

	<i>The American Association for Laboratory Accreditation</i>	
	F102 – Ownership Confirmation: ISO/IEC 17025	Document Revised: May 13, 2009
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Part I: Instructions

A. General Information - In order to achieve A2LA accreditation, laboratories are required to have an official copy of ISO/IEC 17025:2005. There are a number of sources for ordering this international standard. Please visit the A2LA web site at www.a2la.org to view some of these sources. Once you have obtained a copy of ISO/IEC 17025:2005, under the fair use clause of U.S. copyright law, A2LA will provide you with an electronic copy of the ISO/IEC 17025:2005 Assessor Checklist, containing the full text of the standard. A completed assessor checklist must be submitted as part of your application for accreditation. To obtain the ‘full text’ checklist, please complete the following form and fax it to A2LA.

Note 1: in order to receive *C204 – Specific Checklist: Combined ISO/IEC 17025 and Food & Pharmaceutical Testing Laboratory Accreditation*, the facility must obtain from AOAC International a copy of the “*AOAC International Guidelines for Laboratories Performing Microbiological and Chemical Analyses of Food and Pharmaceuticals*” document. Please be aware that, since this document also contains the full text of ISO/IEC 17025:2005, it is not necessary to purchase another copy of that standard.

Note 2: In order to receive *C205 – Specific Checklist: Combined ISO/IEC 17025 and Environmental Testing Laboratory Accreditation Program*, the facility must also obtain the “*2003 NELAC Standard – Chapter 5*”. Sources for obtaining this document are found in *R206 – Specific Requirements: Environmental Testing Laboratory Accreditation Program*.

Note 3: In order to receive *C211 – Specific Checklist: Combined ISO/IEC 17025 and Veterinary Laboratory Accreditation Program* the facility must also obtain the “*Quality Standard and Guidelines for Veterinary Laboratories: Infectious Diseases, Edition 2, 2008*” from the World Organization for Animal Health (OIE). Sources for obtaining this document are found in *R216 – Specific Requirements: Veterinary Laboratory Accreditation Program*.

1. **Your Printed Name** - Your printed name should include your full first and last name.
2. **Facility Name** - Include the Complete Facility Name.
3. **Facility Address** – Include the Street Number, Street Name, City, State Abbreviation and Zip Code.
4. **Telephone Number** - Enter your facility’s current telephone number including area code any extension information.
5. **Email Address** - Enter your current email address.

B. Affidavit – By signing this affidavit you are confirming that you have obtained an official copy of ISO/IEC 17025:2005* *and will be able to show the copy to the assessor during the on-site assessment (*as well as the AOAC International Guidelines for Laboratories Performing Microbiological and Chemical Analyses of Food and Pharmaceuticals document for laboratories applying within the Food & Pharmaceutical Testing Laboratory Accreditation program, the 2003 NELAC Standard – Chapter 5 for laboratories applying within the Environmental program, the Quality Standard and Guidelines for Veterinary Laboratories: Infectious Diseases, Edition 2, 2008 for laboratories applying within the Veterinary Laboratory Accreditation Program, as applicable).*

- a. **Your Printed Name** – Your printed name should include your full first and last name.
- b. **Signature** – Sign your full name without abbreviating it or using initials. The signature must be legible.
- c. **Today’s Date** - Enter the date the Affidavit was signed.



Part I: Instructions (continued)

C. Assessor Checklists – Place a check mark next to the checklist (s) you would like to receive. It is possible to receive more than one checklist. If you are unsure as to which checklist to select please call the A2LA Office at 301-644-3248 for assistance.

1. *C101 – General Checklist: ISO/IEC 17025 Laboratory Accreditation Program* - contains the full text of ISO/IEC 17025:2005.
2. *C202–Specific Checklist: Combined ISO/IEC 17025 & Animal Drug Testing Laboratory Accreditation Program* – Contains the full text of the Animal Drug Testing Program and the ISO/IEC 17025:2005 Assessor Checklist. Select this checklist only if you intend to apply in the Chemical Field of Testing specific to the Animal Drug Testing Program.
3. *C204 – Specific Checklist: Combined ISO/IEC 17025 and Food & Pharmaceutical Testing Laboratory Accreditation* – Combined A2LA Food Testing Program Criteria* and ISO/IEC 17025:2005 Assessor Checklist – Contains the full text of the A2LA Food Testing Program and the ISO/IEC 17025:2005 Assessor Checklist. Select this checklist only if you intend to apply in the Biological and/or Chemical Field of Testing specific to the A2LA Food Testing Program. (*Criteria based on the “AOAC International Accreditation Guidelines for Laboratories Performing Microbiological and Chemical Analyses of Foods and Pharmaceuticals”).
4. *C205 – Specific Checklist: Combined ISO/IEC 17025 and Environmental Testing Laboratory Accreditation Program* – Contains the full text of the Environmental program. Select this checklist only if you intend to apply in the Environmental field.
5. *C211 – Specific Checklist: Combined ISO/IEC 17025 and Veterinary Laboratory Accreditation Program* – Contains the full text of the Veterinary Laboratory Accreditation Program and the *Quality Standard and Guidelines for Veterinary Laboratories: Infectious Diseases, Edition 2, 2008*.
6. *C219 – Specific Checklist: Combined ISO/IEC 17025 and DoD Environmental Laboratory Accreditation Program* – Contains the full text of the ISO/IEC 17025:2005 and DoD QSM Version 4.1, sections 4 and 5.

D. Please indicate whether you would prefer your checklist to be submitted to you either:

1. Electronically – with this selection the checklist will be sent via email in word format.
2. Hard Copy through USPS mail – with this selection a hard copy checklist is sent via United States Postal Service.



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Part II: Form

A. General information - To obtain the C101 – General Checklist: ISO/IEC 17025 Laboratory Accreditation Program, please complete the following form and fax it to A2LA.

1. Your Name 2. Facility Name

3. Facility Address
Number and Street
City State Zip Code

4. Email Address 5. Telephone Number

B. Affidavit - I hereby confirm that I have obtained an official copy of ISO/IEC 17025:2005* and will be able to show the copy to the assessor during the on-site assessment (*as well as the AOAC International Guidelines for Laboratories Performing Microbiological and Chemical Analyses of Food and Pharmaceuticals document for laboratories applying within the Food & Pharmaceutical Testing Laboratory Accreditation program, the 2003 NELAC Standard – Chapter 5 for laboratories applying within the Environmental program, the Quality Standard and Guidelines for Veterinary Laboratories: Infectious Diseases, Edition 2, 2008 for laboratories applying within the Veterinary Laboratory Accreditation Program, as applicable).

1. Your Name 2. Your Signature 3. Today's Date

C. Assessor Checklists (Please check all that are requested)

- 1. C101 – General Checklist: ISO/IEC 17025 Laboratory Accreditation Program
2. C202–Specific Checklist: Combined ISO/IEC 17025 & Animal Drug Testing Laboratory Accreditation Program
3. C204 – Specific Checklist: Combined ISO/IEC 17025 and Food & Pharmaceutical Testing Laboratory Accreditation
4. C205 – Specific Checklist: Combined ISO/IEC 17025 and Environmental Testing Laboratory Accreditation Program
5. C211 – Specific Checklist: Combined ISO/IEC 17025 and Veterinary Laboratory Accreditation Program
6. C219 – Specific Checklist: Combined ISO/IEC 17025, NELAC5 and DoD Environmental Laboratory Accreditation Program

D. I would like my checklists(s): Sent to me electronically. Sent to me through USPS mail.

E. FAX THIS FORM DIRECTLY TO A2LA AT (301) 662 2974. Your copy of the Assessor Checklist(s) should be forwarded to you within 5 working days.

For A2LA Use Only: Date Received: Date Processed: By: