

## INTERNATIONAL ACCREDITATION SERVICE, INC.

5360 Workman Mill Road · Whittier, CA 90601 USA  
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July 18, 2008

**TO: IAS-ACCREDITED TESTING LABORATORIES AND OTHER INTERESTED PARTIES**

**SUBJECT: Proposed Revisions to Accreditation Criteria for Testing Laboratories, Subject AC89-0908-0908-R1 (JP/RN)**

**Hearing Information:**

Thursday September 18, 2008  
8:00 a.m.

**Minnesota Convention Center**  
1301 Second Avenue South  
Minneapolis, Minnesota 55403

Dear Madam or Sir:

The IAS Accreditation Criteria for Testing Laboratories (AC89) has been placed on the committee agenda for the above-noted meeting. The following proposed changes pertain to technician qualifications/certifications as follows:

Section 4.2 (new): A matrix matching technicians' qualifications/certifications against the test methods that they are authorized to conduct shall be maintained and kept current. This matrix must also include the date of employment and date of qualification/certification of each technician.

Subsequent sections are renumbered as a result of introducing Section 4.2.

You are cordially invited to submit written comments, or to attend the committee hearing and present verbal comments. Written comments will be forwarded to the committee, **prior to the hearing**, if received by **August 28, 2008**. As stated in Section 4.0 of the Rules of Procedure for Accreditation Committee Meetings (Rules) (copy enclosed), all written communications and submissions shall be delivered at least ten days before the scheduled Accreditation Committee meeting if they are to be forwarded to the committee.

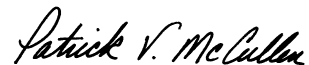
Any written material submitted for committee consideration will be available for public distribution as set forth in Section 4.0 of the Rules.

Visual aids (including, but not limited to, charts, overhead transparencies, slides, videos, or presentation software) for viewing at meetings will be permitted only if the presenter provides to IAS, before the presentation, a copy of the visual aid(s) in a medium that can be retained by IAS with its record of the meeting, and that can also be provided to interested parties.

Your cooperation is requested in forwarding to the Whittier office all material directed to the committee. Parties interested in the deliberations of the committee should refrain from communicating, whether in writing or verbally, with committee members regarding agenda items. The committee reserves the right to refuse communications that do not comply with this request.

If you have any questions, please contact John Pakianadan, assistant manager, accreditation, at 562-699-0541, extension 3309, or the undersigned at extension 3309. You may also reach us by e-mail at [info@iasonline.org](mailto:info@iasonline.org).

Yours very truly,



Patrick V. McCullen  
Vice President

PVM/cjm

Enclosures

cc: Accreditation Committee

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*Leading Accreditors Since 1975*

## RULES OF PROCEDURE FOR ACCREDITATION COMMITTEE MEETINGS

### 1.0 PURPOSE

The purpose of the Accreditation Committee and its meetings is to monitor the work of and to develop accreditation criteria for International Accreditation Service, Inc. (IAS).

### 2.0 MEETINGS

**2.1** The Accreditation Committee shall schedule meetings that are open to the public in discharging its duties under Section 1, subject to Section 5.

**2.2** All scheduled meetings shall be publicly announced.

**2.3** Two-thirds ( $\frac{2}{3}$ ) of the voting Accreditation Committee members shall constitute a quorum. A majority vote of members present is required on any action.

**2.4** In the absence of the nonvoting Chair-Moderator, Accreditation Committee members present shall elect an alternate Chairman from the committee for that meeting. The alternate Chairman shall be counted as a voting committee member for purposes of maintaining a committee quorum and to cast a tie-breaking vote of the committee.

**2.5** Minutes of the meetings shall be kept.

### 3.0 MEETING RECORDS

An electronic audio record of meetings shall be made by IAS; no other audio, video, electronic or stenographic recordings of the meetings will be permitted. Visual aids (including, but not limited to, charts, overhead transparencies, slides, videos, or presentation software) viewed at meetings shall be permitted only if the presenter provides IAS before presentation with a copy of the visual aid in a medium which can be retained by IAS with its record of the meeting and which can also be provided to interested parties requesting a copy. A copy of the IAS recording of the meeting and such visual aids, if any, will be available to interested parties upon written request made to IAS together with a payment as required by IAS to cover costs of preparation and duplication of the copy. These materials will be available beginning five days after the conclusion of the meeting but will no longer be available after 30 days have elapsed from the conclusion of the meeting.

### 4.0 WRITTEN COMMUNICATIONS AND SUBMISSIONS

Parties interested in the deliberations of the committee should refrain from communicating, whether in writing or verbally, with committee members regarding agenda

items. All written communications and submissions regarding agenda items should be delivered to IAS. All such written communications and submissions shall be considered nonconfidential and available for discussion in open session of an Accreditation Committee meeting, and shall be delivered *at least ten days* before the scheduled Accreditation Committee meeting if they are to be forwarded to the Committee. Correspondence received by IAS will not be released to any party, except to the Accreditation Committee, prior to the meeting without permission of the author. The committee reserves the right to refuse recognition of communications which do not comply with the provisions of this section. All such communications and submissions will be available from IAS upon written request and payment of costs associated with duplication. The materials will be available beginning five days after the conclusion of the meeting but will no longer be available after 30 days have elapsed from the conclusion of the meeting.

### 5.0 CLOSED SESSIONS

Meetings shall be open except that the chairman may call for a closed session to seek advice of counsel.

### 6.0 ACCREDITATION CRITERIA

Accreditation criteria are established by the committee to provide a basis for International Accreditation Service, Inc., accreditations. Consideration of accreditation criteria must be in conjunction with a current and valid application for an IAS accreditation listing or as otherwise determined by the Accreditation Committee.

#### 6.1 Procedure

##### 6.1.1 New Criteria

**6.1.1.1** Proposed accreditation criteria may be submitted by interested parties to IAS, and shall be developed by the IAS staff and discussed in open session with the Accreditation Committee during a scheduled meeting.

**6.1.1.2** Proposed accreditation criteria shall be available to interested parties at least 45 days before discussion at the committee meeting.

**6.1.1.3** The committee shall be informed of all pertinent written communications received by IAS.

**6.1.1.4** Attendees at Accreditation Committee meetings shall have the opportunity to speak on accreditation criteria listed on the meeting agenda, to provide information to committee members.

## **6.1.2 Existing Criteria**

**6.1.2.1** Changes to existing accreditation criteria may be submitted by interested parties to IAS, and shall be developed by the IAS staff. Existing accreditation criteria may be revised by the committee either (i) at a public meeting pursuant to the procedures set forth herein, or (ii) by postal ballot, provided public notice is provided as stipulated in Section 6.1.1.2.

**6.1.2.2** The committee shall be informed of all pertinent written communications received by IAS. Parties interested in the proposed revisions to accreditation criteria may deliver communications and submissions regarding such proposed revisions to IAS within 35 days of the posting of the public notice regarding such proposed revisions to accreditation criteria. Such communications and submissions will otherwise be subject to the provisions of Section 4.0.

**6.1.2.3** Upon an amendment to existing accreditation criteria, the effective date of the criteria shall be no earlier than 30 days after publication of the approved criteria.

## **6.2 Approval**

Approval of accreditation criteria shall be as specified in Section 2.3 of these rules.

***Approved by the Board of Directors***

***October 4, 2007***

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## **PROPOSED REVISIONS TO THE ACCREDITATION CRITERIA FOR TESTING LABORATORIES**

**AC89**

**Proposed September 2008**

**(Previously issued September 2002, June 2003, May 2004, May 2005, August 2006 and  
April 2008)**

### **PREFACE**

The attached accreditation criteria has been proposed to provide all interested parties with an opportunity to comment. If the proposed criteria is an updated version from a previous edition, underlined text within the criteria indicate a technical change or addition from the previous edition; and text marked with the ~~strikeout~~ indicates where a paragraph or item has been deleted if the deletion resulted from a technical change. This criteria may be further revised as the need dictates.

IAS may consider alternate criteria provided the proponent submits substantiating data demonstrating that the alternate criteria are at least equivalent to the attached criteria and otherwise meet applicable accreditation requirements.

# PROPOSED REVISIONS TO THE ACCREDITATION CRITERIA FOR TESTING LABORATORIES

## 1.0 INTRODUCTION

**1.1. Scope:** The purpose of this criteria is to set forth requirements for obtaining and maintaining International Accreditation Service, Inc (IAS), testing laboratory accreditation and for the qualifying data that must be submitted relating to the scope of testing for which accreditation is sought. This criteria supplements the IAS Rules of Procedure for Laboratory Accreditation.

### 1.2. Reference Documents:

**1.2.1.** ANS/ISO/IEC (International Organization for Standardization/International Electrotechnical Commission) Standard 17025:2005, General Requirements for the Competence of Calibration and Testing Laboratories.

**1.2.2.** IAS Rules of Procedure for Laboratory Accreditation.

**1.2.3.** ISO/IEC Standard 17011, Conformity assessment—General requirements for accreditation bodies accrediting conformity assessment bodies.

**1.2.4.** IAS Calibration Laboratory Accreditation Program Definitions.

**1.2.5.** ILAC-P9:2005, ILAC Policy for Participation in National and International Proficiency Testing Activities.

## 2.0 BASIC INFORMATION

The following basic information is necessary:

**2.1.** Data showing compliance with the IAS Rules of Procedure for Laboratory Accreditation.

**2.2.** Data showing compliance with Section 4, Required Data, of this criteria.

## 3.0 DEFINITIONS

**3.1. Laboratory:** A body that calibrates and/or tests.

**NOTES:** In cases where a laboratory forms part of an organization that carries out other activities besides calibration and testing, the term “laboratory” refers only to those parts of that organization that are involved in the calibration and testing process. As used herein, the term “laboratory” refers to a body that carries out calibration or testing at or from a permanent location.

**3.2. Calibration:** The set of operations which establish, under specified conditions, the relationship between values indicated by a measuring instrument or measuring system, or values represented by a material measure, and the corresponding known values of a measurand.

**3.3. Verification:** A confirmation by examination and provision of evidence that specified requirements have been met.

**3.4. Reference Standard:** A standard, generally of the highest metrological quality available at a given location, from which measurements made at that location are derived.

**3.5. Reference Material:** A material or substance of which one or more properties are sufficiently well established to be used for the calibration of an apparatus, the assessment of a measurement method, or for assigning values to materials.

**3.6. Certified Reference Material (CRM):** A reference material one or more of whose property values are certified by a technically valid procedure, accompanied by or traceable to a certificate or other documentation which is issued by a certifying body.

**3.7. Traceability:** The property of a result of a measurement whereby it can be related to appropriate standards, generally international or national standards, through an unbroken chain of comparisons, with stated uncertainties at each step.

**3.8. Proficiency Testing:** A determination of the laboratory calibration or testing performance by means of interlaboratory comparisons.

**3.9. Best Measurement Capability:** Smallest uncertainty of measurement a laboratory can achieve within its scope of accreditation when performing more or less routine calibrations of nearly ideal measurement standards intended to define, realize, conserve, or reproduce a unit of that quantity or one or more of its values; or when performing more or less routine calibrations of nearly ideal measuring instruments designed for the measurement of that quantity or one or more of its values.

## 4.0 REQUIRED DATA

**4.1.** The laboratory seeking accreditation must submit data showing compliance with ANS/ISO/IEC Standard 17025, General Requirements for the Competence of Calibration and Testing Laboratories.

**4.2.** A matrix matching technicians qualifications/certifications against the test methods that they are authorized to conduct shall be maintained and kept current. This matrix must also include the date of employment and date of qualification/certification of each technician.

**4.3.** The following policy on measurement traceability and calibration is supplemental to the requirements noted in ANS/ISO/IEC Standard 17025. Accredited testing laboratories are required to ensure traceability of their measurements (whenever such traceability is achievable) by obtaining calibration services either directly from a national laboratory, such as the National Institute of Standards and Technology (NIST), or from a calibration laboratory accredited under ANS/ISO/IEC Standard 17025 or verified as compliant to ANSI/NCSL Z540.3-2006. In all cases, bodies issuing accreditations to calibration laboratories must operate under ISO/IEC Standard 17011. Laboratories performing in-house calibrations are required to maintain the reference standards and equipment necessary to ensure traceability. The reference standards/equipment must be calibrated by an accredited calibration laboratory or by NIST. In cases in which calibration services are not available from an accredited

laboratory as defined above, laboratories must be able to demonstrate the steps they take to ensure the quality and traceability of their calibration services. Calibration certificates must include the information required by ANS/ISO/IEC Standard 17025. Additionally, calibration certificates must state the estimated uncertainty of the calibration measurements.

**4.4. Internal Calibration:** Testing laboratories that perform internal calibrations must meet all applicable requirements of the IAS Laboratory Accreditation Program Policy Guide on Calibration and Traceability for the calibrations that are performed internally. Additionally, the following information must be provided or made available to IAS:

**4.4.1.** A list of equipment that is calibrated internally and the equipment used as **the** reference standard(s).

**4.4.2.** The specific procedures used for calibration of equipment.

**4.4.3.** The training records of personnel qualified to perform the internal calibration.

**4.4.4.** A scope that lists the disciplines and parameters of the internal calibration, including the Best Measurement Capability (BMC).

## **5.0 ASSESSMENT**

**5.1.** Prior to accreditation, laboratories shall be subject to an on-site assessment by IAS. This assessment is to determine compliance with this criteria (AC89) and to evaluate expertise and equipment in the area(s) of testing where accreditation is sought.

**5.2.** After the initial year of accreditation, laboratories are subject to an on-site surveillance assessment. The surveillance assessment shall include review of at least the following: internal audit reports; minutes of management review meetings; results of proficiency testing, if any; any changes in key personnel, facilities and/or major test equipment; and information on any other significant changes in the quality system of the laboratory.

**5.3.** IAS will conduct an on-site reassessment or surveillance assessment of accredited laboratories at a minimum of once every two years, for verification of continued compliance with IAS accreditation requirements.

## **6.0 PROFICIENCY TESTING ACTIVITY**

Proficiency testing activity shall be completed in accordance with ILAC-P9:2005. ■