



STANDARDS
MALAYSIA

SKIM AKREDITASI MAKMAL MALAYSIA (SAMM)
LABORATORY ACCREDITATION SCHEME OF MALAYSIA

**SAMM POLICY 6 (SP 6) – REQUIREMENTS FOR
SAMM APPROVED SIGNATORY**

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MS ISO/IEC 17025

JABATAN STANDARD MALAYSIA
Department of Standards Malaysia

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1 Introduction

- 1.1 The approved signatory under *Skim Akreditasi Makmal Malaysia* (SAMM) is as defined in SAMM Policy 1 (SP 1) – Terms and conditions governing the laboratory accreditation scheme of Malaysia.
- 1.2 The presence of SAMM symbol or reference to SAMM accreditation in the test reports or calibration certificates is a formal recognition of the technical competence of the laboratory and the evidence of its compliance with MS ISO/IEC 17025 and SAMM requirements.
- 1.3 This policy document should be read in conjunction with other SAMM requirements.

2 Scope

- 2.1 This document specifies the policy and requirements for SAMM signatory approval for use by SAMM laboratories, assessors and other interested parties.
- 2.2 This policy is applicable to SAMM accredited and applicant laboratories under MS ISO/IEC 17025.

3 Requirements of MS ISO/IEC 17025

- 3.1 Clause 5.2.5 of MS ISO/IEC 17025 requires,
“The management shall authorize specific personnel ... to issue test reports and calibration certificates...”

NOTE: Such personnel shall be SAMM approved signatory for SAMM endorsed test reports or calibration certificates.

“The laboratory shall maintain records of the relevant authorization(s), competence, educational and professional qualifications, training, skills and experience of all technical personnel,...”

NOTE: Records for all technical personnel including approved signatory(ies) shall be maintained.

- 3.2 Clause 5.10.2 (j) of MS ISO/IEC 17025 requires that each test report or calibration certificate shall bear the name(s), function(s) and signature(s) or equivalent identification of person(s) authorising the test report or calibration certificate.

4 SAMM Policy on approved signatory

- 4.1 Test report or calibration certificate issued by SAMM accredited laboratories for accredited test or calibration shall be signed by the personnel authorised by the laboratory, to whom signatory approval has been granted by Standards Malaysia. An approved signatory is responsible for the technical validity and accuracy of all information contained in the test report or calibration certificate.
- 4.2 The nominated signatory shall be assessed on-site by the assessment team for compliance with clause 5 of this document.
- 4.3 The signatory shall hold a position within the organisation, which provides authority over the testing or calibration activities and to reject results when he/she considers them to be inadequate.
- 4.4 Signatory approval by Standards Malaysia is granted to personnel for specific scopes for which he/she has been assessed to be technically qualified and competent.
- 4.5 Signatory approval under Standards Malaysia is not a personal qualification and is not transferable from one laboratory to another. The approved signatory status is deemed to be terminated when the personnel leaves the organisation.
- 4.6 Signatory approval by Standards Malaysia may also be granted to personnel registered under the regulatory authorities/organisations providing recognition. Such personnel may be employed or contracted full-time or part-time, provided that the requirements of clause 4 of this document are met.

NOTE 1 Resident signatory means a signatory working full-time in the accredited laboratory or in another section/department within the same organisation at the same site.

NOTE 2 Non-resident signatory means a signatory who is a part-time employee of the accredited laboratory or a signatory from another branch providing covering duties to the accredited laboratory.

4.7 Non-resident signatory

- 4.7.1 A non-resident signatory can only be approved if the accredited laboratory has a permanent resident signatory. Should the accredited laboratory lose the service of the permanent resident signatory the laboratory shall apply to Standards Malaysia to continue its use of the non-resident signatory. Standards Malaysia at its discretion may grant approval on the continual use of the non-resident signatory for a specified period.

- 4.7.2 A non-resident signatory shall have direct interaction with the laboratory on-site at least once a month.
- 4.7.3 Formal agreement between the laboratory and the non-resident signatory shall be established. The agreement shall ensure that:
- i) the functions, responsibilities and authority in particular those of an approved signatory shall be clearly defined.
 - ii) records of input including dates and duration of on-site visits, topics and issues discussed, interaction with on-site staff and recommendations, advice or instruction given are kept.
 - iii) the non-resident signatory shall attend:
 - a) the management review meeting; and
 - b) SAMM assessments unless specific exemption is granted by Standards Malaysia.
 - iv) the non-resident signatory shall sign test report or calibration certificate on site and shall review and initial quality control records and relevant technical records.

4.8 Continual professional development

- 4.8.1 The SAMM approved signatory shall maintain his/her technical competence to ensure his/her ability to evaluate the test or calibration results.
- 4.8.2 The SAMM approved signatory shall participate in continual professional development through in-house and external activities e.g.: method development and validation, review and update of test procedure, training, presentation of papers, attending seminars and lectures etc.

5 Requirements for signatory approval

5.1 Legal requirements

- 5.1.1 These requirements shall be read in conjunction with any other legal requirements relating to the signatory of test report or calibration certificate. Granting of SAMM signatory does not absolve the signatory and laboratory from complying with legal requirements relating to the signatory of test report or calibration certificate. Compliance with legal requirements shall be the sole responsibility of the signatory and laboratory.

5.1.2 The laboratories shall provide necessary information and documentary evidence to Standards Malaysia for compliance with the necessary legal requirements.

5.2 Qualification and experience

5.2.1 Education qualification and working experience:

- i) SPM or equivalent in science or technical stream, with at least eight (8) years of experience working in the relevant fields; or
- ii) STPM or diploma in science or equivalent discipline, with at least three (3) years working experience in relevant fields; or
- iii) Degree holders in science or equivalent discipline with at least six (6) months relevant working experience in relevant fields; and
- iv) Other requirements as stipulated in the relevant specific technical requirements.

5.3 Technical and operational requirements

5.3.1 Knowledge and understanding of the technical and laboratory operational requirements:

- i) Requirements of MS ISO/IEC 17025 and all related SAMM requirements (eg: SP series, SC and STR) and relevant regulatory requirements.
- ii) The principles of testing, calibration or measurement.
- iii) The standards, methods and specifications for accreditation sought or held.
- iv) The estimation of measurement uncertainties for the accreditation sought or held.

5.3.2 Working at least three (3) months in the current laboratory and be knowledgeable of its management system.

5.4 Specific Exceptions

5.4.1 The Director of Accreditation, at his discretion, may grant specific exceptions to the requirements for approved signatory or impose other requirements upon consultation with relevant parties.

6 Liabilities

- 6.1 An accredited laboratory shall assume full liability on all test reports and calibration certificates issued.

Abbreviations:

- 1) SAMM – *Skim Akreditasi Makmal Malaysia*
- 2) SC – Specific Criteria
- 3) SP – SAMM Policy
- 4) STR – Specific Technical Requirements