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1. DEFINITIONS

1.1 Technical fields

Areas of technical expertise under which the methods performed by a laboratory according to requirements of ISO 17025, can be grouped.

1.2 Analytical techniques

Process or methods used to determine the characteristics or properties of an item.

2. SCOPE

2.1 As is known, during laboratory accreditation according to the requirements of ISO 17025, witnessing is an important assessment technique. This document provides guidance on how the man-days during the witnessing of activities in testing laboratories can be calculated.

3. GENERAL

3.1 In the following table at the end of this document, the calculation of man-days for assessors and technical experts is described, taking into account the number of technical fields and analytical techniques the laboratory has applied for.

3.2 The duration of witnessing depends on the complexity of the methods, the laboratory organization, the results of the document review, and the risks associated with these factors in preparing the assessment program. For surveillance and reaccreditation visits, the information gathered during previous visits or throughout the accreditation cycle will also be considered when calculating the amount of witnessing

3.3 In any case, the calculations resulting from the use of the table below are indicative. Factors such as risk analysis of laboratory activities, the number of personnel, the number and complexity of the methods (e.g., in-house or modified methods, long sample preparation phases, travel for sampling), and multi-site installations must be taken into consideration to ensure a representative sample of the laboratory's activities is witnessed.

4. ADDITIONAL FACTORS TO BE TAKEN UNDER ACCOUNT

4.1 If a laboratory has few analytical techniques distributed across different technical fields as defined in the table, UAF can consider that the total number of man-days is not necessarily the sum of the days resulting from the table. In this case, fewer man-days may be acceptable if the sample of methods chosen is representative of the laboratory's activities.

4.2 Particularly in the case of reassessment, if the accredited tests are fewer than 5 and basic analytical techniques are used (e.g., titrations, pH, conductivity, anion chromatography, UV-VIS, gravimetry), then based on the information gathered during the accreditation cycle, the man-days can be reduced to 1.5.

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- 4.3** In the case of scope extension incorporated during a surveillance or reassessment visit, the new methods must be added to the existing ones, and the man-days for this visit must be recalculated. If the scope extension necessitates an extraordinary visit, then the man-days will also be calculated based on the suggested table.
- 4.4** In the case of multisite laboratories, special attention must be given to the methods performed at each site. If the methods are different, the requirements of the table must apply to every site. If there are methods that are same across two or more sites, it may be chosen that these methods for a particular visit are to be witnessed at one site only.



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**Table 1. Criteria for
calculation of**

**man days
assessors /**

technical experts for laboratory performance in the context of accreditation according to ISO 17025.

Sr. No.	Technical fields	Initial Assessment	Reassessment without extension	Surveillance without extension
1	Chemical testing (all types of testing in all matrices)	2 days if the groups of analytical techniques are up to 5 (e.g. chromatography, titrations, UV / VIS spectrophotometry, IR etc). + 1 day for every 3 groups of analytical techniques exceeding 5. + 1 day if sampling is included	As for Initial assessment	As for Initial assessment It is possible to reduce to 1.5 days if the tests are less than 5 and simple techniques are used like: • pH • Conductivity • Titrations • Anions by ion chromatography • UV-VIS
2	Physical testing (Particle size, crystallography, permeability, flammability, explosiveness, density, measurement dimensional, setting time, magnetic properties, specular gloss, rheology, retention, consistency, viscosity, optics etc.)	2 days if the groups of techniques are up to 5 + 1 day for every 3 groups of techniques exceeding 5. + 0.5 days if tests require the installation of specific set-ups	As for Initial assessment	As for Initial assessment
3	Mechanical testing (tensile strength, impact strength, hardness strength, compressive strength, pull-out resistance, etc.)	2 days if the groups of techniques are up to 5 + 1 day for every 3 groups of techniques exceeding 5.	As for Initial assessment	As for Initial assessment



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		+ 0.5 days if tests require the installation of specific set-ups		
4	Environment and human safety (emissions, work environment, radiation, human exposure, asbestos, vibrations etc.), without sampling	2 days if there are tests from other technical fields, then the corresponding man-days calculations will apply also. + 1 day if sampling is included	As for Initial assessment	As for Initial assessment
5	Safety and performance testing	2 days if the groups of techniques are up to 5 + 1 day for every 3 groups of techniques exceeding 5. + 0.5 days if tests require the installation of specific set-ups	As for Initial assessment	As for Initial assessment
6	Construction materials	2 days if the groups of techniques are up to 5 + 1 day for every 3 groups of techniques exceeding 5 + 0.5 days if tests require the installation of specific set-ups if there are tests from other technical fields, then the corresponding man-days calculations will apply also. + 1 day if sampling is included	As for Initial assessment	As for Initial assessment



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7	Electric / Electronic	2 days if the groups of techniques are up to 5 + 1 day for every 3 groups of techniques exceeding 5. + 0.5 days if tests require the installation of specific set-ups	As for Initial assessment	As for Initial assessment
8	Microbiology testing (non-clinical) (food, water, wastewater, air, surfaces etc.)	2 days up to 30 test methods + 1 day for each additional 15 test methods + 1 day if sampling is included	As for Initial assessment	As for Initial assessment
9	Sampling as standalone activity	2 days	As for Initial assessment	As for Initial assessment if sampling methods are less than 5, then 1.5 days can be considered
10	Fuels	2 days if the groups of techniques are up to 5 + 1 day for every 3 groups of techniques exceeding 5.	As for Initial assessment	As for Initial assessment
11	Sensory testing	2 days	As for Initial assessment	As for Initial assessment
12	Biological testing (Hydrobiology, toxicology, ecotoxicology, DNA sequencing etc.)	2 days if the groups of techniques are up to 5 + 1 day for every 3 groups of techniques exceeding 5.	As for Initial assessment	As for Initial assessment

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5. REVISION HISTORY

Revision	Date	Section/Clause/ Page No.	Summary of Amendment
RV 01	APR-09-2022	Reissued	Changed Rev to RV and grammatical corrections
V00	NOV-15-2024	Reissued	Reissued as Revision V00 to align with the newly developed UAF. No substantive changes to the content.