



DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND
WASHINGTON, DC 20362-5101

IN REPLY REFER TO

NAVSEAINST 4855.32

Ser 07Q/216

8 Aug 85

NAVSEA INSTRUCTION 4855.32

From: Commander, Naval Sea Systems Command

Subj: ACCREDITATION OF NAVAL SHIPYARD LABORATORIES

Encl: (1) General Requirements for Assessing the Technical
Competance of Naval Shipyard Laboratories

1. Purpose. To provide for a Laboratory Accreditation Program and to provide general criteria for use in accrediting the naval shipyard laboratories. Accreditation will demonstrate capability to perform work correctly and provide assurance of the laboratories' technical competence and mission readiness.

2. Scope. This instruction is applicable to all naval shipyard chemical, metallurgical, and materials engineering laboratories. It is not intended to supersede more stringent requirements which may be invoked by other documents or programs such as the Navy Occupational Safety and Health (NAVOSH) Program, the Nuclear Propulsion Program or existing Federal statutes, ordinances and regulations that may be applicable to the operation of the laboratory.

3. Application. This instruction is to be used by those responsible for the evaluation, operation or control of Naval Shipyard Laboratories.

4. Background. The Naval Sea Systems Command has initiated a Command-wide Quality Improvement Program to improve the quality and reduce the cost of products and services. Pursuant to this objective, this instruction establishes a Laboratory Accreditation Program for the Naval Shipyard Laboratories. The laboratories will be accredited on the basis of their conformance to the criteria set out in this instruction. Included are features of organization, facilities, resources and operations which by their selection and control affect the reliability and credibility of the data generated. This program will provide demonstrated capability to perform work correctly and provide assurance of the laboratory's technical competence and ability to control the quality of test results.

5. Policy. It is the policy of this command to assure the quality of support work performed by the shipyard laboratories through demonstrated compliance with the criteria of this instruction. When the testing laboratory's technical competence is acceptable, recognition will be granted through NAVSEA Laboratory

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Accreditation. Recognition should not be regarded as in any way diminishing the normal responsibilities between the laboratory and its users. While recognition will normally be a sound indicator of the technical competence of the testing laboratory, it cannot be taken to constitute a guarantee that the testing laboratory always maintains a particular level of performance.

6. Requirements.

a. The Naval Shipyard Laboratories shall demonstrate compliance with the criteria detailed in enclosure (1). These criteria are to be the basis for further development of specific criteria including restrictions, minimum requirements, and benchmarks of compliance for specific classes of laboratories, for specific tests or specific fields of tests.

b. Accreditation will be granted and renewed only when the testing laboratory complies with these requirements and other criteria, as specified. Documentation may be required to satisfy NAVSEA that the laboratory complies with requirements.

c. Testing laboratories shall themselves normally perform the testing. Where a testing laboratory sub-contracts any part of the testing, this work shall be placed with another testing laboratory complying with these requirements. The testing laboratory shall ensure and be able to demonstrate that his sub-contractor is competent to perform the services in question and complies with the same criteria of competence and where applicable, the same regulations as the testing laboratory in respect to the work being sub-contracted.

d. The testing laboratories will be assessed by NAVSEA or its designated representative for conformance to requirements of this instruction. Assessment may include:

- (1) Application for assessment
- (2) Completion of a questionnaire characterizing the laboratory
- (3) An on-site review for compliance with requirements
- (4) Undertaking any reasonable check tests to verify the testing capability of the laboratory.
- (5) Preparation, packaging and dispatch of test pieces, samples or other items needed for verification purposes.
- (6) Participation in any appropriate program of proficiency or comparison testing deemed necessary.
- (7) Review of the laboratory's own internal audit program or proficiency tests.

e. An accredited laboratory shall:

- (1) At all times comply with these requirements and with other criteria prescribed by NAVSEA;
- (2) Pay such fees as applicable for assessment, surveillance and other services as shall be from time to time determined, having regard to the cost involved;
- (3) Notify NAVSEA 07 when a lack of proficiency is determined through prescribed proficiency test programs.
- (4) Upon failure to comply with accreditation criteria or specified proficiency test criteria, discontinue to perform the services until competency and proficiency can be re-established.

7. Action.

a. All Naval Shipyard Laboratories shall request recognition of proficiency. NAVSEA 07Q (SY LABS) is tasked as the Director, Naval Shipyard Laboratory Accreditation and is the designated point of contact.

b. NAVSEA 07Q (SY LABS) with the assistance of the Inter-laboratory Board of Directors shall specify procedures by which application for recognition shall be made, the conditions for the granting, maintenance and renewal of recognition and the conditions under which recognition may be refused or withdrawn.

c. The testing laboratory shall satisfy NAVSEA 07 that it meets the requirements as outlined in this instruction or as prescribed by the body granting recognition.

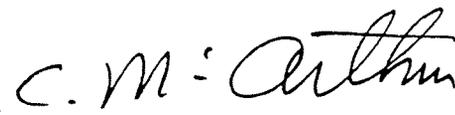
d. Naval Shipyards shall take the necessary actions to implement these requirements and request accreditation within one year of the date of issue of this instruction.

8. Exceptions. This instruction shall not modify any existing requirements related to the Naval Nuclear Propulsion Program.

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GENERAL REQUIREMENTS FOR ASSESSING THE
TECHNICAL COMPETANCE OF
NAVAL SHIPYARD LABORATORIES

1. The Naval Shipyard Materials Testing Laboratories shall comply with the following criteria:
 - a. Organization. The laboratory has an organizational structure that allows it to operate and maintain a testing capability to perform satisfactorily the functions of chemical, metallurgical testing and materials engineering as required of naval shipyard laboratories.
 - b. Personnel. The laboratory is staffed by personnel who are competent to perform the tests and functions required. Personnel having technical supervisory responsibility shall be properly qualified for and have had adequate experience in the testing work concerned. The proportion of the supervisory to the non-supervisory staff shall be such as to insure adequate supervision.
 - c. Facilities and Equipment. The laboratory equipment and facilities must be adequate for the performance of the testing work concerned and appropriately housed and maintained.
 - d. Calibration. The measuring and testing equipment maintained by the laboratory must, at a sufficiently recent date, have been calibrated in terms of relevant national standards and found satisfactory. Calibration of instruments shall be in accordance with the Navy Metcal Program.
 - e. Test Methods and Procedures. The laboratory shall provide information that is factual, accurate, reliable and adequate for the information's use. It shall insure that tests are performed in accordance with specifications or established procedures, where applicable, and report and explain any deviations from test methods in the test report.
 - f. Records. The testing laboratory shall maintain a record system to suit its particular circumstances and comply with any existing regulation. The records for each test shall show traceability from submitted sample to completed report and contain sufficient information to permit satisfactory repetition of the test.
 - g. Test Reports. The test performed shall be covered by a report which accurately, clearly and unambiguously presents the test results and all other relevant information.
 - h. Quality Control System. The laboratory shall maintain a quality control system to help assure the technical integrity of its work.