



Association Of
North American Independent Laboratories
For
Protective Equipment Testing

Laboratory Accreditation Program

CRITERIA AND REQUIREMENTS FOR
MEMBERSHIP TO AND CERTIFICATION
BY NAIL FOR PET

**QUALITY PROTECTIVE EQUIPMENT REQUIRES
QUALITY TESTING!**





INTRODUCTION

- a) In order to obtain and maintain NAIL Accreditation the potential member laboratory must strictly adhere to all of the accreditation criteria and requirements as specified in this document.
- b) Failure to comply with any requirement may result, at the Board of Directors' discretion, denial of the application, or, denial of re-accreditation.
- c) The inspection report will list all specific areas of non-compliance for the Board of Directors to consider and determine the course of action to be taken.
- d) Any questions regarding the criteria or requirements should be brought to the attention of the Board of Directors or the Accreditation Inspector for clarification.
- e) Do not make assumptions, be sure.

BENEFITS OF NAIL ACCREDITATION

- **Increased Business** –as more and more customers request labs that are “NAIL accredited”
- **Improved Processes** –due to the stringent inspection/audit process
- **Documented Procedures** –accreditation emphasizes the importance of detailed, documented and followed work procedures
- **Confidence** –peace of mind to the laboratory and customer that the facility is operating to industry accepted standards
- **Recognition** –the NAIL program is recognized globally as an important asset to the credentials of a testing facility. The program is listed in the NIST Publication 831.

GENERAL CRITERIA

The general criteria for accreditation of a laboratory are that:

- a) The person in direct charge of the laboratory and all officers having technical supervisory responsibilities in the conduct of the laboratory are properly qualified for and have had adequate experience in the testing work involved.
- b) The other members of the laboratory staff are suitably qualified for the work on which they are engaged and the proportion of partially trained members is not more than that which is deemed appropriate for such a laboratory.
- c) The laboratory utilizes accepted national or international consensus standards and follows them consistent with uniform practice throughout the NAIL accredited laboratories.
- d) The laboratory practice, including the supervision of staff, the checking of calculations and results, and the keeping of records, is satisfactory.



- e) The laboratory equipment and facilities are appropriately housed, properly maintained and adequate for the performance of the testing work.
- f) The measuring and testing equipment maintained by the laboratory together with any appropriate auxiliary equipment has, at a sufficiently recent date, been calibrated or verified in terms of the relevant traceability and found satisfactory.

I. ACCREDITATION CRITERIA

In order to be accredited, a testing laboratory must meet all the following conditions:

a. General

1. Laboratories seeking accreditation must demonstrate as a part of accreditation proficiency to test according to the applicable standards at least eight product categories listed below:

- Insulating Gloves – ASTM D120, F496
- Insulating Sleeves – ASTM D1051, F496
- Insulating Blankets – ASTM D1048, F479
- Insulating Line Hose – ASTM D1050, F478
- Insulating Covers – ASTM D1049, F478
- Insulating Matting – ASTM D178
- Hot Sticks and Live Line Tools – ASTM F711, F1825, F1826, F3121, OSHA 1910.269(j)
- Insulating Plastic Guards – ASTM F712
- Insulated Aerial Devices – ANSI A92.2
- Dielectric Overshoe Footwear – ASTM F1116, F1117
- Insulated By-Pass Jumpers – ASTM F2321
- Insulating Hard Hats – ANSI Z89.1
- In-Service Testing for Temporary Grounding Jumpers – ASTM F2249
- Insulating Bucket Liners – ANSI A92.2
- Insulating Rubber Sheeting – ASTM F2320
- Insulating PVC Sheeting – ASTM F1742
- Insulated Hand Tools – ASTM F1505
- Visual Inspection of Rubber Products - F1236

2. The laboratory maintains good housekeeping practices. These practices are evident in office areas, test areas, both inside and outside storage areas, and shipping and receiving areas.



3. The laboratory maintains a current organization chart of the company, showing key personnel and the relationship between administration, operation and quality control. Resumes of key personnel are required to be furnished to the accreditation inspector at the time of an inspection. If there is a change in key personnel between inspection visits, the laboratory shall forward to the inspector a revised organization chart and resumes of the new personnel.
4. The quality control structure and responsibilities of key personnel of the laboratory are described in a quality control manual (s). The manual is kept up-to-date and the procedures and requirements stated therein are complied with. The quality control manual (s) includes information with regards to receiving, handling, and shipping of products, testing procedures, calibration program, test reports, certifications, records and files, subcontracts, and the test standards files relating to the areas of accreditation.
 - b. **Master file** - The laboratory maintains a master file containing all of the relevant standards and test standards applicable to the category of products for which the accreditation is sought. A procedure is maintained to control the use of the master file and to assure that it is kept up-to-date.
 - c. **Receiving, handling, storage, and shipping controls** - Controls for receiving, handling, storage, and shipping are in effect and include procedures for:
 1. Visual examination of goods upon receipt for evidence of shipping damage.
 2. Periodic review of capabilities of test equipment.
 3. Storage of items while awaiting disposition with regard to the safety of personnel and protection to preclude the possibility of damage and deterioration, while in the laboratory.
 4. Shipping and receiving data containing the date of receipt, name of customer, and other necessary data to accurately record and positively identify products as received at the laboratory.
 - d. **Test procedures** -
 1. For all products for which the laboratory seeks testing accreditation the laboratory uses written test procedures. A list of these test procedures together with applicable test standards will be made available upon request to NAIL for examination and will serve as part of the laboratory evaluation by NAIL. The procedures shall be based on pertinent test standards of American National Standards Institute (ANSI),



ASTM International (ASTM) , or other appropriate national consensus standards, and the specific test standard shall be identified in the application form for accreditation. For cases where a standard lists several tests for the same product NAIL may select representative tests for use in its evaluation.

2. Each test procedure includes the following information, when applicable:
 - i. Nomenclature and identification of the product;
 - ii. Characteristic and design criteria to be inspected or tested, including values for acceptance or rejection;
 - iii. Detailed steps and operations to be taken in sequence, including verifications to be made before proceeding;
 - iv. A list of measuring equipment to be used, specifying range, type, accuracy , and test in which to be used;
 - v. Layout and interconnection of test equipment and test items;
 - vi. Hazardous situations or operations;
 - vii. Precautions to comply with established laboratory safety requirements to ensure safety of personnel, and to prevent damage to test items and measuring equipment;
 - viii. Environments and other conditions to be maintained, including tolerances;
 - ix. Special instructions for inspection or testing (e.g. special handling of fragile test items);
 - x. Special instructions for nonconformances, anomalous occurrences or results; and
 - xi. Nomenclature and designation of applicable test standard on which the test procedure is based.
3. The test procedure shall recognize that ASTM standards and NAIL practices require that visual inspection of any protective equipment includes examination of all surfaces. This means interior and exterior surfaces of such items as gloves, sleeves, line hose and covers. Gloves and sleeves shall be inflated



to facilitate inspection of surfaces but they should not be left in other than their normal shape for more than a minimum period of time.

4. NAIL does not approve of the use of portable hand held stick testers. A full voltage test of 37.5 kVAC/ 6 inches, or 75 kVAC/ 12 inches is required. Measurement of current in the test segments is recommended.
 5. When a blanket is tested at a lower voltage requirement than the class designation of the manufacturer, the blanket should have the original class identification marked out with an indelible marker. Stamp the blanket with the date of test or retest, test voltage, new class rating and if desired the maximum use voltage.
 6. **NO REPAIR** shall be performed on any flexible rubber personal protective product including gloves, sleeves, blankets, line hose and covers.
- e. **Data Sheet** - The laboratory maintains data sheets and test equipment lists for all inspections and tests performed, which are appropriate for the type and scope of inspection or test operation performed and sufficient in detail to provide for complete verification and evaluation of the operations and objectives. Data sheets include the following minimum information:
1. Date of test, name of test, nomenclature of test item and name of owner or customer;
 2. Unusual occurrences and result of each phase of testing thoroughly explained; and
 3. Signature of technician performing test.
- f. **Test Equipment Lists** - A test equipment list is provided prior to the equipment being utilized for that test. It includes the following information:
1. The type and manufacture of the equipment;
 2. The serial and or model number of the equipment; and
 3. Date of last calibration.
- g. **Calibration Program** - The laboratory has established and utilized a documented calibration program to assure the required degree of accuracy in measurements.
1. The accuracy of all measurement instrument standards are traceable to primary standards maintained by the National Institute of Standards and Technology (NIST)



of the United States of America or the national physical laboratory maintaining such standards in the country in which the laboratory is located. This traceability may be maintained through appropriate reference standards whose accuracy and stability has been certified by such agencies.

2. The normal accuracy of the reference standard is at least four times as great as that of the instrument being calibrated. All equipment and reference standards are calibrated at least once a year, or in accordance with the instrument manufacturer's recommended schedules or the recommendations of the NIST.
3. Documented evidence of calibrated standards and test equipment is maintained by the laboratory.
 - i. If the laboratory utilizes an outside facility for calibration services, then the laboratory is responsible for the adequacy and quality of that service.
 - ii. The laboratory maintains certifications with copies of calibration data and equipment lists.
4. If equipment calibrations are performed in-house, the laboratory maintains written calibration procedures, and equipment folders containing routine maintenance information, values recorded during calibration and standards equipment utilized for the calibration.
5. Environmental factors critical to the calibration method are controlled during calibration processes and depend upon the physical property and degree of sensitivity of the instrument involved. The environmental factors may include temperature, humidity, cleanliness, vibration, voltage, radio frequency interference, and pressure. The requirement for these controlled environments is stated in each calibration procedure.
6. The calibration program also contains written requirements and controls for permissible error limits, labeling and tagging of calibrated equipment, and state of the art measurements.

h. Laboratory organizations, management, and competence.

1. The laboratory is legally constituted to perform testing and has an organizational structure that enables it to perform and satisfactorily maintain the functions for



i. **Facilities and Equipment** - The laboratory has available all facilities and test equipment relevant to the test procedure for which accreditation is being requested. Such equipment and facilities are capable of uniformly producing and controlling all the test conditions specified in the applicable test standards. A list of such facilities and equipment is made available to the NAIL auditing team prior to the inspection of such facilities and equipment.

j. **Personnel**

1. The laboratory shall be staffed by an adequate number of personnel qualified by training and experience to conduct tests and analyze data to assure the accuracy, performance, and timeliness of testing and follow-up requirements. The personnel shall have a working knowledge of applicable test standards and test methods in the field of electrical testing of protective electrical equipment.
2. The laboratory shall be under the technical direction of a director who shall be responsible for program schedules, manpower control and overall supervision of all test functions and personnel, and who has at least a Bachelor of Science degree and/or five (5) years of working technical experience in the field of electrical testing of protective electrical equipment.
3. There shall be a technical supervisor who shall be responsible for the technical adequacy and quality of testing performed by the laboratory, and of the performance of technicians assigned to the work. This supervisor shall have at least a high school diploma or equivalent, and two (2) years of working technical experience in the field of electrical testing of protective electrical equipment.
4. There shall be a technical staff responsible for tasks assigned in the performance of test functions and/or for assistance to the technical supervisor. These individuals shall have at least a high school diploma or equivalent.
5. Qualification of personnel may be waived for cause by action of Board of Directors on advice of inspector.

II. **ACCREDITATION CONDITIONS**

The following conditions shall be part of every accreditation:

- a. **Evidence of accreditation** - The accreditation of any testing laboratory shall be evidenced by a letter and certificate from NAIL.



- b. Period of accreditation** - The accreditation of a laboratory shall be valid for a period of two years, unless terminated before or renewed at the expiration of the period. At the second renewal, NAIL may extend the renewal periods to three years upon the recommendation of the inspector. The period of validity shall be stated in the letter of accreditation and certificate.
- c. Maintenance of qualifying conditions** - Every accredited laboratory shall continue to satisfy all the conditions specified in accreditation criteria during the period of accreditation.
- d. Record keeping**

 - 1. The accredited laboratory shall maintain the following records:**

 - i.** Test reports on all products tested;
 - ii.** All data generated during testing;
 - iii.** Records supporting compliance with calibration program;
 - iv.** Equipment lists;
 - v.** Receiving and shipping records;
 - vi.** NAIL accreditation correspondence (application, letter of accreditation, etc.);
 - vii.** Organizational chart and personnel files, including list of all personnel job responsibility descriptions;
 - viii.** Financial records;
 - ix.** Quality control manuals (s); and
 - x.** A master file containing all current standards for which accreditation has been granted.
 - 2.** The minimum period of retention for the records shall be five (5) years, except that shipping and receiving records need to be kept only for a minimum of one (1) year.
- e. Inspection of laboratories**

 - 1.** The accredited testing laboratory shall grant NAIL the right to conduct unscheduled inspections of the laboratory in order to assure continued compliance with the



requirements for accreditation, and shall cooperate in the conduct of the inspections.

2. The laboratory upon request by NAIL shall verify, at its expense, any data that it has generated.
- f. Other conditions** - The accredited testing laboratory shall comply with any other term or condition stated in its letter of accreditation.
- g.** Accreditation approval shall be given or denied on the basis of a report submitted by the inspector along with documentation. If any proprietary information is obtained by the inspector, it shall remain confidential to the inspector unless released to the NAIL Board by the applicant. The inspection report will list any criteria requirement that does not fully comply with the NAIL criteria for consideration by the Board. Non-compliance may be grounds for denial of accreditation, or, re-accreditation at the Boards discretion.

III. ACCREDITATION PROCEDURES

A. Granting of Accreditation

- a. Application** - Any testing laboratory seeking accreditation must file an application with the Association of North American Independent Laboratories for Protective Equipment Testing. The fully completed application is to be e-mailed, or mailed along with payment of the fee as scheduled on the application form. Both items must be sent and received by the NAIL corporate office: NAIL for PET, c/o Protective Equipment Testing Laboratory, 919 Adams, Great Bend, Kansas, 67530. The application for accreditation must be made on appropriate forms from NAIL for PET. Upon receipt of payment, the application will be processed by the inspector.
- b. Action on application**
1. **Defective application** - If an application for accreditation does not contain sufficient information with regard to all the criteria of accreditation, NAIL may deny the application. Notice of a denial shall be given to the applicant and shall state the deficiencies of the application. A denial of an application shall be without prejudice to the submission of a new or amended application.



2. **Adequate applications** - If an application is not denied pursuant to paragraph (b) (1) of this section, NAIL shall acknowledge the receipt of the application and shall make arrangements for an onsite survey of the applicant's laboratory facilities at a mutually agreeable time.
3. **Onsite survey** - NAIL shall perform an onsite survey of the applicant's laboratory facilities for the purpose of verifying the representations of the application concerning the criteria of accreditation. NAIL shall make a complete written report of the survey and shall maintain it in an appropriate file containing the application, the report and any other writing concerning the application.
4. **Decision**
 - I. If the NAIL Board of Directors determines that the applicant satisfies all the criteria of accreditation, it shall send to the applicant a letter of accreditation. The applicant shall keep the letter with the other records required by Section II (d).
 - II. If the NAIL Board of Directors determines that the applicant does not satisfy all the criteria of accreditation, it shall give the applicant written notice of a proposal to deny the application. The notice shall contain a statement of all the reasons for the proposed denial and shall notify the applicant that:
 - a. The proposal to deny the application is based on the information in the relative application file;
 - b. All the papers in the file are available to the applicant for inspection and copying;
 - c. The applicant may contest the NAIL Board of directors reasons for the proposed denial, by giving to NAIL prompt notice of its contentions; and
 - d. If a proposal to deny an application is contested NAIL shall make the arrangements necessary to disclose to the applicant all the facts and arguments on which the proposed denial of the application is based.

B. Renewal of accreditation

- a. **Applications** - An accredited testing laboratory may renew its accreditation by filing with NAIL a completed renewal form, not less than sixty (60), not more than ninety (90), days before the expiration date of its current accreditation.



- b. Effect of application** - When an accredited testing laboratory has filed a timely and sufficient renewal form, its current accreditation does not expire until the renewal application has been finally determined. This may include an extension letter granted by the Board of Directors to accommodate the schedule of the Inspector.
- c. Action on application** - An application for renewal of accreditation may be granted only if NAIL is persuaded that the applicant continues to satisfy all the criteria of accreditation. As far as practicable, an application for renewal of accreditation shall be processed in accordance with Granting of Accreditation.
- d. Past Due Renewals** - In order to remain a member in good standing and to avoid a lapse in your Period of Accreditation, it is the responsibility of the member lab to submit an application for renewal along with the fee per the schedule on the application. Both items must be submitted as specified in section III.A.a. This must be done no later than 60 days from the expiration of your Accreditation. Failure to do so within the 60 day grace period will result in your removal from the NAIL web page as an accredited lab and you will have to reapply as a new member with the new member fees as well as the initial and second Periods of Accreditation will be for two year periods. The new Period of Accreditation will not be retroactive to your previous expiration date. After the inspection and upon approval of the Board of Directors, you will be placed back onto the web page and your new Period of Accreditation will start on the date of the inspection.

C. Modification of Accreditation

- a. Termination or limitation of accreditation** - An accredited testing laboratory may voluntarily terminate accreditation, either in its entirety or with respect to some of the products covered by the accreditation, by giving written notice of its intent to NAIL. The notice shall state the date on which the termination is to take effect. As of the effective date of the termination, the laboratory will no longer be recognized by NAIL as an accredited laboratory.
- b. Enlargement of accreditation** - An accredited testing laboratory may apply to NAIL for an enlargement of its current accreditation to cover additional products. The application shall be processed and acted on in accordance with the applicable provisions of Granting of Accreditation.

D. Revocation of accreditation

- a. Grounds for revocation** - NAIL may revoke an accreditation in case of:



1. Material misrepresentation in the application for the accreditation of its enlargement, or its renewal, or
2. Failure to comply with a condition of the accreditation.

b. Procedure for revocation

1. Except in cases of willfulness or those in which the safety of employees requires otherwise, no accreditation may be suspended or revoked unless, before the institution of revocation proceedings, the accredited laboratory has been given (1) written notice by NAIL of the facts or conduct which are believed to warrant the revocation or suspension, and (2) a reasonable opportunity to demonstrate or achieve compliance with the applicable requirements.
2. The procedure for suspension or revocation of an accreditation shall conform, to the extent practicable, to the procedure for accreditation prescribed in Granting of Accreditation.

E. Fees

Fees charged for accreditation shall be adequate to cover the expenses commensurate with the cost to perform the accreditation surveys. The fee schedule is published on the application form.

F. Accreditation Files

NAIL files are confidential and not subject to the Freedom of Information Act. An owner or executive of a NAIL member may, upon written request to the Board of Directors, receive a copy of their own file including complete accreditation report.

Thank you for your cooperation. We look forward to your association with NAIL!

**WE MAKE THE SAFETY OF YOUR CUSTOMERS OUR
CHIEF CONCERN**