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I. PREPARING FOR INITIAL ACCREDITATION


1. Please obtain an official copy of ISO/IEC 17025:2005 and confirm this to A2LA by completing and faxing the [F102 - Ownership Confirmation: ISO/IEC 17025 \(word\)](#). See <http://www.a2la.org/appsweb/ordering17025.cfm> to order an official copy of 17025:2005.
2. Read the following requirements documents: [R101 - General Requirements: Accreditation of ISO/IEC 17025 Laboratories](#), [P101 - Reference to A2LA Accredited Status-A2LA Advertising Policy](#), [P102 - A2LA Policy on Measurement Traceability](#), [R103 - General Requirements: Proficiency Testing for ISO/IEC 17025 Laboratories](#), [R103a - Annex: Proficiency Testing for ISO/IEC 17025 Laboratories](#) and “[Understanding ISO/IEC 17025](#)” from the A2LA website at www.A2LA.org. This will help to ensure a basic understanding of the accreditation process and the general criteria for accreditation. Please note that your laboratory will be evaluated against these requirements during your assessment.
3. Review [R104 - General Requirements: Accreditation of Field Testing and Field Calibration Laboratories](#) to determine whether accreditation for Field Testing or Field Calibrations is necessary.
4. Enroll in suitable proficiency testing program(s), as applicable, related to your field(s). For more information see [I106 - Available Proficiency Testing Programs](#).
5. Document a four-year proficiency testing plan for meeting the minimum proficiency testing participation requirements.
6. Create a list of all **testing and/or measuring** equipment used to support the tests or calibrations for which accreditation is sought.
 - Indicate which equipment is calibrated in-house, which is calibrated by a commercial calibration service, and which equipment (if any) is rented or borrowed.
 - Please also include the identity, location, and accreditation status of any commercial calibration services utilized.
7. Complete the appropriate selection list or provide a draft scope of accreditation. Selection lists are located on our website at www.A2LA.org. See [I109 – Fields of Accreditation for ISO/IEC 17025 Laboratories](#) for the fields and special programs currently established. For environmental laboratories, scope templates have been created in lieu of selection lists. These can also be found on the A2LA website.
8. For Calibration Laboratory Applicants: create measurement uncertainty calculations and budgets for those parameters you plan to include on the scope of accreditation.
9. Create and implement a Quality Manual and Management System policies and procedures that meets ISO/IEC 17025:2005 and A2LA requirements. Ensure that this

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fulfills the requirements of ISO/IEC 17025 and that the personnel concerned are aware and accept the content.

10. Perform a self-assessment (internal audit) to verify compliance with all A2LA requirements, ISO/IEC 17025:2005 and the laboratory's own management system and applicable test or calibration methods and document the results. Discuss all relevant accreditation criteria thoroughly with those directly involved and identify the organization's weak points. It is important to seek feedback from all the applicable individuals to get the most comprehensive evaluation of the organization.
11. Perform a management review in accordance with section 4.2.2 and 4.15 of ISO/IEC 17025 and document the results.
12. Please complete [F117 - Technical Staff Matrix for Accreditation - ISO/IEC 17025 \(word\)](#).
13. For International Applicants, translate all supporting documents into English prior to applying for accreditation. See "[R101 - General Requirements: Accreditation of ISO/IEC 17025 Laboratories](#)" for more information.
14. Identify an individual to assume responsibility of upholding the accreditation requirements and make available the relevant resources.
15. Identify the person in charge of the management system (e.g., the Quality Manager). Please Note: An effective management system functions as such with the support and commitment from the top management (as required in ISO/IEC 17025). In a large organization, the coordination of these activities may be too large a task for the top manager and it is imperative that the individual(s) decide how to handle this important subsidiary function. Top management may need assistance from an individual(s) who would be responsible for the development and maintenance of the documented quality system.
16. Please obtain and complete a copy of [F101 - Application for Accreditation: ISO/IEC 17025 Laboratories \(word\)](#).
17. Return your completed [application](#) (including the completed *C101 – General Checklist: ISO/IEC 17025 Laboratory Accreditation Program*) supporting documents (as indicated in the application), and appropriate payment to A2LA to initiate an assessment of your organization. A2LA will notify you through email of the name(s) of the selected assessor(s) and provide a brief biosketch. If you have justifiable objections to the proposed assessor(s), changes in the assignment(s) can be made.


II. PREPARING FOR ANNUAL REVIEW OR SURVEILLANCE ASSESSMENT OF ACCREDITATION

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1. Provide an up-to-date organization chart identifying by name, the key personnel involved for each function. Please highlight any changes since the last A2LA assessment. If your organization is part of a larger organization, please provide the organizational chart of that organization and identify reporting relationships within that organization.
2. Provide your documented 4-year proficiency testing plan of how your organization is meeting and will continue to meet the minimum proficiency testing participation requirements outlined in ISO/IEC 17025 section 5.9 (i.e. proficiency testing, interlaboratory comparison, performance evaluation, etc.) and the A2LA document [R103 – General Requirements: Proficiency Testing for ISO/IEC 17025 Laboratories](#). Please Note: For those fields of testing with no commercially available proficiency testing, an organization must state what they are doing in lieu of proficiency testing. More information on available proficiency testing can be found in the A2LA [R103a - Annex: Proficiency Testing for ISO/IEC 17025 Laboratories](#) and the [I106 - Available Proficiency Testing Programs](#) documents.
3. Unless you have prior agreement to have the results of your proficiency testing activities sent to A2LA directly, please complete the [F104 - Proficiency Testing Data Submission Form](#) and attach corresponding data/results to send to A2LA for review. Please provide a corrective action response for any unacceptable values obtained and make sure to follow the requirements of the A2LA Proficiency Testing document. Please Note: Any quality control activities such as quality checks and interlaboratory comparisons etc. should be reported on the [F104 - Proficiency Testing Data Submission Form](#) to demonstrate compliance with the applicable requirements, however, data need not be submitted as the assigned assessor will review this data during the renewal assessment.
4. Review and sign the [Conditions for Accreditation](#) and [Annual Review Supporting Information](#) forms and return them to A2LA. These forms are on pink paper and are sent out 6 months prior to the 1-year anniversary date for the time in between renewal assessments. The [Annual Review](#) form also outlines all the information that is required for reaffirmation of accreditation.
5. Provide the results of your most recent internal audit and of your most recent management review per ISO/IEC 17025, Sections 4.14 and 4.15, respectively. Please Note: Paperwork for the annual review must be submitted by the designated due date (assignment by A2LA and communicated to lab through a letter) dial action could occur. Please do not hold up submission of paperwork for an annual review or management review if they are scheduled for a timeframe after the required annual review submission date.
6. If your organization is accredited in the Calibration field, please provide an example “accredited” calibration certificate.
7. For an Annual Review, once all the appropriate information is submitted and payment is received, A2LA will reaffirm your organization an additional year - to the expiration date established from your original assessment date - at which time you will need to submit the appropriate renewal information and fees. Annual reviews occur during the off-years from a full A2LA on-site assessment.
8. For all new labs: Your organization will be required to undergo a surveillance assessment


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1 year following your initial accreditation and then a renewal at the 2-year mark. An assessor (usually the same person who performed your initial assessment, where practicable) will be proposed to your organization upon receipt of the aforementioned documents and payment in the correct amount. Reaffirmation will be based on having the surveillance assessment, A2LA receipt of the appropriate final payment, and resolution of all (where applicable) deficiencies cited during the assessment. Every other year will alternate between a renewal assessment and an annual review unless otherwise warranted.

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III. PREPARING FOR RENEWAL OF ACCREDITATION

1. Provide an up-to-date organization chart identifying by name, the key personnel involved for each function. Please highlight any changes since the last A2LA assessment. If your organization is part of a larger organization, please provide the organizational chart of that organization and identify reporting relationships within that organization.
2. If your organization's calibration program includes any in-house calibrations, please provide a list of all equipment which is calibrated in-house.
3. Provide your documented 4-year proficiency testing plan of how your organization is meeting and will continue to meet the minimum proficiency testing participation requirements outlined in ISO/IEC 17025 section 5.9 (i.e. proficiency testing, interlaboratory comparison, performance evaluation, etc.) and the A2LA document [R103 – General Requirements: Proficiency Testing for ISO/IEC 17025 Laboratories](#). Please Note: For those fields of testing in which there currently are no available commercial proficiency testing programs, or interlaboratory organized studies, an organization must state what they are doing in lieu of proficiency testing. More information on available proficiency testing can be found in the A2LA [R103a - Annex: Proficiency Testing for ISO/IEC 17025 Laboratories](#) and the [I106 - Available Proficiency Testing Programs](#) documents.
4. Unless you have prior agreement to have the results of your proficiency testing activities sent to A2LA directly, please complete the [F104 - Proficiency Testing Data Submission Form](#) and attach corresponding data/results to send to A2LA for review. Please provide a corrective action response for any unacceptable values obtained and make sure to follow the requirements of the A2LA Proficiency Testing document. Please note: Any quality control activities such as quality checks and interlaboratory comparisons etc. should be reported on the [F104 - Proficiency Testing Data Submission Form](#) to demonstrate compliance with the applicable requirements, however, data need not be submitted as the assigned assessor will review this data during the renewal assessment.
5. Complete the [C101 – General Checklist: ISO/IEC 17025 Laboratory Accreditation Program](#) (an electronic copy is available upon request from your accreditation officer) and return it with your completed renewal forms. If seeking renewal of accreditation within the Calibration field and/or are performing site testing and/or site calibration, please also complete the [C207 – Specific Checklist: Calibration Laboratory Accreditation Program](#) and/or [C103 – General Checklist: Accreditation of Site Testing and Site Calibration Laboratories](#).
6. Review and sign the [Conditions for Accreditation](#) and [Renewal of Accreditation](#) forms and return them to A2LA. These forms are on pink paper and are sent out 6 months prior to the expiration date of your current accreditation. The [Renewal of Accreditation](#) form also outlines all the information and that are required for renewal of accreditation.
7. Complete and submit the [Technical Staff Matrix](#).
8. Submit an uncontrolled copy of your current quality manual and any supporting documentation referenced in the completed assessor checklist(s), i.e. operating

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procedures, work instructions, etc. Submission of your quality manual and supporting documentation via email or electronically on disc is preferred.

9. If your organization is accredited in the Calibration field, include an example calibration certificate, your uncertainty calculations for those items on your scope of accreditation, and a list of the primary standards including the name of the calibration service(s) that calibrated the standards, its geographical location, and an indication that the organization is either a National Metrology Institute (NMI) or is accredited for the service by A2LA or a mutually recognized partner.

10. Upon receipt of all the necessary documentation and fees, A2LA will notify you through email of the name(s) of the selected assessor(s) and provide a brief biosketch. If you have justifiable objections to the proposed assessor(s), changes in the assignment(s) can be made.