I. PREPARING FOR INITIAL ACCREDITATION

1. Please obtain an official copy of the conformity assessment standard(s) you are seeking accreditation to (e.g. ISO/IEC 17025, ISO/IEC 17020, etc.).

2. Review the applicable requirements documents for the areas in which you are seeking accreditation from the applicable pages on the A2LA website at www.A2LA.org (under ‘Accreditation Programs’, ‘Applying for Accreditation’). This will help to ensure a basic understanding of the accreditation process and the general criteria for accreditation. Please note that your organization will be evaluated against these requirements during your assessment.

Note: If you need assistance in locating information on the A2LA website, please contact A2LA. A staff listing can be located at http://www.a2la.org/genweb/stafflist2.cfm.

3. To determine the applicable ‘estimated’ costs of accreditation (i.e. on-site assessment) please complete and submit an A2LA F119 – Estimate Request Form.

4. To obtain the applicable conformity assessment checklist, please complete and submit the corresponding ‘Ownership Confirmation’ form:
   
   a. F102 – Ownership Confirmation – ISO/IEC 17025;
   c. F310 – Ownership Confirmation – ISO/IEC 17065;
   d. F324 – Ownership Confirmation – ISO/IEC 17043;

Note: these ‘full text’ checklists are not available on the A2LA public website. To obtain a checklist(s) from A2LA you can either complete and submit the aforementioned Ownership Confirmation form OR await receipt of Conformity Assessment Body (CAB) Portal log-in information upon application submittal. CAB log-in information is usually provided within 24 hours of application submittal.

5. Complete the appropriate selection list or provide a draft scope of accreditation. Selection lists are located on our website at www.A2LA.org.

6. Create and implement a Quality Manual and Management System policies and procedures that meet the applicable conformity assessment standard and A2LA requirements in which you are applying for accreditation to (e.g. ISO/IEC 17025, ISO/IEC 17020, etc.). Ensure that this fulfills the applicable requirements and that the personnel concerned are aware and accept the content.

7. Perform an internal audit to verify compliance with all A2LA requirements, applicable conformity assessment standard requirements, the Conformity Assessment Body’s (CAB) own management system requirements and all applicable technical requirements 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.

8. Perform a management review and document the results.

9. Where applicable, ensure all supporting documents are translated into English prior to applying for accreditation.

10. Identify an individual to assume responsibility of upholding the accreditation requirements and make available the relevant resources.

11. 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. 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 management system.

12. Please obtain and complete the applicable A2LA application for which you are seeking accreditation.

13. Return your completed application (including the applicable conformity assessment checklist), supporting documents (as indicated in the application), and appropriate payment to A2LA to initiate an assessment of your organization. Upon receipt of your application you will be provided with log-in information and guidance to access your A2LA CAB Portal. All applicable documentation (including full text checklist(s)) specific to your area(s) of accreditation, DRAFT scope(s) of accreditation, open invoices and ability to make credit card or eCheck payments, as well as, a means to track open assessments and annual reviews are accessible from your CAB Portal. 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 SURVEILLANCE ASSESSMENT

1. Once alerted that the surveillance assessment has been initiated, log on to your designated CAB Portal, confirm your CAB information, agree to abide by the A2LA R102 – Conditions for Accreditation, upload the required Surveillance Assessment Supporting Information, and submit/make payment. This process is initiated 6 months prior to the 1-year anniversary date for the time in between renewal assessments.

2. Upload an up-to-date organization chart identifying by name, the key personnel involved for each function. Please highlight any changes since the initial 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.

3. Upload the applicable documentation as requested on your CAB Portal for this surveillance activity.

4. Your organization will be required to undergo a surveillance assessment 1 year following your initial accreditation and then a renewal assessment 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 upon having the surveillance assessment, A2LA receipt of the appropriate final payment of fees, 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.
III. PREPARING FOR ANNUAL REVIEW OF ACCREDITATION

1. Once alerted that the annual review of accreditation has been initiated, log on to your designated CAB Portal, confirm your CAB information, agree to abide by the A2LA R102 – Conditions for Accreditation, upload the required Annual Review Supporting Information, and submit/make payment. This process is initiated 3 months prior to the 1-year anniversary date for the time in between renewal assessments.

2. Upload 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.

3. Upload the results of your most recent internal audit and of your most recent management review.

Please Note: The annual review must be confirmed and documentation must be submitted by the designated due date (assignment by A2LA and communicated to CAB through a letter) or remedial action could occur. Please do not hold up confirmation and/or submission of documentation for the annual review or management review if they are scheduled for a timeframe after the required annual review submission date.

4. Once all the appropriate information is provided and payment is received, A2LA will reaffirm the accreditation of 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.
IV. PREPARING FOR RENEWAL OF ACCREDITATION

1. Once alerted that the renewal of accreditation has been initiated, log on to your designated CAB Portal, confirm your CAB information, agree to abide by the A2LA R102 – Conditions for Accreditation, upload the required Renewal of Accreditation Supporting Information, and submit/make payment. The renewal process is initiated 6 months prior to the expiration date of your current accreditation.

2. Review the applicable requirements documents that are readily located on your CAB Portal, and also from the A2LA website at www.A2LA.org. This will help to ensure that your organization remains in compliance with any revisions that have been made to the requirement documents. Please note that your organization will be evaluated against these requirements during your assessment.

3. Upload 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.

4. Complete and upload the applicable conformity assessment checklist(s) (located on your CAB Portal).

5. Upload an uncontrolled copy of your current quality manual and any supporting documentation referenced in the completed assessor checklist(s) (e.g. operating procedures, work instructions, etc.).

6. Upon receipt of all the necessary documentation and payment of 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.

DOCUMENT REVISION HISTORY

<table>
<thead>
<tr>
<th>DATE</th>
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