



ATF-LS-4.5 Subcontracting of Tests	Published Online: March 2018
Authority: Technical Leader	
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1. Purpose

- 1.1. To ensure that the subcontracting of test and calibration services is conducted by qualified individuals in a consistent manner using competent subcontractors.

2. Scope

- 2.1. This procedure covers the control of activities related to the qualification of subcontractors and the subcontracting of laboratory work due to emergency situations or on an ongoing basis.

3. References

ISO/IEC 17025 General requirements for the competence of testing and calibration laboratories, 2005.

4. Policy

- 4.1. ATF Laboratory Services may occasionally contract other qualified entities to perform analysis that is not available at one of its laboratories or other unforeseen reasons related to workload issues. Laboratory Services customers will be notified in writing when work is subcontracted prior to the work being done.

5. Procedure

- 5.1. Unless the customer or regulating body directs the Laboratory Services to use a specific subcontracting entity, Laboratory Services is responsible for the quality of subcontracted case work. All case work subcontracted by a Laboratory Services laboratory is placed with a competent service provider.

5.1.1.A competent provider is:

- accredited to ISO/IEC 17025 by an authorized accrediting body; or
- complies with ISO/IEC 17025.

5.1.2. Laboratory Services shall verify and document the competency of providers.

- 5.2. When subcontracting for tests, employees will follow the procedures outlined in ATF-LS-4.6 Purchase and receipt of materials that matter as it applies to acquiring critical services.

5.3. Laboratory Chiefs will maintain records that include objective evidence of the competence for all subcontractors that it uses for case work. These records are maintained as directed in ATF-LS-4.6 Purchase and receipt of materials that matter.