



The American Association for Laboratory Accreditation

R102 – Conditions for Accreditation

Document Revised: February 5, 2009

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(based on ISO/IEC 17011)

To attain and maintain accreditation, an applicant must agree to:

- 1) Afford accommodation and cooperation as is necessary to enable A2LA to verify compliance with the requirements for accreditation including provision for examination of documentation (including documents that provide insight into the level of independence of the applicant from any other related activities undertaken by their organization, where applicable) and access to all calibration and testing areas, equipment, records and personnel (including arrangements for witnessing accredited activities when requested and practicable) for the purposes of assessment, surveillance, reassessment, resolution of complaints, and fulfillment of Mutual Recognition Arrangement (MRA) and/or specifier requirements;
- 2) Comply at all times with the criteria, relevant requirements documents (e.g., R103 – General Requirements: Proficiency Testing for ISO/IEC 17025 Laboratories, P101 – Reference to A2LA Accredited Status-A2LA Advertising Policy and P102 – A2LA Policy on Measurement Traceability), and conditions for accreditation;
- 3) Maintain impartiality and integrity;
- 4) Retain all quality records and technical records supporting reported results (as defined in the relevant management system standard(s) such as ISO/IEC 17025, ISO 15189, ISO 17020, etc.) throughout the period between A2LA full assessments bearing in mind that adequate records (e.g. measurement uncertainty estimates, complaint records, etc.) must be available to demonstrate full compliance with the requirements for accreditation;
- 5) Claim that it is accredited only in respect of services for which it has been granted accreditation and which are carried out in accordance with these conditions;
- 6) Pay such fees as shall be determined by A2LA;
- 7) Not use its accreditation in such a manner as to bring A2LA into disrepute and not make any statement relevant to its accreditation which A2LA may consider misleading or unauthorized;
- 8) Upon suspension, withdrawal or expiration of its accreditation (however determined) discontinue its use of all advertising matter that contains reference thereto, return any certificates and scopes of accreditation to A2LA. In addition, Product Certification Bodies must notify any affected customers of the change in their accredited status;
- 9) Not use its accreditation to imply product approval by A2LA;
- 10) Endeavor to ensure that no certificate or report, nor any part thereof, is used in a misleading manner;
- 11) In making reference to its accreditation status in communication media such as advertising, brochures, comply with the requirements of A2LA;
- 12) Inform A2LA headquarters within 30 days and in writing of changes or pending changes in any aspect of the organization's status or operation that affects the organization's legal, commercial or organizational status; organization or management (e.g., managerial staff); policies or procedures, where appropriate; premises; personnel, equipment, facilities, working environment or other resources, where significant; authorized signatories; or such other matters that may affect the organization's capability, or scope of accredited activities, or compliance with the criteria, requirements and conditions for accreditation;
- 13) Carry out any adjustments to its procedures in response to due notice (by A2LA newsletter, email and/or hardcopy) of any intended changes by A2LA to the criteria, requirements, or conditions for accreditation, in such time as in the opinion of A2LA is reasonable.

In order to apply, the applicant's AUTHORIZED REPRESENTATIVE, must agree to the above conditions for accreditation and must attest that all statements made on the application are correct to the best of his/her knowledge and belief. An accredited organization's AUTHORIZED REPRESENTATIVE is responsible for ensuring that all of the relevant conditions for accreditation are met as of the date this document is signed. During the on-site assessment, the assessor will examine records and documentation to verify compliance with these Conditions for Accreditation as of the date it was signed.



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As the organization's AUTHORIZED REPRESENTATIVE, I agree to the above conditions for accreditation. I attest that all statements made on this application are correct to the best of my knowledge and belief.

AUTHORIZED REP. NAME (PRINTED)

AUTHORIZED REP. SIGNATURE

DATE

DEPUTY NAME (PRINTED)

DEPUTY SIGNATURE

DATE

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