

# **INTERNATIONAL ACCREDITATION SERVICE, INC.**



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**Leading Accreditors Since 1975**

## **RULES OF PROCEDURE FOR LABORATORY ACCREDITATION**

### **1.0 PURPOSE AND SCOPE**

The purpose of these rules is to establish procedures governing laboratory accreditation by International Accreditation Service, Inc. (IAS).

IAS accreditation does not constitute an endorsement or recommendation for use of a particular testing and/or calibration laboratory, or of the products tested and/or calibrated by the laboratory.

### **2.0 APPLICATION**

#### **2.1 General**

Applications for accreditation shall be filed on forms provided for that purpose. Applications will not be accepted unless they are fully executed in the manner required by IAS.

An application shall also be filed for each branch laboratory in conjunction with each initial and renewal application.

#### **2.2 Fees**

##### **2.2.1 Initial Application**

2.2.1.1 Each application shall be accompanied by a filing fee as set forth in the IAS fee schedule. Such fee is not refundable.

2.2.1.2 The basic fee covers one field of testing. Additional fields of testing require a supplementary charge as set forth in the IAS fee schedule. An additional field of testing will involve a distinct testing discipline (e.g., mechanical, electrical, etc.).

For calibration laboratory, see the IAS fee schedule for definition of disciplines.

2.2.1.3 When an applicant requests that branch laboratories be accredited, a fee as set forth in the IAS fee schedule shall be submitted for each branch laboratory. Data for each branch office must be furnished as noted in Section 3.

2.2.1.4 Fees to reinstate expired or canceled accreditation shall be as required for new requests.

2.2.1.5 Each initial accreditation shall be valid for a one-year period from the accreditation date. An application for reaccreditation must be filed prior to the expiration date if continued accreditation is desired.

##### **2.2.2 Reaccreditation Application**

2.2.2.1 Reaccreditation fees are as set forth in the IAS fee schedule. Such fees are not refundable. Application for reaccreditation may be for a one-, two- or three-year period.

2.2.2.2 If reaccreditation is not completed by the renewal date, the accreditation will be subject to cancellation.

##### **2.2.3 Fee Modifications**

The president may modify fees referenced in Section 2.2 based on extenuating circumstances.

### **2.2.4 Cancellation**

Initial request applications held for more than 180 days, without the applicant's having fulfilled IAS requirements for accreditation, will be subject to cancellation unless such term is extended by the president or his designee.

### **3.0 DATA**

3.1 The following items and data for the main laboratory and each branch laboratory shall be submitted with the application:

3.1.1 Documentation addressing each item in the applicable IAS accreditation criteria in a quality manual which is signed and currently dated by a responsible officer of the applicant, verifying that the manual is true and correct.

3.1.2 An itemized list of the test or calibration methods for which accreditation is sought.

3.2 IAS may at any time, in addition to the data submitted as provided above, require other information regarding the operation of the laboratory.

### **4.0 PROCESSING**

Applications will be processed upon payment of fees and submission of supporting data. Applications will be processed in accordance with these rules and the applicable IAS accreditation criteria.

### **5.0 ON-SITE ASSESSMENTS**

#### **5.1 Initial Assessment**

Prior to accreditation, whether on initial application or upon reaccreditation, on-site assessments may be conducted by the IAS staff or an authorized representative to evaluate expertise and equipment in the area of testing or calibration for which accreditation is being sought.

#### **5.2 Assessment after Initial Year of Accreditation**

Accredited laboratories are subject to an on-site surveillance assessment, after the initial year of accreditation. 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 Reassessments and Surveillance Assessments**

Accredited laboratories are subject to on-site reassessments at a minimum of once every two years for verification of continued compliance with IAS accreditation requirements. Surveillance assessments may be conducted as a result of complaints or other changes in a laboratory's status that may affect the ability of the laboratory to fulfill IAS requirements for accreditation.

### **6.0 EXPENSE REIMBURSEMENT**

6.1 All expenses, including but not limited to travel and staff time, related to the assessments noted under Section 5 shall be reimbursed by the applicant in accordance with the IAS fee schedule.

6.2 When an IAS representative performs field audits or investigations, witnesses tests, or investigates complaints, as they relate to laboratory accreditation, all expenses including but not limited to travel and staff time shall be reimbursed by the applicant. Expenses to conduct tests related to investigations concerning laboratory accreditation and proficiency testing shall be reimbursed by the applicant.

### **7.0 MAINTENANCE OF ACCREDITATION**

7.1 Laboratories accredited under these rules shall notify IAS in writing within thirty days concerning the following:

7.1.1 Company name and/or address change.

7.1.2 Changes in major equipment related to the laboratory's scope of testing or calibration.

7.1.3 Changes in principal officers and key supervisory personnel.

7.2 The laboratory agrees to permit unannounced assessments of its office and test facilities by the IAS staff, or its authorized representative, to verify the adequacy of existing equipment, test methods, certifications and personnel.

### **8.0 PROFICIENCY TESTING**

Laboratories are required to participate in applicable proficiency testing periodically, to assess their technical competence and to help identify sources of error.

### **9.0 RIGHT TO APPEAL DECISIONS INVOLVING ISSUANCE OF ACCREDITATION OR DENIAL OF THE APPLICATION**

The applicant seeking issuance of an IAS laboratory accreditation may appeal a written decision of IAS involving the issuance or denial of the accreditation requested by the applicant. This appeal right shall apply to applicants for initial laboratory accreditation and applicants seeking renewal of an existing laboratory accreditation. Only the affected applicant may appeal the decision of IAS regarding the subject application.

Procedures for appeals of denial of accreditation shall be in accordance with the Rules of Procedure for Appeals Concerning International Accreditation Service, Inc., Actions.

### **10.0 PROPRIETARY DATA**

Data in any laboratory file or application are considered proprietary. The data may be disclosed by IAS upon the written consent of the applicant or pursuant to subpoena issued by a court or other governmental agency of competent jurisdiction. Proprietary data may also be disclosed to an Accreditation Committee member, a staff member of IAS or International Code Council (ICC), or an authorized representative of IAS or ICC having a legitimate interest therein; any member of the Board of Directors of IAS; any duly identified representative of any laboratory, or like person or organization who initially prepared the data, or a duly authorized representative thereof stated to be an employee or principal thereof having a legitimate interest therein. Any Governmental member of ICC may be granted access in the interest of public safety or preservation of property as it relates to enforcement of building laws.

From time to time, IAS records and files are audited by national and international bodies on a random basis to establish conformance with international accreditation and conformity assessment standards. It is understood that, by executing an application, laboratories grant IAS the authority to allow such access.

### **11.0 ACCREDITATION DOCUMENTS AND LISTINGS**

A certificate of accreditation shall be issued to each accredited laboratory upon satisfactory completion of the accreditation requirements. For each accredited laboratory, a listing shall be published and entered into the electronic listings on the IAS web site. Accreditation actions will also be noted in these media.

### **12.0 INDEMNIFICATION**

All applications for listing shall contain such indemnifications and like provisions running in favor of IAS, its parent corporation, ICC, the directors, officers, agents and employees of both such entities as the Board of Directors of IAS shall from time to time require.

### **13.0 USAGE OF IAS NAME, MARK AND LOGO BY ACCREDITED LABORATORIES**

13.1 An accredited laboratory may make reference to its IAS accreditation in test reports and calibration certificates, in its general literature and promotional materials, and in business solicitations, so long as it adheres to the following provisions:

13.1.1 The laboratory may not reference its accredited status in any way that indicates or implies accreditation in areas outside the actual scope of IAS accreditation; or that indicates or implies IAS endorsement of any particular product or material.

13.1.2 When the IAS name, mark and/or logo is used on the laboratory's letterhead or in other general literature or promotional materials, it shall be accompanied by the word "accredited." When this IAS name, mark and/or logo is printed on letterhead and/or other corporate stationery, such stationery may not be used for work proposals or quotes if none of the work is within the laboratory's scope of accreditation with IAS.

13.1.3 The IAS mark and/or logo may not be changed in any way, although it may be enlarged or reduced.

13.1.4 When the IAS name, mark and/or logo is used on a business solicitation, such as a proposal or quotation, the laboratory must attach to the solicitation a copy of its current IAS certificate of accreditation, so as to make clear the laboratory's scope of accreditation.

13.1.5 The IAS mark and/or logo may be displayed on the laboratory's test reports and calibration certificates, so long as the reports relate to tests or calibrations that are within the laboratory's scope of IAS accreditation. Whenever the IAS mark and/or logo is used on a report covering multiple tests or calibrations, some of which are within the laboratory's scope of accreditation and some of which are outside the scope, then the laboratory must clearly identify whatever portion of the test report is not covered by the IAS accreditation.

13.2 It is the laboratory's responsibility not to misrepresent its accreditation status in any way, and to secure IAS approval in advance whenever there is a question about the laboratory's intended use of the IAS name, mark and/or logo.

13.3 An accredited laboratory may mention that it operates a laboratory quality management system that meets the principles of ISO 9001:2000 on its test reports and calibration certificates using the following statement:

"This laboratory is accredited in accordance with the recognized International Standard ISO/IEC 17025:2005. This accreditation demonstrates technical competence for a defined scope and the operation of a laboratory quality management system (refer to the joint ISO-ILAC-IAF Communiqué dated 18 June 2005)."

IAS-accredited laboratories choosing to use the above statement on its test reports and calibration certificates should also either supply or provide access to the Joint ISO-ILAC-IAF Communiqué and Covering Letter as part of the package for its laboratory customers. The Joint ISO-ILAC-IAF Communiqué and Covering Letter may be accessed at <http://www.ilac.org/resources.html>.

#### **14.0 REVOCATION, SUSPENSION OR MODIFICATION OF THE ACCREDITATION WITH RIGHT TO APPEAL**

14.1 Any accreditation shall be subject to revocation, suspension or modification upon occurrence of any of the following:

14.1.1 Failure by the laboratory to comply with the current or updated Rules of Procedure.

14.1.2 Failure to comply with the current or updated Accreditation Criteria.

14.1.3 Failure to comply with any condition to the issuance of the accreditation.

14.1.4 Any misstatement, whether intentionally or unintentionally made, in the application or any data submitted in support thereof.

14.1.5 Failure to comply with any provision contained in the application.

14.1.6 Failure to comply with any terms of the manual referred to in Section 3 of the Rules of Procedure.

14.2 The revocation or modification of accreditation may only be appealed by the holder of the accreditation.

14.3 Procedures for appeals of revocation or modification of accreditation shall be in accordance with the Rules of Procedure for Appeals Concerning International Accreditation Service, Inc., Actions. The president or his designee, or the Board of Directors, as the case may be, may shorten any of the time periods set forth in the Rules of Procedure for Appeals Concerning International Accreditation Service, Inc., Actions, if such action is deemed necessary, in their discretion, in the interest of public safety and welfare.

#### **15.0 REVOCATION/CANCELLATION/SUSPENSION WITHOUT RIGHT TO APPEAL**

15.1 Notwithstanding anything in these rules to the contrary, any initial application, or accreditation may be revoked, canceled or suspended by the president or his designee for any of the following reasons with no right of appeal:

15.1.1 Failure to pay required fees to IAS within thirty days from the date of the mailing by IAS of written demand for payment.

15.1.2 Failure to perform any test or to furnish any material or data relating to laboratory accreditation required by IAS within the specified time limit, unless extended by the president or his designee.

15.1.3 Failure to respond in the allotted time to an IAS assessment deficiency report, unless extended by the president or his designee.

15.1.4 Failure to permit or submit to an on-site assessment as set forth in Section 5 of the Rules of Procedure.

#### **16.0 RESULTS OF REVOCATION/CANCELLATION/SUSPENSION**

16.1 Upon the occurrence of any of the events set forth in Section 14.1, IAS, by the decision of its president or his designee, may elect any of the following actions:

16.1.1 Revocation of the accreditation.

16.1.2 Suspension of the accreditation for such period on such terms as determined by the president or his designee.

16.1.3 Modification of the accreditation, on such terms as determined by the president or his designee.

16.2 The decisions of the president or his designee with respect to any of the actions set forth in Section 16.1 may become effective immediately if necessary, as determined by the president or his designee in the interest of public safety and welfare, may be stayed pending an appeal pursuant to the Rules of Procedure for Appeals Concerning International Accreditation Service, Inc., Actions, or may be otherwise stayed on such terms and conditions as determined by the president or his designee.

16.3 Upon revocation of the accreditation or during any period of suspension, unless this provision is specifically modified by the terms of the suspension, the accredited laboratory shall forthwith discontinue all use of the IAS mark and/or logo, and shall return any certificate

of accreditation to IAS. The laboratory shall also discontinue immediately any references to its accreditation on any reports, certificates, or promotional material.

16.4 IAS shall have the right to immediately notify governmental jurisdictions and any other interested parties of any improper and unauthorized reference to the continuation of the accreditation, when in the sole judgment of IAS, as determined by its president or his designee, such notification is necessary in the interest of public safety or welfare.

16.5 Upon the determination by IAS that grounds exist for any of the actions specified in Section 16.1 above, with respect to the accreditation, IAS shall deliver to the laboratory a written statement, signed by the president or his designee, setting forth the factual basis for such action. This written statement shall include a specific reference to the grounds for the action which are set forth in the Rules of Procedure. This statement shall be delivered to the laboratory by certified or registered United States mail, with postage prepaid, to the most current address of the laboratory contained in the records of IAS. Notice in this same manner shall also be served on any branch laboratories.

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

***April 29, 2007***

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