



The American Association for Laboratory Accreditation

F101 – Application for Accreditation: ISO/IEC 17025 Laboratories

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For A2LA Office use Only: MASTER CODE: ASSESSMENT NO: CERT NO:

Background

The American Association for Laboratory Accreditation (A2LA) has been accrediting laboratories since 1978. The international standard ISO/IEC 17025:2005 “General requirements for the competence of testing and calibration laboratories” is the basis for the accreditation. This standard not only requires a management system and manual in the laboratory but also requires that the laboratory be found competent to perform specific tests/calibrations or types of tests/calibrations.

Preface A - Before You Begin

Please obtain 1105 - Typical Steps in Preparing for the Accreditation Process for Testing and Calibration Laboratories and 1109 – Fields of Accreditation for ISO/IEC 17025 Laboratories, if necessary, to assist in the completion of this application.

Preface B - Policies

- A. A2LA Confidentiality Policy, Pre-Assessment Policy, Language Policy, Delayed Assessment Policy and Refund Policy: See R101 - General Requirements: Accreditation of ISO/IEC 17025 Laboratories.
B. General Requirements for Accreditation of Laboratories, Part C, Section XVIII: states that all information regarding your application is confidential. To maintain confidentiality regarding an applicant’s status it is the policy of A2LA that upon inquiry, staff will only confirm whether a laboratory is or is not accredited. Please provide the required written permission (check one).

- 1. I authorize A2LA to release information regarding our application status.
2. I do not authorize A2LA to release information regarding our application status.

Part I. Application Information

A. Authorized Representative Name

B. Laboratory Name (as it will appear on your Certificate and Scope of Accreditation and on the A2LA web site)

Empty text box for Laboratory Name

C. Laboratory Address (Number and Street, City, State and Zip Code)

Empty text box for Laboratory Address



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Part I. Application Information (continued)

D. Telephone Number

Fax Number

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E. Mobile Number [If applicable]

Email Address

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F. Website Address. IF YOU DO NOT WISH YOUR WEBSITE TO BE INCLUDED AS A LINK ON THE A2LA WEBSITE, PLEASE PLACE A CHECK MARK HERE

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G. Mailing Address (if different from the laboratory address - Number and Street, City, State and Zip Code)

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H. Billing Address (Number and Street, City, State and Zip Code)

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Part I. Application Information (continued)

I. Accounts Payable Enter the name, telephone number, fax number and email address of the accounts payable staff member who will represent the laboratory in all financial matters.

Contact Name Telephone

Fax Number Email

Part II. Type of Laboratory

A. Type of Laboratory: A main laboratory is an organization that maintains a single location only. A branch system is one that consists of two or more laboratories owned and operated by the same organization, utilizing the same management system and whose accreditation is managed by a Corporate Representative. Please review P106 - Branch System Policy for more information.

Note 1: The branch system option may not be selected if an application has not been received for a main laboratory. Note 2: A separate application must be completed for each Branch Laboratory.

- 1. Main Laboratory [] 2. Branch Laboratory [] 3. If a branch Laboratory, please indicate the A2LA Master Code of Main Laboratory:

[]

B. Field Please select a Field. For a brief description of each field and sub-field, please review I109 Fields of Accreditation for ISO/IEC 17025 Laboratories.

[]

C. Additional Field(s)

[]



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Part II. Type of Laboratory (continued)

D. Laboratory Capabilities Please enter a brief description of the types of tests or calibrations the laboratory currently conducts and for which you plan to include on your scope of accreditation.

E. Number of Laboratory Personnel Please enter the total number of laboratory personnel. Include those who will conduct field service work but may not report directly the main laboratory or branch laboratory on a daily basis.

Empty text boxes for D and E.

F. If the laboratory works in shifts, please note the times for each shift:

Large empty text box for shift times.

G. Field Testing/Calibration? (If No skip to Part III)

Yes [] No []


H. Number of Field Technicians

Empty box for number of field technicians.

Part III. Commercial Status

Check one of the following as it applies to your Laboratory. This information is for reference by A2LA in response to inquiries and determines how your laboratory is categorized in the "Directory of Organizations" section of the A2LA website:

- A. Commercial service available (C1): Select this option if you plan to offer all testing/calibration services from your scope of accreditation to the general public. []
B. Conditionally available for commercial service (C2): Select this option if on certain occasions you plan to offer testing/calibration services from your scope of accreditation to the general public. []
C. Normally not available for commercial service (C3): Select this option if you never plan to offer testing/calibration services from your scope of accreditation to the general public. []

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Part IV. Conditions For Accreditation

A. To attain and maintain accreditation, an applicant must agree to:

- 1) Afford accommodation and cooperation as is necessary to enable A2LA to verify compliance with the requirements for accreditation including provision for examination of documentation (including documents that provide insight into the level of independence of the applicant from any other related activities undertaken by their organization, where applicable) and access to all calibration and testing areas, equipment, records and personnel for the purposes of assessment, surveillance, reassessment and resolution of complaints;
- 2) Comply at all times with the criteria, requirements (including compliance with *R103 – General Requirements: Proficiency Testing for ISO/IEC 17025 Laboratories* where relevant, *P101 – Reference to A2LA Accredited Status-A2LA Advertising Policy* and *P102 – A2LA Policy on Measurement Traceability*), and conditions for accreditation;
- 3) Maintain impartiality and integrity;
- 4) Retain all quality records and technical records supporting reported results (as defined in the relevant management system standard(s) such as ISO/IEC 17025, ISO 15189, ISO 17020, etc.) throughout the period between A2LA full assessments bearing in mind that adequate records (e.g. measurement uncertainty estimates, complaint records, etc.) must be available to demonstrate full compliance with the requirements for accreditation;
- 5) Claim that it is accredited only in respect of services for which it has been granted accreditation and which are carried out in accordance with these conditions;
- 6) Pay such fees as shall be determined by A2LA;
- 7) Not use its accreditation in such a manner as to bring A2LA into disrepute and not make any statement relevant to its accreditation which A2LA may consider misleading or unauthorized;
- 8) Upon suspension, withdrawal or expiration of its accreditation (however determined) discontinue its use of all advertising matter that contains reference thereto and return any certificates of accreditation to A2LA;
- 9) Not use its accreditation to imply product approval by A2LA;
- 10) Endeavor to ensure that no certificate or report, nor any part thereof, is used in a misleading manner;
- 11) In making reference to its accreditation status in communication media such as advertising, brochures or other documents, comply with the requirements of A2LA;

Part IV. Conditions For Accreditation (continued)

- 12) Inform A2LA headquarters within 30 days and in writing of changes or pending changes in any aspect of the organization’s status or operation that affects the organization’s legal, commercial or organizational status; organization or management (e.g., managerial staff); policies or procedures, where appropriate; premises; personnel, equipment, facilities, working environment or other resources, where significant; authorized signatories; or such other matters that may affect the organization’s capability, or scope of accredited activities, or compliance with the criteria, requirements and conditions for accreditation;

- 13) Carry out any adjustments to its procedures in response to due notice (by A2LA newsletter, email and/or hardcopy) of any intended changes by A2LA to the criteria, requirements, or conditions for accreditation, in such time as in the opinion of A2LA is reasonable.

In order to apply, the applicant’s AUTHORIZED REPRESENTATIVE and the DEPUTY AUTHORIZED REPRESENTATIVE, must agree to the above conditions for accreditation and must attest that all statements made on the application are correct to the best of his/her knowledge and belief. An accredited organization’s AUTHORIZED REPRESENTATIVE and DEPUTY AUTHORIZED REPRESENTATIVE is an official who represents the laboratory in all matters related to attaining and maintaining A2LA accreditation. This official is A2LA's primary point of contact with the laboratory. An Accredited Organization’s Authorized Representative should be in a position of authority to ensure that the laboratory complies with the A2LA criteria. Furthermore, this representative is responsible for ensuring that all of the relevant conditions for accreditation are met as of the date this document is signed. During the on-site assessment, the assessor will examine records and documentation to verify compliance with these Conditions for Accreditation as of the date it was signed.

As the applicant Laboratory's Authorized Representative and/or Authorized Deputy Representative, I agree to the above conditions for accreditation. I attest that all statements made on this application are correct to the best of my knowledge and belief.

A. Authorized Representative Printed Name


Authorized Representative Title

<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Dr.	
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B. Signature of Authorized Representative

Today’s Date

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Part IV. Conditions For Accreditation (continued)

D. Authorized Deputy Printed Name

Authorized Deputy Title

<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Dr.	
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E. Authorized Deputy Signature

Today's Date

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F. Telephone Number

Fax Number

Email Address

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Part V. Supporting Information

Please enclose the following supporting documentation along with this completed application:

- A completed *C101 – General Checklist: ISO/IEC 17025 Laboratory Accreditation Program*. Note: due to copyright restrictions this checklist is NOT available on our website.
- For Calibration Field Applicants Only: a completed *C207 – Specific Checklist: Calibration Laboratory Accreditation Program*, example calibration certificate and uncertainty calculations that support the Measurement Uncertainties to be claimed on your scope of accreditation.
- An up-to-date laboratory organization chart and identify, by name, the key personnel involved for each function.
- If seeking accreditation for a field with additional requirements, please complete and return the appropriate checklist, where required.
- If applicable, a chart of the Laboratory's position and reporting relationships within that organization.
- An uncontrolled copy of the current version of your quality manual and any operating procedures and work instructions. Electronic copies are preferred.
- A documented four-year proficiency testing plan.
- Please also include the identity, location, and accreditation status of any commercial calibration services utilized.
- The latest summary proficiency testing results with any corrective action response.
- If applicable, a completed *C103 – General Checklist: Accreditation of Field Testing and Field Calibration Laboratories*.
- The completed *F117 – Technical Staff Matrix for Accreditation – ISO-IEC 17025*.
- A list of all equipment used to support the tests or calibrations including in-house and external calibrations, rented/borrowed equipment.
- Selection List or Scope of Accreditation. If a draft scope of accreditation is provided an electronic



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version in word format is preferred.

Part VI. FEE SCHEDULE

A. Payment Options: A2LA accepts checks, VISA / MasterCard, electronic transfers and ACH transactions. If your organization utilizes Purchase Orders/Contracts please place a checkmark in the box. Please be sure to include the purchase order/contract with the application. An invoice will be provided by A2LA for payment. If you elect to make payment with VISA or MasterCard, please contact the Financial Services Department at 301-644-3248 or visit our website at www.A2LA.org.

If your Laboratory utilizes Purchase Orders/Contracts please check here.

B. Fee: Identify from Part II section A of these instructions the type of laboratory for which you are applying (main or branch).

Calculation

1. Initial Application Fee for Main Laboratory (for new applicant, first year only). **If applying as a Branch Laboratory skip to item 2.**
2. Initial Application Fee for Branch Laboratory (for new applicant, first year only). **If applying as a Main Laboratory skip to item 3.**
3. Annual Fee¹ for first field for Main or Branch Laboratory
4. Annual Fee¹ for each additional field for Main or Branch Laboratory **If no additional fields, skip to item 5.**
5. A2LA accredited organizational membership discount **If you do not have an A2LA membership, skip to item 6.**
6. Assessor Deposit² for first field³ for Main or Branch Laboratory
7. Assessor Deposit² for each additional field³ for Main or Branch Laboratory **If no additional fields, skip to item 8.**
8. TOTAL AMOUNT DUE – **Please Remit Check Payable to A2LA.**


Fee	Total
\$800	
\$800	
\$1300	\$1300
\$1000 x _____	
Member # _____ (200)	
\$2000	\$2000
\$2000 x _____	
\$USD _____	

Please provide pages 1-3 if submitting payment prior to completed application.

Call A2LA Financial Services at 301-644-3248 for more information.

Note 1: Annual Fee –

Although accreditation is granted for two years, payment of a yearly Annual Fee is required to continue accreditation into the second year. There is a discount of \$300 for more than one laboratory and/or more than one field, but only if an Authorized Representative centrally coordinates the applications and fee payments for all laboratories and all fields [see [P106 - Branch System Policy](#) for more information]. There is also a discount of \$200 off the recurring annual fee, once accredited, for those organizations that have purchased an organizational membership with A2LA.

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Note 2: Assessor Deposit:

The Assessor Deposit is \$2,000 for one laboratory in one field. The laboratory will be billed (or refunded) the difference between the actual cost of the assessment and the amount of this deposit. Accreditation will not be granted until all fees are paid. Actual costs are computed based on:

- Total Assessment Time at \$1080 per 8-hour day per assessor;
- Travel (airfare, rental car, or private auto at the IRS allowable rate)
- Accommodations & Miscellaneous (hotel, meals, parking, calls, etc.).

The assessor deposit is only a *partial* payment of the assessment costs and it is likely that the actual assessor charges will exceed the deposit amount. **Variable factors such as the laboratory's size, desired scope of accreditation, documentation structure and adequacy of its preparation for the assessment as well as the costs of assessor travel and lodging will impact on the actual accrued assessment costs.**

Note 3: Laboratory/Field -

An assessment of one laboratory/field can take from 1 to 5 days in the laboratory with additional time taken for preparation and report writing. If travel takes more than two hours, an additional cost at one half the assessment rate will be added for each additional hour. It is to the laboratory's advantage to be prepared and to help prepare the assessors beforehand. If any part of the management system documentation is not sent to assessors beforehand, assessors will need additional time at the laboratory. If the scope of accreditation changes significantly as the assessment progresses, assessors will also need more time. If there are significant deficiencies, assessor follow-up time may be charged. A2LA audits the expenses and pays assessors. Do not pay assessors directly. Do check the assessor's written estimate of assessment costs.

- [**For testing laboratories**]: If you seek accreditation for many tests or types of tests in each of two or more fields of testing, you should plan to be accredited in each of those fields. If you seek accreditation for tests primarily in one field of testing, with no more than 5 tests from a second field, your fees and certificate will only be for one field, although you will be assessed in all areas. In either case, all tests or types of tests, for which you apply and are found competent to perform, will be included in your scope(s) of accreditation.
- [**For calibration laboratories**]: If you seek accreditation for one or more calibration disciplines, it will be considered as accreditation in one field. However, more than one assessor may be assigned to assess multi-discipline laboratories. (Note: Accreditation fees do not include cost of proficiency testing or measurement audit activities.)



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Part VII. Supplemental Information

A. Please indicate your reason(s) for pursuing accreditation with A2LA.

B. Please indicate how you heard about A2LA (e.g. tradeshow, trade magazine, colleague, website, presentations, etc.). Please also identify any A2LA Staff Members that assisted you with this application.

C. Please list all accreditations currently maintained with any other accreditation body, accreditation/recognition with a government agency, or additional supplier audits.

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Part VIII. Mailing Instructions

Please mail and return the entire application along with the requested supporting documentation and payment of fees to:

**The American Association for Laboratory Accreditation
5301 Buckeystown Pike, Suite 350, Frederick, MD 21704**

Please direct all questions regarding this application to our office at 301 644 3248.

END OF APPLICATION