

IAS Policy on the Expansion of the Scope of Accreditation of Accredited Testing Laboratories and Inspection Agencies

May 2006

This document details general requirements for IAS-accredited testing laboratories and inspection agencies that desire to add test methods or fields of inspection to their existing scopes of accreditation with IAS.

References

- ANS/ISO/IEC Standard 17025:2005, *General requirements for the competence of testing and calibration laboratories* (ANS/ISO/IEC Standard 17025)
- IAS Accreditation Criteria for Testing Laboratories (AC89).
- ISO/IEC Standard 17020:1998, *General Criteria for the Operation of Various Types of Bodies Performing Inspection*.
- IAS Accreditation Criteria for Inspection Agencies (AC98).

General

An IAS-accredited testing laboratory or inspection agency may request expansion of its scope of accreditation at any time during the effective term of accreditation. The need for expanding the scope of accreditation for *testing laboratories* may be as a result of the acquisition of new equipment, the addition of staff, or requests from the laboratory's customers for tests that have not been previously accredited.

The need for expanding the scope of accreditation of *inspection agencies* may result from agencies' adding new staff, gaining additional expertise through training, or receiving requests from customers for inspections in a new field. The purpose of this document is to provide general guidelines on what testing laboratories and/or inspection agencies should do to help IAS expedite requests for the expansion of their accreditation scopes.

Testing Laboratories

- **Submit a written request identifying the test(s) to be added to your scope**
- **Provide a copy of the test standard (if requested by IAS) and sample(s) of test data sheets developed by the laboratory**
- **Provide a description of the relevant equipment and its calibration status, and the expertise or staff training that has been acquired pertaining to the test method(s) to be added.**

- **Provide any applicable data pertaining to participation in proficiency testing (where available) or validation data as outlined in Section 5.4.5 of ANS/ISO/IEC Standard 17025**

Assessments

Testing laboratories seeking expansion of their scope of accreditation, in new fields of testing that are unrelated to testing for which they are already accredited, require an on-site assessment by IAS to verify competence. Scope expansions to add test methods that are related to fields of testing for which a laboratory already holds accreditation may not require an on-site assessment by IAS. IAS will advise testing laboratories early in the process if an on-site assessment is required. The length of time to process a request for expansion of your scope is dependent on submittal of the information requested above, and the scheduling of an on-site assessment when deemed necessary to determine competence. Scope expansions that do not require on-site assessments can usually be processed within 30 days. All expenses and costs related to scope expansions will be the responsibility of the laboratory as per the IAS standard fee schedule for testing laboratory accreditation.

Inspection Bodies

- **Submit a written request identifying the field(s) of inspection, and product or process inspected, to be added to your scope of accreditation**
- **Provide a copy of the inspection method or procedure that will be used to conduct inspections in the new field**
- **Provide a sample of inspection reports or checklists for the new field**
- **Provide any applicable information (training, personnel certification, staff expertise, relevant knowledge) pertaining to the new inspection field**

Observed Inspections

The addition of a new field of inspection generally requires that the inspection body schedule an inspection that will be observed by an IAS assessor before that type of inspecting can be added to the scope. In some instances, a new field of inspection can be added to the scope *pending* the scheduling of an assessment to be observed by IAS. IAS recognizes the need for inspection agencies to be able to demonstrate their capabilities to potential customers before they may actually have a customer in a particular field. IAS will make every effort to facilitate expansion of your scope if a viable inspection procedure has been provided and the inspection agency has provided evidence of training, personnel certification, staff expertise or other information demonstrating that it has the competence to carry out the inspection. The length of time needed to complete expansion of your scope is dependent on providing the above information regarding procedures and personnel, and the scheduling of an observed inspection. Scope expansions that do not require on-site assessments can usually be processed within 30 days. All expenses and costs related to scope expansions will be the responsibility of the inspection agency as per the IAS standard fee schedule for inspection agency accreditation.