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## Standard Guide for Preparation of the Accreditation Annex of Acoustical Test Standards<sup>1</sup>

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### 1. Scope

1.1 This guide is intended to assist acoustical standards-writing groups in the preparation of laboratory accreditation annexes for acoustical test standards (see 3.2.1).

### 2. Referenced Documents

#### 2.1 ASTM Standards:

E 548 Guide for General Criteria Used for Evaluating Laboratory Competence<sup>2</sup>

### 3. Terminology

#### 3.1 Definitions:

3.1.1 *annex*<sup>3</sup>—in acoustical test standards, a section that contains information, such as details about apparatus or materials which is an essential and mandatory part of the standard, but is too lengthy for inclusion in the main text.

3.1.2 *appendix*<sup>3</sup>—in acoustical test standards, a section that is an informative and nonmandatory part of the standard.

#### 3.2 Descriptions of Terms Specific to This Standard:

3.2.1 *acoustical test*—a test performed in accordance with an acoustical standard established by a committee of a recognized standardization organization, such as, but not limited to, ASTM Committee E-33 on Environmental Acoustics, ANSI Committees S1 on Acoustics, S3 on Bioacoustics, and S12 on Noise, and ISO committees.

3.2.2 *shall*—usually used in a phrase that describes a mandatory requirement.

3.2.3 *should*—usually used in a phrase that describes an optional or recommended requirement.

3.2.4 *may*—usually used in a phrase that describes an optional or recommended requirement.

### 4. Significance and Use

4.1 An accreditation annex identifies those elements that are critical to the proper conduct of the test method.

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<sup>2</sup> Annual Book of ASTM Standards, Vol 14.02.

<sup>3</sup> If other standards-writing groups have other usages of the term, they should so indicate in their documents.

### 5. General Requirements

#### 5.1 Annex:

5.1.1 Include in the annex all mandatory accreditation requirements, including all procedures, instrumentation, and facilities specified in the test method (see also 3.1.1).

5.1.2 State the accreditation requirements with respect to performance specifications wherever possible. Avoid requirements for specific test instruments, facilities, or procedures, unless specifically prescribed in the test method.

NOTE 1—Refer to by section number only those requirements that are specified in other sections of the standard, rather than repeating a detailed discussion.

5.2 *Appendix*—Include in the appendix suggested requirements that are desirable but not essential to the test method.

### 6. Format of Accreditation Annex

6.1 *General*—The requirements in 6.2 through 6.4 should be included in the annex as required by the test method.

NOTE 2—Specify whether the requirements are mandatory or optional. Use the word “shall” in statements that the writing group finds necessary to demonstrate competence to perform the test.

NOTE 3—Practice E 548 prescribes generic attributes that should be considered by technical committees or others in establishing specific criteria for evaluating and accrediting testing laboratories.

#### 6.2 Quality Assurance (Optional, see Note 4):

##### 6.2.1 In-house Reference Samples.

NOTE 4—An accrediting agency may require a laboratory to participate in additional quality assurance programs such as proficiency testing or round robins on a blind sample. A writing group may wish to identify appropriate proficiency test specimens.

#### 6.3 Facilities:

##### 6.3.1 Test rooms.

##### 6.3.2 Sample preparation and conditioning areas.

#### 6.4 Instrumentation:

##### 6.4.1 Equipment.

##### 6.4.2 Calibration.

NOTE 5—For accreditation purposes, a laboratory may demonstrate its compliance with instrumentation requirements by furnishing a list of the manufacturer’s names, model designations, and serial numbers of its test instruments wherever applicable.

#### 6.5 Procedures:

- 6.5.1 Sample selection, preparation, and mounting,
- 6.5.2 Testing procedures,
- 6.5.3 Calculations, and
- 6.5.4 Data reporting.

NOTE 6—The annex-writing group should keep in mind that accrediting agencies need to know the “critical elements” in a test procedure (6.5.1

through 6.5.4) and how to evaluate whether a laboratory performs a test competently. This group should assist in the identification of such elements or evaluative procedures, if so requested.

## 7. Keywords

- 7.1 accreditation; acoustical

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