/ internal calibration/ inspections. |
| 15 | Year/ Month of Most Recent Implementation | Please state the date of most recent calibration performed by outside contractors/ internal calibration/ inspections.  If any calibration (or inspection) occurs between submission of this document and the date of the witness testing, please communicate this fact at the time of the witness testing. |
| 16 | Calibration Pass/Fail Criteria | Please state the acceptance criteria for the results of calibrations.  Example: In case of a slide caliper, ±0.1 mm |
| 17 | Names of Outside Contractors, etc. | Please state the names of any outside contractors performing calibrations. |
| 18 | Traceability | Please state any symbol mark of National Accreditation Body (JCSS, A2LA, etc.) or other (unit system chart of length, mass, force etc.). |

[Note]

1. Please prepare a Form as given in the Attachment (Form No: 8211-55) for each JIS Standard. Any duplicated portions may be deleted.

Form No: 8211-32C

**Technical Supervisors and Examiners for Witness Testing**

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Content | | JQA Entries |
| Name | (Family Name) | (Given Name) |  |
| Date of Birth |  | |
| Department |  | |
| Title |  | |
| Form of Employment | □Regular Staff □Non-Regular Staff  □Contracted Staff □Temporary Hire (Part-Time) | |
| Work Responsibilities | □Technical Supervisor □Examiner  Designation Used Internally  ( 　　　　　　　　　　　　　　 ) | |
| Witness Testing or Similar Work-Related Testing Experience | Activity Length of Time  ･  ･  ･ | |
| Education, Courses and Training History | Activity Length of Time  ･  ･  ･ | |
| Qualifications (Internal and External) | ･  ･  ･ | |
| Matters Related to the Applicable Witness Testing |  | |

[Notes]

1. Please use one form for each staff member. If more than one staff member will be necessary when conducting the Witness Testing, please submit forms for the required staff members.

2. Please check the appropriate box in the “Form of Employment” column.

3. Please check the appropriate box in the “Work Responsibilities” column for Technical Supervisor, Examiners, etc., and also enter the designation used internally for these work responsibilities.

4. Please enter only information related to competence and abilities for Witness Testing in the “Qualifications” column.

5. Forms used by the applicants may also be attached for the “Witness Testing or Similar Work-Related Testing Experience,” “Education, Courses and Training History” and “Qualifications” columns.

Form No: 8211-32C

**Management Procedures for Staff, Facilities and Equipment**

① Management Procedures for Staff

|  |  |  |  |
| --- | --- | --- | --- |
| Management Item | Content Enabling Confirmation Under Internal Rules | Names of Applicable Internal Rules | JQA Entries |
| Information on Most Recent Version of Internal Rules  (Numbers of Versions or Dates of Establishment or Revision) |
| Education and Training Guidelines | Guidelines prescribing the annual education plans, training topics, tracking individual performance in training, etc. |  |  |
|  |
|  |
|  |
| Qualification Guidelines | Guidelines prescribing the standards for qualification, evaluation (methods, times, continuing conditions, etc.), authorization for use of testing facilities, etc. |  |
|  |
|  |
|  |
|  |
|  |
| Rules of Employment | Rules prescribing the organizational work, responsibilities and authority, job descriptions, etc. |  |
|  |
|  |
|  |

② Management Procedures for Equipment and Instruments

|  |  |  |  |
| --- | --- | --- | --- |
| Management Item | Content Enabling Confirmation Under Internal Rules | Names of Applicable Internal Rules | JQA Entries |
| Information on Most Recent Version of Internal Rules  (Numbers of Versions or Dates of Establishment or Revision) |
| Guidelines for Management of Equipment and Instruments | Guidelines prescribing the methods for classifying equipment and instruments, specifics for management of calibrations and check (reference standard that is used, distinction between external and internal, frequencies and periods, judgment criteria, etc.), methods for use of management indicators, etc. |  |  |
|  |
|  |
|  |
|  |
|  |
| Procedures for Calibration and check of Equipment and Instruments | Guidelines prescribing the procedures for calibrations and check of testing equipment and instruments. |  |
|  |
|  |
|  |
| Procedures for Estimating Uncertainty | Guidelines prescribing Uncertainty for calibrations when done internally |  |
|  |
|  |
|  |

[Note]

1. If space in the columns is too small, please make entries using additional lines

Form No: 8211-32C**Administrative Rules Prescribing Test Methodology**

List of Documentation Stating Testing Methodology

|  |  |  |  |
| --- | --- | --- | --- |
| Test Item | JIS Standard No. - Year | Names of Internal Rules Prescribing Testing Methodology | JQA Entries |
| Name of JIS Standard | Information on Most Recent Version of Internal Rules  (Numbers of Versions or Dates of Establishment or Revision) |
|  |  |  |  |
|  |
|  |  |  |
|  |
|  |  |  |
|  |
|  |  |  |
|  |
|  |  |  |
|  |
|  |  |  |
|  |
|  |  |  |
|  |
|  |  |  |
|  |
|  |  |  |
|  |
|  |  |  |
|  |
|  |  |  |
|  |
|  |  |  |
|  |
|  |  |  |
|  |

[Notes]

1. If any list exists in your company’s format that adequately states the above-mentioned information, please also submit separate copies of the most recent versions of such lists existing at the present time.

2. If the testing methodology quotes from JIS’ own rules, please enter the JIS Standard No./Year and Name of JIS Standard that are the source of the reference.

Form No: 8211-32C

**Site for Conducting Witness Testing**

|  |  |  |  |
| --- | --- | --- | --- |
| Test Site (Test Room, Etc.) | Name of Test  (Corresponding JIS Standard No. - Test Item No.) | Test Environment Management Values, etc. | JQA Entries |
|  |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

[Note]

1. For “Test Environment Management Values, etc.,” please state the conditions and management values for the environmental requirements for temperature, humidity and other factors of the test site.

Form No: 8211-32C