1.0 PURPOSE AND SCOPE

The purpose of these rules is to establish procedures governing accreditation of testing laboratories and/or calibration laboratories by International Accreditation Service, Inc. (IAS).

IAS accreditation does not make any representation nor should it be construed as making representation regarding attributes not specifically addressed by the accreditation. Accreditation also 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. Accreditation attests to compliance by the laboratory to the IAS Accreditation Criteria for Testing Laboratories (AC89) or Calibration Laboratories (AC204) as applicable. Accreditation is no longer valid upon revocation, suspension, or cancellation of the accreditation.

2.0 APPLICATION

2.1 General

Applications for accreditation of laboratories 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 is required for each laboratory seeking accreditation.

2.2 Fees

2.2.1 Initial Application

2.2.1.1 To receive a fee quotation for accreditation, please email GetAQuote@iasonline.org or call 866.427.4422. For international calls, +1 562.364.8201.

2.2.1.2 Each initial application shall be accompanied by the basic new application fee as provided in your quotation.

2.2.1.3 The basic fee covers one field of testing or one calibration discipline, as applicable and as provided in your quotation. Additional fields of testing or calibration disciplines require a supplementary charge as provided in your quotation. Normally an “additional field of testing or calibration discipline” involves distinct testing/calibration expertise (e.g., mechanical, electrical, force, mass, etc.).

For calibration laboratories, see the IAS Calibration Program Forms at http://www.iasonline.org/PDF/Forms/c-program.pdf for definition of calibration disciplines.

2.2.1.4 Fees are charged to reinstate expired or canceled accreditation.

2.2.1.5 Each initial accreditation is valid for a one-year period from the accreditation date.

2.2.1.6 The filing fees include issuance of the accreditation certificate.

2.2.2 Renewing Accreditation

2.2.2.1 An application to renew accreditation must be filed at least 15 days prior to the expiration date if continued accreditation is desired and shall be accompanied by the applicable fee. Applications to renew accreditation may be for a one-, two- or three-year period.

2.2.2.2 Accreditation is subject to cancellation if an application to renew accreditation is not completed by the renewal date.

2.2.3 Fee Modifications: Any modifications to the fees must be reviewed and approved by the IAS president or his/her designee.

2.2.4 Cancellation: Initial request applications held for more than 180 days, without the applicant’s having fulfilled IAS requirements for accreditation, are subject to cancellation unless such term is extended by the IAS president or his/her designee.

2.2.5 Nonrefundable: All IAS fees are nonrefundable.

2.2.6 Taxes and charges: All sales, use, excise, value-added and similar taxes and charges are the responsibility of the applicant, and the applicant agrees to reimburse IAS for any such taxes and charges imposed on IAS with respect to services provided by IAS.

3.0 DATA

3.1 The following items and data shall be submitted with the application: Electronic submission is preferred.

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

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

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

4.0 PROCESSING
Upon receipt by IAS of applicable fees, applications will be processed to their completion, which will be one of the following:

4.1 Accreditation upon determination by the IAS that based on review of evidence submitted and on-site assessments, the applicant possesses the expertise, facilities and independence to properly act as a laboratory for the specific test methods or calibration measurement areas requested in the application.

4.2 Disapproval for lack of evidence that justifies accreditation as described in Item 4.1 above.

An accreditation certificate shall be issued by IAS for each application accredited.

5.0 ASSESSMENTS

5.1 Initial Assessment: Prior to accreditation for initial application on-site assessments will be conducted by the IAS to evaluate expertise and equipment in the area of testing or calibration for which accreditation is being sought.

5.2 Remote Surveillance Assessment after Initial Year of Accreditation: All accredited laboratories are subject to a remote surveillance assessment at the end of the initial year of accreditation. Upon request from IAS, all laboratories shall provide the following information: the laboratory’s internal audit and management review reports/minutes; any complaints; actions resulting from any Concerns noted in the previous assessment report; results of proficiency testing, if any; any major changes in key personnel, facilities, equipment or in the laboratory’s management system and test/calibration measurement areas that are within the laboratory’s scope with IAS.

5.3 Reassessment: A full on-site reassessment is required at the end of every two-year term commencing from the date of initial accreditation. Supplementary on-site reassessments may be conducted to investigate formal complaints or other changes in a laboratory’s status that may affect the ability of the laboratory to fulfill IAS requirements for accreditation.

5.4 Transfer of Accreditation: Laboratories currently accredited by an ILAC-recognized accreditation body may seek to transfer accreditation to IAS. In this case, laboratories must provide the following:

5.4.1 A complete copy of the most recent assessment report from your current accreditation body.

5.4.2 Corrective actions for any deficiencies noted in the assessment report, including acknowledgement of acceptance of the corrective actions by the previous accreditation body. If the applicant and the accreditation body differ on the corrective actions or deficiencies, IAS will review them and make a decision as to status.

5.4.3 A copy of the current accreditation certificate issued by the previous accreditation body.

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 are reimbursable to IAS by the applicant.

6.2 When IAS performs field audits or investigations, witnesses tests, or investigates formal complaints, related to IAS laboratory accreditation, all expenses including but not limited to travel and staff time are reimbursable to IAS by the laboratory.

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 Change in laboratory name.

7.1.2 Change in laboratory ownership.

7.1.3 Change in laboratory address.

7.1.4 Changes in equipment, policies or procedures that might affect the agency’s accreditation.

7.1.5 Major physical changes in the test/calibration facility.

7.1.6 Changes in principal officers or key supervisory personnel.

7.2 The laboratory agrees to permit unannounced assessments of its office and test or calibration facilities by the IAS for cause.

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 cancellation of the application or the issuance of or refusal to issue the accreditation for which the applicant has submitted an application. 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

In any data in an accreditation file or application are considered proprietary to the applicant. The data may be disclosed by IAS only 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 IAS Accreditation Committee member; a staff member of IAS or an authorized representative of IAS having a legitimate interest therein; 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. Governmental
regulatory bodies may be granted access in the interest of public safety or preservation of property as it relates to enforcement of laws/regulations upon receipt of an official written request.

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 accreditation application, laboratories grant IAS the authority to allow such access.

11.0 ACCREDITATION DOCUMENTS AND LISTINGS

A certificate of accreditation shall be issued and maintained current for each accredited laboratory upon satisfactory completion of the accreditation requirements. For each accredited laboratory, a listing shall be posted on the IAS website. Accreditation actions will also be noted on the IAS website.

12.0 INDEMNIFICATION

All applications for an IAS accreditation 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 THE IAS NAME OR SYMBOL BY ACCREDITED LABORATORIES

13.1 An accredited laboratory can make reference to its IAS accreditation in test reports and calibration certificates, in its general literature and promotional materials, and in business solicitations, under 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 the specific IAS accreditation; or that indicates or implies IAS endorsement of any particular product, material or service.

13.1.2 When the IAS name and/or the registered symbol are used on the laboratory’s letterhead or in other general literature or promotional materials, it shall be accompanied by the word “ACCRREDITED.” The symbol must also include the name of the accredited program, e.g., “Testing” or “Calibration.” When the IAS name or symbol is printed on letterhead and/or other laboratory stationery, such stationery may not be used for work proposals or quotations if none of the work is within the laboratory’s current scope of accreditation with IAS.

13.1.3 The IAS symbol is to be used on IAS-endorsed test reports and calibration certificates. The IAS symbol may not be changed in any way, although it may be enlarged or reduced.

13.1.4 When the IAS name and/or symbol is used on a business solicitation, such as a work 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 symbol displayed on the laboratory’s IAS-endorsed test reports and calibration certificates must include the name of the accredited program, e.g., “Testing” or “Calibration” provided the reports relate to tests or calibrations that are within the laboratory’s IAS-approved scope of accreditation. Whenever the IAS symbol is used on a report or certificate covering multiple tests or calibrations, some of which are within the laboratory’s scope of accreditation and some of which are outside the scope, the laboratory must clearly identify whatever portion of the test report or calibration certificate is not covered by IAS accreditation.

13.2 It is the laboratory’s responsibility to not 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 and/or symbol.

13.3 An accredited laboratory may mention that it operates a laboratory quality management system that meets the principles of ISO 9001:2008 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 January 2009).”

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. Click on the link to view the Joint ISO-ILAC-IAF Communiqué and Covering Letter.

14.0 REVOCATION/MODIFICATION/SUSPENSION/CANCELLATION OF THE ACCREDITATION WITH RIGHT TO APPEAL

14.1 Any accreditation is subject to revocation, modification, suspension or cancellation 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 or documentation 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 management system documentation on which the IAS accreditation was based referred to in Section 3 of these Rules of Procedure.

14.1.7 Any other grounds considered as adequate cause in the judgment of IAS.

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

14.3 Procedures for appeals of revocation, modification, suspension or cancellation of accreditation
shall be in accordance with the Rules of Procedure for Appeals Concerning International Accreditation Service, Inc., Actions. The IAS president or his/her 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/MODIFICATION/SUSPENSION/CANCELLATION WITHOUT RIGHT TO APPEAL

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

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

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

15.3 Failure to respond and resolve IAS Corrective Action Requests or Concerns resulting from an IAS assessment report in the allotted time, unless extended by the IAS president or his/her designee.

15.4 Failure to permit or submit to an on-site assessment as set forth in Section 5.0 and, if applicable, the special oversight requirements stipulated in Section 17.0 of the Rules of Procedure.

15.5 Failure to furnish information and/or submit to a remote surveillance assessment as required in Section 5.2 of these rules within the specified time limit.

16.0 RESULTS OF REVOCATION/MODIFICATION/SUSPENSION/CANCELLATION

16.1 Upon the occurrence of any of the events set forth in Section 14.1 or Section 15.0, IAS, by the decision of its president or his/her designee, may choose any of the following actions:

16.1.1 Revocation of the accreditation.

16.1.2 Modification of the accreditation, on such terms as determined by the IAS president or his/her designee.

16.1.3 Suspension of the accreditation for such period on such terms as determined by the IAS president or his/her designee.

16.1.4 Cancellation of the accreditation.

16.2 The decisions of the IAS president or his/her designee with respect to any of the actions set forth in Section 16.1 may become effective immediately if deemed necessary, 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/her designee.

16.3 Upon revocation or cancellation 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 discontinue all use of the IAS symbol. Upon revocation or cancellation of accreditation, the laboratory shall return any certificate of accreditation to IAS. The laboratory shall also immediately discontinue any references to IAS 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/her designee, such notification is necessary in the interest of public safety or welfare.

16.5 Upon the determination by IAS that cause exists 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 IAS president or his/her designee, setting forth the factual basis for such action. This written statement shall include a specific reference to the cause for the action which is 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.

17.0 LABORATORIES OPERATING UNDER SPECIAL JURISDICTIONAL/GOVERNMENTAL REGULATIONS

17.1 Regulatory entities in certain economies may place specific compliance requirements on laboratories operating within their jurisdiction. If an applicant laboratory intends to seek acceptance of its reports of tests or calibrations by these entities, they must agree to comply with the additional assessment requirements, including more frequent on-site assessments.

17.2 By executing the IAS application for laboratory accreditation, the laboratory agrees to furnish all needed documentation, pay the required fees, perform additional tests or calibrations, or otherwise fully comply with the requirements of the regulatory entities from whom they are seeking approval.