

Guidelines for Laboratory and Inspection Body Personnel and Approved Signatories

1. Laboratory and Inspection Body Personnel

The laboratory/inspection body personnel (both management and technical staff) must have the required qualifications and experience to fulfil the requirements of the position/job.

2 Approved Signatories

2.1 Every laboratory/inspection body shall have at least one (1) personnel who meet the requirements for an approved signatory whose approval covers the scope of accreditation. Accreditation automatically becomes inoperative if a laboratory loses all its approved signatories.

2.2 An “approved signatory”, is a personnel (technical staff, supervisor or manager) who has been granted signatory approval by PAB.

2.3 PAB endorsed test/calibration/inspection documents must be signed by PAB approved signatory. (Note: This would mean phrases such as “certified by”, “analyzed by”, “reviewed by”, “approved by” or any other terms which appear in the documents).

2.4 A staff may be granted signatory approval for all the tests/calibrations/inspections included in their laboratory’s scope of accreditation or only for a specific classification of scopes relating to their area of expertise.

2.5 A PAB approved signatory is one that meets or satisfies the following requirements:

2.5.1 Relevant qualification and/or experience.

2.5.2 Familiarity with procedures and awareness of any limitations of these procedures. (Approved signatories must have appropriate personal experience in the test/calibration procedures for which approval is held. They must be aware of any limitations or interference with regard to these procedures, and must understand the scientific basis of the procedure).

2.5.3 Ability to make critical evaluation of test/calibration/inspection results and a position in the staff structure that makes them responsible for the adequacy of test/calibration results.

2.5.4 Knowledge of quality assurance procedures in operation of the laboratory or inspection (if applicable) and ability to take appropriate and effective corrective action, when required.

2.5.5 Knowledge of and commitment to the PAB requirements for signatories and for accreditation. (This will include being conversant with the principles of effective laboratory management embodied in standards criteria).

2.5.6 Sufficient time in the operation to address the above points. (it is difficult to specify an exact time, as it is dependent on the staff members’ background knowledge and experience and current role in the organization. It is unlikely that this period would be less than six months, but exceptional circumstances

may be applied).

- 2.6 Signatory approval is not transferable to another person in the same organization of the same position nor can it be carried by an approved signatory to another organization as a personal qualification.
- 2.7 The position and function of an approved signatory are quite distinct from those of an Authorized Representative for each field of testing/calibration/inspection. The Authorized Representative may only sign a test/calibration/inspection report bearing PAB endorsement if it has been formally granted approved signatory status by PAB.
- 2.8 All approved signatories shall be subjected to review during assessment. It is the responsibility of the accredited laboratory/inspection body to ensure that existing approved signatories are present when their areas are being assessed. Otherwise, signatory approval may be withdrawn, or a separate visit or interview may be required.