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|  | <i>The American Association for Laboratory Accreditation</i>         |                                       |
|   | F112 – Request for Expansion of Scope of Accreditation - Calibration | Document Revised:<br>October 31, 2009 |
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*This form is to be used when a calibration laboratory is requesting an expansion of their current accreditation 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/change justified.
2. Do any of the requested expansions/changes require the laboratory to perform field calibration and if yes, does the current scope of accreditation include capability for field calibration?
3. Do any of these expansions/changes require the laboratory to subcontract services or to lease measurement 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 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. If a new laboratory procedure is involved with the expansion/change, please provide a copy of the procedure for the measurement parameter(s) that you are requesting to be included on your proposed scope.
6. Please update the following table for each expansion/change that is being requested:

| Proposed Parameter Revision on A2LA Scope | Range | *Best Uncertainty | **Identify Trained Staff | ***Equipment used | ****Actual or Sample Calibration Certificate |
|---|-------|-------------------|--------------------------|-------------------|--|
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\* Please include a copy of the uncertainty calculation for each value listed.

\*\* Please include evidence of applicable staff training for the parameter(s) requested to be added.

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

\*\*\*\* Please include a copy of an actual or example calibration certificate for the parameter indicated.

*Please note that additional information may be requested to perform the review of the scope expansion request.*

B. After this information has been provided to A2LA, it will be forwarded to an appropriate technical assessor(s), who will be requested to perform a review of the information. Please note that the assessor's time for review of this information may be billable at the current hourly assessor rate.

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

- 1) An off-site document review and information review has been performed by an A2LA assessor and/or A2LA staff, as appropriate. The result of the offsite document review will require additional information and may result in the need for an on-site assessment visit.
- 2) Based on the review of the information provided, an interim on-site assessment by an A2LA Assessor is required before the expansion/change to the scope of accreditation can be published.
- 3) Based on the review of the information provided, the requested expansion/change has been approved. The scope of accreditation will be updated and published.

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