



**TEMPLATE**

**LABORATORY RE-ACCREDITATION CHECKLIST**

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Approved by:	TL-VAX, date: 16 Sep 2024	UH-PQT, date: 17 Sep 2024
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**Laboratory re-accreditation checklist**

Please verify that the following items and information are included with your email response. Please complete this checklist and include it in your reply.

All information will be treated in confidence.

<b>Item</b>	<b>Check</b>
Laboratory name	
Laboratory address	
Laboratory email address for general inquiries	
Laboratory phone number for general inquiries	
Best two contact persons for PQS work	
Contact person # 1 email address	
Contact person # 1 phone number	
Contact person # 2 email address or general "info address"	
Contact person # 2 phone number or general contact number	
Laboratory web page pdf with up-to-date details	
Copy of IEC 17025 Certificate	
Notarised copy of IEC 17025 Certificate in English, if necessary	
Copies of all other certificates (in English)	
CVs of key personnel	
Up-to-date copy of your laboratory's Quality Manual	
Current E00 categories, with proposed amendments if applicable	
Up-to-date copies of SOPs, TWI or similar	
A list of PQS testing carried out with dates and manufacturer / suppliers (See next page)	