

1           **RULES OF PROCEDURE FOR CALIBRATION LABORATORY ACCREDITATION**

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3   **1.0 INTRODUCTION**

4       1.1 **Scope:** The purpose of these rules is to establish procedures governing accreditation of  
5           Calibration Laboratories by International Accreditation Service, Inc. (IAS).

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7           IAS accreditation does not make any representation nor should it be construed as  
8           making representation regarding attributes not specifically addressed by the  
9           accreditation. Accreditation also does not constitute an endorsement or  
10          recommendation for use of a particular calibration, or of the equipment calibrated by the  
11          laboratory.

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13       1.2 **Reference Documents**

14           1.2.1 IAS Accreditation Criteria for Calibration Laboratories, AC204.

15           1.2.2 IAS Rules of Procedure for Appeals Concerning International Accreditation  
16           Service, Inc., Actions.

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18   **2.0 INITIAL ACCREDITATION**

19       2.1 **Initial Application, Fees and Assessment Costs**

20           2.1.1 Each initial application must be submitted through the IAS Customer portal.

21           2.1.2 The new applicant must submit appropriate basic fee and assessment cost as  
22           identified in your quotation.

23           2.1.3 The basic fee covers one discipline of calibration, as applicable and as  
24           provided in your quotation.

25           2.1.4 If any additional disciplines are identified during the course of accreditation,  
26           additional fees may apply. Fields of disciplines are broadly categorized as  
27           Dimensional, Thermal, Mechanical, and Electrical, etc.

28           2.1.5 Initial applications held for more than 180 days, without the applicant's having  
29           fulfilled IAS requirements for accreditation, are subject to cancellation unless  
30           such term is extended by the IAS president or his/her designee.

- 31 2.1.6 All IAS fees are nonrefundable.
- 32 2.1.7 **Taxes and charges:** All sales, use, excise, value-added and similar taxes and
- 33 charges are the responsibility of the applicant, and the applicant agrees to
- 34 reimburse IAS for any such taxes and charges imposed on IAS with respect to
- 35 services provided by IAS.
- 36 2.1.8 Required documentation as noted in Sections 4 and 5 of IAS AC204 must be
- 37 submitted.
- 38 2.1.9 Desired scope of accreditation detailing the calibration disciplines for which
- 39 accreditation is sought must be submitted. As an example, the following format
- 40 is recommended:

Calibration Area	Range & Resolution	Calibration & Measurement Capability (CMC) ( $\pm$ )	Technique, Reference Standard, Equipment
Micrometers	0 to 1 in. / 0.00005 in. 0 to 2 in. / 0.00005 in. 0 to 3 in. / 0.00005 in. 0 to 4 in. / 0.00005 in.	0.000062 $\mu$ " 0.000068 $\mu$ " 0.000073 $\mu$ " 0.000077 $\mu$ "	Gauge Blocks, Grade '0'.
Thermometers	-40°C to 750°C/ 0.1°C	0.15°C	RTD, HART 5618-9
Pressure Gage	0-3000 psi / 0.01psi 0-10000 psi / 1psi	0.015 psi 0.8psi	Dead Weight Tester Fluke Multifunction calibrator 7526A

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- 43 2.1.10 IAS may at any time, in addition to the required documentation noted above,
- 44 require other information.
- 45 2.1.11 Initial applicants will be invoiced for the balance of costs and expenses
- 46 resulting from the onsite assessment.
- 47 2.1.12 Additional fees, if any, due to identification of any additional disciplines of
- 48 calibration (refer to section 2.1.4) at the conclusion of the accreditation process
- 49 will be invoiced.

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51 **2.2 Initial Assessment**

- 52 2.2.1 Upon receipt by IAS of the application, applicable fees, required documentation
- 53 and the desired scope of accreditation, IAS will process the application as
- 54 follows:
- 55 2.2.1.1 A review of submitted documentation will be conducted to determine
- 56 preliminary compliance with applicable requirements. A letter summarizing

57 preliminary observations will be relayed to the applicant, including a request  
58 for any additional data which may be required prior to scheduling the initial  
59 assessment.

60 2.2.1.2 An (optional) onsite pre-assessment visit may be scheduled at the discretion  
61 of the applicant for the purpose of determining preliminary compliance with  
62 applicable requirements. IAS and assessors shall ensure that no consultancy  
63 is provided during this pre-assessment exercise.

64 2.2.1.3 **Initial Assessment:** In consultation with the applicant, an initial onsite  
65 assessment will be scheduled to verify compliance with the accreditation  
66 requirements.

67 2.2.1.4 **Response to Assessment Report:** A written response to any Corrective  
68 Action Requests (CARs) and Concerns identified during the initial  
69 assessment shall be submitted to IAS within thirty (30) days of the conclusion  
70 of the assessment as follows:

71 2.2.1.4.1 Corrective Action Requests (CARs) require a mandatory response on  
72 actions taken by the laboratory to resolve the CARs, including  
73 objective evidence substantiating the actions taken. The response  
74 must include root cause analysis to support CAR closures where  
75 appropriate. Resolution of CARs requiring revisions to the laboratory's  
76 management and technical system must be documented and  
77 submitted to IAS. Objective evidence may be in the form of revisions  
78 to procedures, additional training, mentoring and monitoring given to  
79 personnel accompanied by appropriate records, and/or other data.

80 2.2.1.4.2 Concerns require a mandatory written response from the [laboratory,  
81 agency, etc., fit to program] within 30 days of submission of the  
82 assessment report. While objective evidence addressing Concerns is  
83 not mandatory, the [program] must inform IAS on the action taken or  
84 intended action to be undertaken with a timeline for completion. The  
85 action taken by the organization to implement actions to resolve  
86 concerns will be verified at the agency's next scheduled assessment  
87 or during a follow-up assessment.

88 2.2.1.4.3 If more than 30 days are needed to resolve CARs or Concerns, the  
89 laboratory must request, in writing, for an extension from IAS.

- 90 Requests for an extension should be accompanied by a reasonable  
91 estimate on when the responses will be submitted for review.
- 92 2.2.1.4.4 IAS reserves the right to conduct a follow-up assessment to determine  
93 if CARs and Concerns have been satisfactorily resolved.
- 94 2.2.1.4.5 Failure to resolve all CARS and Concerns within six months from the  
95 date of assessment will result in a reassessment or further action  
96 against the accreditation as called for in these rules.
- 97 2.2.2 IAS will grant accreditation upon determination that based on the onsite  
98 assessment and review of evidence submitted, the applicant has met all the  
99 accreditation requirements as a calibration laboratory for the calibration  
100 methods noted in the scope of accreditation certificate and available on the IAS  
101 website.
- 102 2.2.3 IAS may decide not to grant accreditation to the applicant for not fulfilling  
103 accreditation requirements. Any applicant denied accreditation may appeal this  
104 decision as per requirements noted under Section 6.2 of these rules.
- 105 2.2.4 Each initial accreditation is valid for a one-year period from the accreditation  
106 date.
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- 108 **2.3 Transfer of Accreditation:** Applicant calibration laboratories currently accredited by a  
109 signatory to the ILAC Mutual Recognition Arrangement (MRA) seeking transfer of  
110 accreditation, in addition to fulfilling IAS accreditation requirements, must provide the  
111 following:
- 112 2.3.1 A complete copy of the most recent assessment report from your current  
113 accreditation body.
- 114 2.3.2 Corrective actions for any deficiencies noted in the assessment report,  
115 including acknowledgement of acceptance of the corrective actions by the  
116 current accreditation body. If the applicant and the accreditation body differ on  
117 the corrective actions or deficiencies, IAS will review them and make a decision  
118 as to status.
- 119 2.3.3 A copy of the most recent accreditation certificate issued by the current  
120 accreditation body.
- 121 2.3.4 Other information as deemed pertinent by IAS.
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### 123 **3.0 MAINTENANCE OF ACCREDITATION**

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**3.1 Renewal Application, Fees and Assessment Costs**

- 3.1.1 Each renewal application must be submitted through the IAS Customer portal.
- 3.1.2 An application to renew accreditation must be filed at least 15 days prior to the expiration date if continued accreditation is desired and shall be accompanied by the applicable fee as identified in the renewal notice.
- 3.1.3 Accreditation is subject to cancellation if an application to renew accreditation is not completed by the renewal date.
- 3.1.4 **Taxes and charges:** All sales, use, excise, value-added and similar taxes and charges are the responsibility of the applicant, and the applicant agrees to reimburse IAS for any such taxes and charges imposed on IAS with respect to services provided by IAS.
- 3.1.5 All expenses, including but not limited to travel and staff time, related to the assessments are reimbursable to IAS by the laboratory.
- 3.1.6 Additional fees, if any, due to identification of any additional dimensions (refer to section 2.1.4) at the conclusion of the accreditation process will be invoiced.

**3.2 Surveillance Assessment after Initial Year of Accreditation**

- 3.2.1 All accredited calibration laboratories are subject to a surveillance assessment at the end of the initial year of accreditation. IAS will determine whether the surveillance assessment may be conducted remotely or onsite. Determination will be based on factors including: severity of CARs and Concerns from the initial assessment, changes in the management system as indicated in the renewal application, complaints received by IAS in the past year and the risk associated with the scope of accreditation.
- 3.2.2 **Onsite Surveillance Assessment**
  - 3.2.2.1 If IAS determines an onsite surveillance assessment is required, IAS staff will contact the laboratory to schedule the assessment.
  - 3.2.2.2 At minimum, the following information shall be reviewed during the onsite surveillance assessment: the laboratory's internal audit and management review reports/minutes; any complaints; actions resulting from any Concerns noted in the previous assessment report; any major changes in key personnel, facilities, equipment or in the calibration laboratory's management system and calibration records for disciplines that are within the laboratory's scope with IAS.

158 3.2.2.3 Surveillance assessment process is similar to the initial assessment process  
159 noted above.

160 3.2.2.4 IAS may decide not to grant accreditation to the accredited laboratory for not  
161 fulfilling accreditation requirements. Any applicant denied accreditation may  
162 appeal this decision as per requirements noted under Section 6 of these  
163 rules.

164 3.2.2.5 For currently-accredited laboratories, failure to respond to an IAS assessment  
165 report within 90 days will result in suspension of accreditation and removal of  
166 the laboratory's accreditation certificate from the IAS website.

### 167 **3.2.3 Remote Surveillance Assessment**

168 3.2.3.1 If IAS determines that the laboratory qualifies for a remote surveillance  
169 assessment, the laboratory shall provide the following information: the  
170 laboratory's internal audit and management review reports/minutes; any  
171 complaints; actions resulting from any Concerns noted in the previous  
172 assessment report; any major changes in key personnel, facilities, equipment  
173 or in the laboratory's management system and calibration records that are  
174 within the laboratory's scope with IAS.

175 3.2.3.2 IAS will review the submittals and make a determination if the accreditation  
176 can be continued or an onsite surveillance assessment is required.

177 3.2.3.3 IAS may decide not to grant accreditation to the accredited laboratory for not  
178 fulfilling accreditation requirements. Any applicant denied accreditation may  
179 appeal this decision as per requirements noted under Section 6 of these  
180 rules.

181 3.2.4 IAS will grant accreditation upon determination based on surveillance  
182 assessment and completion of renewal application that the accredited  
183 laboratory has met the accreditation requirements for the calibration methods  
184 noted in the scope of accreditation certificate and available on the IAS website.

### 185 186 **3.3 Onsite Reassessment**

187 3.3.1 An onsite reassessment is required at the end of every two term commencing  
188 from the date of initial accreditation.

189 3.3.2 In consultation with the accredited laboratory, an onsite assessment will be  
190 scheduled to verify compliance with the accreditation requirements.

191 3.3.3 Onsite reassessment process is similar to the initial assessment process noted  
192 above.

193 3.3.4 For currently-accredited laboratories, failure to respond to an IAS assessment  
194 report within 90 days will result in suspension of accreditation and removal of  
195 the laboratory's accreditation certificate from the IAS website.

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#### 197 3.4 **Scope Extension Assessments**

198 3.4.1 Requests for extension of scope require submission of a formal request  
199 detailing the extension (e.g. Discipline, Type, Range & Resolution, CMC and  
200 Reference Standard/Equipment) request.

201 3.4.2 Laboratories seeking extension of scope may be subject to an onsite scope  
202 extension assessment.

203 3.4.3 In consultation with the accredited laboratory, an onsite assessment will be  
204 scheduled.

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#### 206 3.5 **Extraordinary Assessments**

207 3.5.1 Extraordinary onsite assessments may be conducted, including unannounced  
208 assessments, to investigate formal complaints or other changes in a  
209 laboratory's status that may affect the ability of the laboratory to fulfill IAS  
210 requirements for accreditation.

211 3.5.2 All costs associated with the extraordinary assessment will be the responsibility  
212 of the accredited laboratory.

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### 214 **4.0 RESPONSIBILITIES OF CALIBRATION LABORATORY**

215 4.1 **Changes to Laboratory's Accreditation Status:** Laboratories accredited under these  
216 rules shall notify IAS in writing within thirty days concerning the following:

217 4.1.1 Change in laboratory name.

218 4.1.2 Change in laboratory ownership.

219 4.1.3 Change in laboratory address.

220 4.1.4 Changes in policies or procedures that affect the laboratory's accreditation.

221 4.1.5 Major changes to the calibration facility.

222 4.1.6 Changes in key technical or supervisory personnel.

223 4.1.7 Change in status, including but not limited to cancellation, revocation,  
224 suspension or withdrawal of other accreditations maintained by the laboratory.

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**4.2 Laboratories Operating Under Special Jurisdictional/Governmental Regulations**

4.2.1 Regulatory entities may place specific compliance requirements on laboratories operating within their jurisdiction. If a laboratory intends to seek acceptance of its calibration certificates by these entities, they must agree to comply with the additional assessment requirements, including more frequent onsite assessments, as applicable.

4.2.2 By executing the IAS application for laboratory accreditation, the laboratory agrees to furnish all needed documentation, pay the required fees, perform additional witness inspections, or otherwise fully comply with the requirements of the regulatory entities.

**4.3 Indemnification:** All applications for an IAS accreditation contain indemnification provisions.

**4.4 Unannounced Assessments:** The laboratory agrees to permit unannounced assessments of its office and facilities by the IAS for cause, such as formal complaints, pattern of nonconformance, regulatory requests, etc.

**4.5 Usage of the IAS Name or Symbol by Accredited Laboratories**

4.5.1 An accredited laboratory can make reference to its IAS accreditation in calibration certificates, on its website, in its general literature and promotional materials, and in business solicitations, under the following provisions:

4.5.1.1 The laboratory may not reference its accredited status in any way that indicates or implies accreditation in areas outside the actual scope of the specific IAS accreditation; or that indicates or implies IAS endorsement of any particular product, material or service.

4.5.1.2 When the IAS name and/or the registered symbol are used, it shall be accompanied by the word "ACCREDITED." The symbol must also include the name of the accredited program, e.g., "Calibration Laboratory."

4.5.1.3 When the IAS name or the registered symbol is printed on letterhead and/or other calibration stationery, such stationery **may not** be used for work proposals or quotations if none of the work is within the laboratory's current scope of accreditation with IAS.



259 4.5.1.4 The IAS registered symbol is to be used on IAS-endorsed calibration  
260 certificates. The IAS registered symbol may not be changed in any way,  
261 although it may be enlarged or reduced.

262 4.5.1.5 The IAS registered symbol displayed on the laboratory's IAS-endorsed  
263 calibration certificates must include the name of the accredited program, e.g.,  
264 "Calibration Laboratory," provided the certificates relate to calibration  
265 disciplines that are within the laboratory's IAS-approved scope of  
266 accreditation. Whenever the IAS symbol is used on a report covering multiple  
267 disciplines, some of which are within the laboratory's scope of accreditation  
268 and some of which are outside the scope, the laboratory must clearly identify  
269 whatever portion of the report is not covered by IAS accreditation.

270 4.5.2 It is the laboratory's responsibility to not misrepresent its accreditation status in  
271 any way, and to secure IAS approval in advance whenever there is a question  
272 about the laboratory's intended use of the IAS name and/or symbol.

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## 274 **5.0 RESPONSIBILITY OF INTERNATIONAL ACCREDITATION SERVICE**

275 5.1 **Accreditation Documents:** A certificate of accreditation and scope of accreditation  
276 document shall be issued and maintained current for each accredited laboratory upon  
277 satisfactory completion of the accreditation requirements. For each accredited  
278 laboratory, the scope of accreditation shall be posted on the IAS website. Accreditation  
279 actions will also be noted on the IAS website.

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281 5.2 **Fee Modifications:** Any modifications to the fees must be reviewed and approved by  
282 the IAS president or his/her designee.

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284 5.3 **Proprietary Data:** Data in any accreditation file or application are considered  
285 proprietary to the applicant. The data may be disclosed by IAS only upon the written  
286 consent of the applicant or pursuant to subpoena issued by a court or other  
287 governmental agency of competent jurisdiction. Proprietary data may also be disclosed  
288 to a staff member of IAS or an authorized representative of IAS having a legitimate  
289 interest therein; any duly identified representative of any laboratory, or like person or  
290 organization who initially prepared the data, or a duly authorized representative thereof  
291 stated to be an employee or principal thereof having a legitimate interest therein.  
292 Governmental regulatory bodies may be granted access in the interest of public safety

293 or preservation of property as it relates to enforcement of laws/regulations upon receipt  
294 of an official written request.

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296 **5.4 Access to Proprietary Data:** From time to time, IAS records and files are audited by  
297 national and international bodies on a random basis to establish conformance with  
298 international accreditation and conformity assessment standards. It is understood that,  
299 by executing an accreditation application, laboratories grant IAS the authority to allow  
300 such access.

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302 **5.5 Selection of Assessment Team:** IAS will provide an opportunity to the applicant or  
303 accredited laboratory to appeal against an assessor or assessment team assigned to  
304 assess the laboratory. This appeal must be in writing with the reasons identified. IAS, in  
305 mutual agreement with the laboratory, may arrange to assign a different assessor or  
306 assessment team for the scheduled assessment.

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## 308 **6.0 DENIAL, REVOCATION, MODIFICATION, SUSPENSION OR CANCELLATION OF THE** 309 **ACCREDITATION, AND APPEALS**

310 **6.1** Any accreditation is subject to denial, revocation, modification, suspension or  
311 cancellation upon occurrence of any of the following:

312 6.1.1 Failure by the laboratory to comply with the current or updated Rules of  
313 Procedure.

314 6.1.2 Failure to comply with the current or updated Accreditation Criteria.

315 6.1.3 Failure to comply with any condition to the issuance of the accreditation.

316 6.1.4 Any misstatement, whether intentionally or unintentionally made, in the  
317 application or any data or documentation submitted in support thereof.

318 6.1.5 Failure to comply with any provision contained in the application.

319 6.1.6 Failure to comply with any terms of the management system documentation on  
320 which the IAS accreditation was based.

321 6.1.7 Any other grounds considered as adequate cause in the judgment of IAS.

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### 323 **6.2 Appeals**

324 6.2.1 The denial, revocation, modification, suspension or cancellation of accreditation  
325 may only be appealed by the holder of the accreditation.

326 6.2.2 Procedures for appeals of denial, revocation, modification, suspension or  
327 cancellation of accreditation shall be in accordance with the Rules of Procedure  
328 for Appeals Concerning International Accreditation Service, Inc., Actions. The  
329 IAS president or his/her designee, or the Board of Directors, as the case may  
330 be, may shorten any of the time periods set forth in the Rules of Procedure for  
331 Appeals Concerning International Accreditation Service, Inc., Actions, if such  
332 action is deemed necessary, in their discretion, in the interest of public safety  
333 and welfare.

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335 **6.3 With No Right To Appeal:** Notwithstanding anything in these rules to the contrary, any  
336 initial application, or accreditation may be denied, revoked, modified, suspended or  
337 cancelled by the IAS president or his/her designee for any of the following reasons with  
338 no right of appeal:

339 6.3.1 Failure to pay required fees to IAS within thirty days from the date of the  
340 mailing by IAS of written demand for payment.

341 6.3.2 Failure to perform any test or to furnish any material or data relating to  
342 laboratory accreditation required by IAS within the specified time limit, unless  
343 extended by the IAS president or his/her designee.

344 6.3.3 Failure to respond and resolve IAS Corrective Action Requests or Concerns  
345 resulting from an IAS assessment report in the allotted time, unless extended  
346 by the IAS president or his/her designee.

347 6.3.4 Failure to permit or submit to an assessment as set forth in Sections 2 and 3  
348 and, if applicable, the special oversight requirements stipulated in Section 4.3  
349 of the Rules of Procedure.

350 6.3.5 Failure to furnish information and/or submit to a remote surveillance  
351 assessment as required in Section 3.2.3 of these rules within the specified time  
352 limit.

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354 **6.4 Results Of Denial, Revocation, Modification, Suspension or Cancellation**

355 6.4.1 Upon the occurrence of any of the events set forth in Section 6.1 or Section  
356 6.3, IAS, by the decision of its president or his/her designee, may choose any  
357 of the following actions:

358 6.4.1.1 Denial of the application.

359 6.4.1.2 Revocation of the accreditation.

- 360 6.4.1.3 Modification of the accreditation, on such terms as determined by the IAS  
361 president or his/her designee.
- 362 6.4.1.4 Suspension of the accreditation for such period on such terms as determined  
363 by the IAS president or his/her designee.
- 364 6.4.1.5 Cancellation of the accreditation.
- 365 6.4.2 The decisions of the IAS president or his/her designee with respect to any of  
366 the actions set forth in this section may become effective immediately if  
367 deemed necessary, in the interest of public safety and welfare, may be stayed  
368 pending an appeal pursuant to the Rules of Procedure for Appeals Concerning  
369 International Accreditation Service, Inc., Actions, or may be otherwise stayed  
370 on such terms and conditions as determined by the president or his/her  
371 designee.
- 372 6.4.3 Upon revocation or cancellation of the accreditation or during any period of  
373 suspension, unless this provision is specifically modified by the terms of the  
374 suspension, the accredited laboratory shall discontinue all use of the IAS  
375 symbol. The laboratory shall also immediately discontinue any references to  
376 IAS accreditation on any reports, certificates, or promotional material.
- 377 6.4.4 IAS shall have the right to immediately notify governmental jurisdictions and  
378 any other interested parties of any improper and unauthorized reference to the  
379 continuation of the accreditation, when in the sole judgment of IAS, as  
380 determined by its president or his/her designee, such notification is necessary  
381 in the interest of public safety or welfare.
- 382 6.4.5 Upon the determination by IAS that cause exists for any of the actions specified  
383 in this section, with respect to the accreditation, IAS shall deliver to the  
384 laboratory a written statement, signed by the IAS president or his/her designee,  
385 setting forth the factual basis for such action. This written statement shall  
386 include a specific reference to the cause for the action which is set forth in the  
387 Rules of Procedure. ▪