N A A U

Registration number of application	

APPROVED

Head of_____

(Organization)

_____ _____

(signature) (Name, surname)

“_____” _____ 20___

Place of stamp

PASSPORT OF CALIBRATION LABORATORY

_____

(Name)

"Passport of calibration laboratory" has to be approved by a head of organization in an appropriate way.

"Passport of calibration laboratory" shall include information according to forms 1 – 11.

Form 1

Title and address of a calibration laboratory.
Title and address of an organization which includes calibration laboratory.
Full name, position, telephone number of a head of organization.
Full name, position, telephone number of a deputy head of organization.
Full name, position, telephone number of a head of a calibration laboratory.

Form 2

INFORMATION REGARDING AVAILABILITY OF PREMISES AND THEIR CONDITIONS

Type of measurement	Number of premises, total area and the area of each premise, m^2	Climatic conditions, available in the premises (temperature, °C; humidity, %)	Illumination at workplace, lx	Level			Availability of specialized equipment (ventilation, air conditioning, sewage, grounding, etc.)
				noise, vibration, dB	content of toxic substances in the air of working zone, % or mg/m^3	electromagnetic interference, mcV/m or mcW/m^2	
1	2	3	4	5	6	7	8

Form 3

INFORMATION REGARDING SPECIALISTS RELATED TO CALIBRATION OF MEASURING INSTRUMENTS

Full name of a specialist	Personal signature of a specialist	Education, speciality, year of graduation, academic degree	Details of qualification, number of the certificate for the right to conduct calibration, and date of issue	Experience with calibration
1	2	3	4	5

Form 4

INFORMATION REGARDING AVAILABILITY OF NORMATIVE AND METHODOLOGICAL DOCUMENTS, ACCORDING TO WHICH CALIBRATION IS CONDUCTED

Type of measurement	Identification and title of normative documents
1	2

Note. Information is given by type of measurement.

Form 5

INFORMATION REGARDING AVAILABILITY OF MEASUREMENT STANDARDS

Title and conditional denotation of measurement standards	Serial number	Basic metrological characteristics	Producer (country, enterprise, firm)	Title of organization that conducts calibration	Frequency of calibration	Note
1	2	3	4	5	6	7

Note 1. Information is given by type of measurement**.**
Note 2. Basic metrological characteristics: measurement range, the maximum permissible error and expanded measurement uncertainty.

Form 6

INFORMATION REGARDING AVAILABILITY OF AUXILIARY EQUIPMENT

Title and conditional denotation of equipment	Serial number	Basic metrological characteristics	Producer (country, enterprise, firm)	Frequency of calibration,	Note
1	2	3	4	5	6

Note 1. Information is given by type of measurement**.**

Form 7

AVAILABILITY AND CONDITIONS OF WORKPLACES

Number of workplace	Title of workplace (generalized destination)	Type of measurement	Date of attestation of workplace	Frequency of attestation
1	2	3	4	5

Form 8

INFORMATION REGARDING EQUIPPING WITH REFERENCE MATERIAL

Title and identification of RM	Aim of RM applied (graduation of devices, control of accuracy of measurement results, certification of samples of other categories)	Aim of normative document in which application of RM is determined	Who approved, and date of approval	Nominal value of attested characteristic	The maximum deviation from the nominal value of certified characteristics	Expiration date	The degree of provision	Availability and validity of attestation certificates	Note
1	2	3	4	5	6	7	8	9	10

Note 1. Abbreviation: RM – Reference Materials.
Note 2. In column 4 the level of approval of reference material is indicated (national, sectoral, enterprise) and for the last two categories – approved by whom and when. The column is filled in on the basis of the certificate.
Note 3. In column 8 the limits within which applicant needs in reference materials are fulfilled subject to their application in full compliance with the requirements of regulatory document

Form 9

INFORMATION REGARDING MEASURING INSTRUMENTS CALIBRATED AND ALSO CALIBRATION METHODS AND EQUIPMENT USED DURING CALIBRATION OF THESE MEASURING INSTRUMENTS

Group of MI (Measuring value according to the scope of accreditation)	measurement range	The maximum permissible error and expanded measurement uncertainty	Title and identification of a document for calibration method	Title and identification of the equipment used during calibration	
				According to the form 5 and/or according to the form 8	according to the form 6
1	2	3	4	5	6

Note 1. Abbreviation: MI – measurement instrument.

Note 2. Information is given by type of measurement.

Form 10

INFORMATION REGARDING PARTICIPATION IN COMPARISONS OF MEASUREMENT STANDARDS

Organization comparison of measurement standard was conducted with	Title and identification of the measurement standard against which the comparison was performed	Title and identification of the measurement standard which was compared	Date of comparison performance	Results of comparison
1	2	3	4	5

Note. Information is given by type of measurement.

Form 11

INFORMATION REGARDING PARTICIPATION IN PROGRAMS OF INTERLABORATORY COMPARISONS IN CALIBRATION

Coordinator (provider) of ILC program	Title and identification of MI, basic metrological characteristics	Expanded measurement uncertainty (distribution over the range at points where calibration was performed)	Result of the comparison	Date of interlaboratory comparison of calibration results
1	2	3	4	5

Note 1. Abbreviation: MI – measurement instrument.

Note 2. Information is given by type of measurement.