

Sound & Vibration Review ISO/IEC 17025 Calibration & QA Checklist (2025)

Use this checklist to ensure your Type 1 SLM measurements are audit-ready and standards-aligned.

1) Asset Register

- Unique ID/serials for SLMs, mics, preamps, calibrators
- Firmware versions tracked; option licenses recorded
- Last/next calibration dates; lab certificate IDs

2) Calibration Policy & Cadence

- Annual accredited calibration for SLMs, mics, calibrators
- Risk-based interval tightening (6-9 months) for harsh/legal work
- Include octave/1/3-octave/FFT path verification where used

3) Uncertainty & Traceability

- Certificates include uncertainty budgets and traceability chain
- Internal maximum allowable uncertainty defined for KPIs (e.g., LAeq, LAFmax, 1/3-octave)
- Acceptance criteria and remediation steps documented

4) Field Integrity Controls

- Pre/post checks logged (calibrator level, temperature, humidity, pressure)
- Chain-of-custody for contentious projects (timestamps, GPS, versioning)
- Moisture management: desiccants, weather kits; rotate spares

5) Data Hygiene & Interoperability

- Standard filenames include instrument serial and certificate ID
- CSV/JSON export validated; checksums for archives
- API/MES/QA script compatibility confirmed

Notes:
