

*National Metrology Laboratory*

*Technical Note 04 : Calcert.*

**Minimum Requirements concerning calibration certificates issued by calibration laboratories.**

Based on : ISO 17025

**1. Requirements for certificates**

Certificates should contain:

- a) The word 'certificate', 'calibration certificate' or 'certificate of calibration'.
- b) The name and address of the issuing laboratory.
- c) The date(s) on which the calibration or measurement was carried out and the date of issue of the certificate.
- d) The number of pages comprising the certificate.
- e) The name(s) and signature(s) of the authorised person(s).
- f) A suitable identification of the client.
- g) The identification of the instrument or device calibrated or measured.
- h) The conditions (e.g. environmental) under which the calibration or measurement were made.
- I) Identification of any specification or procedure employed.
- j) A general statement on the traceability of the measurement results.
- k) Identification of calibration standards used in the calibration or measurement.
- l) The measurement results and associated uncertainty of measurement.  
Measurement results should be stated for measurements both before and after adjustment.
- m) A unique serial number for the certificate.