



*The American Association for Laboratory Accreditation*

F108 – Request for Expansion of Scope of Accreditation - Testing

Document Revised:  
October 31, 2009

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*This form is to be used when a testing laboratory is requesting an expansion of their current accreditation (including updated revisions of standards) anytime between reassessments. It is not necessary to submit this form and supporting documentation with the renewal paperwork submission if you are requesting a scope expansion during your upcoming renewal assessment.*

**Laboratory Name:** \_\_\_\_\_

**Master Code:** \_\_\_\_\_ **Certificate Number:** \_\_\_\_\_


A. Information that is to be provided by the Laboratory:

1. A written justification of the reason(s) the lab considers this scope expansion justified.
2. Do any of the requested standards require the laboratory to perform field testing and if yes, does the current scope of accreditation include capability for field testing?
3. Do any of these standards require the laboratory to subcontract services or to lease test equipment? If yes, please provide a list identifying the services and the equipment as appropriate.
4. Are outside consultants required in order to provide these new test services? If yes, please provide a list of these consultants and which services they provide. Also, please indicate if these consultants were available and present at the last A2LA assessment?
5. Please provide a copy the Title Page of each standard or revision of the standard that you are requesting to be included on your proposed scope of accreditation.
6. Please update the following table for each standard that is being requested:

| Test Technology | Proposed Standard or Rev on A2LA Scope | *Identify Trained Staff | **Added Equipment | Test Procedure | Actual or Sample Test Report |
|-----------------|--|-------------------------|-------------------|----------------|------------------------------|
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\*Please include evidence of applicable staff training for the test method(s) requested to be added.

\*\*Please include evidence of traceable calibration for the equipment indicated.

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*Please note that additional information may be requested to perform the review of the standards for which the scope expansion has been requested.*

B. After this information has been provided to A2LA, it will be forwarded to the assessor(s), who will be requested to perform a technical review on the information.

Based on the initial review by the assessor, one of the following options will be communicated to the laboratory:

- 1) An off-site document review and information review (a teleconference may be necessary) that is performed either by an A2LA assessor or A2LA staff, as appropriate. The result of the offsite document review may be that an on-site assessment visit is required.
- 2) An interim on-site assessment by an A2LA Assessor
- 3) Tentative scope approval based on the review of the information that has been already provided.

If you have any questions, please contact your assigned AcO for further information.