

UKAS Scope Statement Checklist

A UKAS logo on a calibration laboratory's website tells you the laboratory is accredited for *something*. It does not tell you it is accredited for *your* measurement. That is what the schedule of accreditation is for, and this checklist is how to read one against the instrument you are about to send.

1. Before you send anything

- ☐ **Identify the exact measurement you need**
Quantity (length, mass, pressure, temperature, torque...), the range you use, and the uncertainty you need the calibration to achieve. All three matter — a schedule can cover the quantity and still not cover your range.
- ☐ **Find the laboratory's schedule of accreditation**
Not its certificate, and not a logo on its website. The schedule is the document that defines what the accreditation actually covers. UKAS publishes the schedules for accredited laboratories.
- ☐ **Check the accreditation number matches the laboratory you are dealing with**
Group companies and trading names diverge from the accredited legal entity more often than you would expect.

2. Read the schedule against your measurement

- ☐ **Is your measurement quantity listed?**
The schedule lists what the laboratory is accredited to calibrate, by parameter.
- ☐ **Is your range inside the listed range?**
A laboratory accredited for 0–25 mm is not accredited for your 50 mm gauge. Ranges are the most common mismatch.
- ☐ **Is the stated capability good enough for your need?**
The schedule states the laboratory's best measurement capability. If the uncertainty it can achieve is close to your tolerance, the calibration may not resolve what you need it to.
- ☐ **Is the calibration method or instrument type the one you need?**
Some schedules qualify entries by method or instrument class.
- ☐ **Is the schedule current?**
Schedules carry issue dates and are revised. Check the version you are reading is the live one, not a PDF saved two years ago.

3. If the measurement is not in scope

- ☐ **Accept that the calibration will not be accredited**
A laboratory can still perform the work — it just falls outside its accreditation, and the certificate should say so.
- ☐ **Decide whether an accredited alternative exists**
Another accredited laboratory, or a National Metrology Institute.

- ☐ **If you proceed with a non-accredited source, record why**
TPS 41 is explicit that this route is a last resort and not to be chosen on cost or convenience grounds — see the quoted text overleaf.
- ☐ **Gather the supporting evidence**
Where accreditation does not cover the work, the burden of demonstrating traceability moves to you.

4. When the certificate comes back

- ☐ **Does the certificate carry the accreditation symbol for this measurement?**
Work outside the schedule should not appear under the accreditation mark.
- ☐ **Does it state the measurement uncertainty (or, exceptionally, a statement of compliance with an identified specification)?**
Without one of these two, the result does not demonstrate traceability.
- ☐ **Does the reported range match what you sent it for?**
- ☐ **Have you recorded the certificate against the instrument?**
The certificate is only evidence if it can be found from the instrument.

The source text, quoted

The checks in this list are grounded in UKAS scope-statement practice; the passages below are the parts of UKAS TPS 41, Edition 6 (December 2022) that a subset of them trace to directly. They are reproduced verbatim so you can check the wording yourself rather than take this document on trust — the rest of the checklist is practice-based guidance, not a section-by-section citation of the policy.

Section 2.1.2 — what counts as an accredited source

"A calibration laboratory whose service is suitable for the intended need and which is accredited for those services by an Accreditation Body that is included in the ILAC Arrangement or by Regional Arrangements recognised by ILAC. The schedules for UKAS accredited calibration laboratories can be viewed at www.ukas.com."

Section 2.1.3 — why the extent of the calibration matters

"It is emphasised that the extent of the calibration obtained should be sufficient in terms of quantities and coverage to demonstrate properly the performance of the equipment, otherwise traceability of results may not be assured."

Section 2.2.3 — non-accredited sources are a last resort

"The choices in 2.2.1 and 2.2.2 shall not be made on purely economic grounds (such as the cost of using a particular organisation) or on logistical grounds (such as the need to employ an overseas organisation to obtain traceability). It is a last resort if other routes are unavailable."

After the certificate arrives

Checking a supplier's scope is a one-off decision per laboratory. Filing what comes back, against the right instrument, so it can be produced on the day an assessor asks — that is the part that repeats. CalProof stores each certificate on the instrument's record with its calibration history, so the traceability evidence is one click from the instrument rather than a search through a shared drive. From £29 a month at calproof.co.uk.

Source: UKAS TPS 41, Edition 6 (December 2022). The passages quoted above were fetched from the UKAS website and verified verbatim on 1 September 2026. UKAS publications are revised periodically — check the current edition at ukas.com before relying on this document.

This checklist is general guidance for UK organisations sourcing calibration. It is not legal or compliance advice; verify against your certification body or UKAS assessor.