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January 5, 2005

TO: IAS-accredited Laboratories and Inspection Agencies

SUBJECT: Revised Assessment Procedure

ISO/IEC Guide 58, *General requirements for operation and recognition of calibration and testing laboratory accreditation systems* and ISO/IEC TR 17010 *General requirements for bodies providing accreditation of inspection bodies* are being replaced with a new standard called ISO/IEC 17011, *General requirements for accreditation bodies accrediting conformity assessment bodies*. This is the standard that International Accreditation Service (IAS) operates under as an accreditation body recognized by the International Laboratory Accreditation Cooperation (ILAC), the Asia Pacific Laboratory Accreditation Cooperation (APLAC), and the National Cooperation for Laboratory Accreditation (NACLA). We wish to bring to your attention a change to IAS's assessment procedures, to adhere to this new standard.

Beginning in 2005, IAS will be conducting assessments based on a schedule that includes an initial full assessment (for new laboratories or inspection bodies), followed in one year by a surveillance assessment, followed thereafter every second year by a full assessment. The new procedure will allow only one instance of a surveillance assessment, which is to be scheduled a year after the initial full assessment. This only affects newly accredited laboratories and inspection bodies.

For laboratories and inspection bodies that are currently accredited by IAS, the only change that you will see is that the biennial assessments, which have up to now been typically surveillance assessments, will become full reassessments. There is no increase in the frequency, although the length of reassessments for some laboratories or inspection bodies may increase (depending on the size of the organization and the scope of the accreditation).

We'd also like to mention the availability of a new document on the IAS website - A Guide for Writing the Quality Manual for a Testing/Calibration Laboratory. You may access this document through the link: <http://www.iasonline.org/PDF/Forms/ct-qualitymanual.pdf>. We hope you find this guidance document of assistance, and we welcome your comments. Please address your comments to me using the contact information provided on this letter.

We would like to take this opportunity to convey our season's greetings to you, and best wishes for the New Year.

Best regards,

A handwritten signature in black ink, appearing to read 'Bharath Gomatam', is written in a cursive style.

Bharath Gomatam
Quality Manager

BG/nl