



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

2

3   **1.0 INTRODUCTION**

4       1.1 **Scope:** The purpose of these rules is to establish procedures governing accreditation of  
5       testing 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 testing, or of the products tested by the  
11      laboratory.

12

13      **1.2 Reference Documents**

14          1.2.1 IAS AC89 Accreditation Criteria for Testing Laboratories.

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

17

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 field of testing, as applicable and as provided in your  
24          quotation.

25          2.1.4 If any additional fields are identified during the course of accreditation,  
26          additional fees may apply. Fields of testing are broadly categorized as  
27          Mechanical, Electrical, Structural, Fire, Chemical, Microbiological, CMT  
28          (Construction Material Testing), Environmental, Heating and Cooling, etc.

- 29 2.1.5 Initial applications held for more than 180 days, without the applicant's having  
 30 fulfilled IAS requirements for accreditation, are subject to cancellation unless  
 31 such term is extended by the IAS president or his/her designee.
- 32 2.1.6 All IAS fees are nonrefundable.
- 33 2.1.7 **Taxes and charges:** All sales, use, excise, value-added and similar taxes and  
 34 charges are the responsibility of the applicant, and the applicant agrees to  
 35 reimburse IAS for any such taxes and charges imposed on IAS with respect to  
 36 services provided by IAS.
- 37 2.1.8 Required documentation as noted in Sections 4 and 5 of IAS AC89 must be  
 38 submitted.
- 39 2.1.9 Desired scope of accreditation detailing the test methods for which  
 40 accreditation is sought must be submitted. As an example, the following format  
 41 is recommended:

ASTM C39	Standard Test Method for Compressive Strength of Cylindrical Concrete Specimens
ASTM E84	Standard Test Method for Surface Burning Characteristics of Building Materials
ASTM D1500	Standard test method for ASTM color of petroleum products (ASTM color scale)
ASTM F1361	Standard Test Method for Performance of Open Deep Fat Fryers

- 42 2.1.10 IAS may at any time, in addition to the required documentation noted above,  
 43 require other information.
- 44 2.1.11 Initial applicants will be invoiced for the balance of costs and expenses  
 45 resulting from the onsite assessment.
- 46 2.1.12 Additional fees, if any, due to identification of any additional fields of testing  
 47 (refer to section 2.1.4) at the conclusion of the accreditation process will be  
 48 invoiced.

49

50 **2.2 Initial Assessment**

- 51 2.2.1 Upon receipt by IAS of the application, applicable fees, required documentation  
 52 and the desired scope of accreditation, IAS will process the application as  
 53 follows:
- 54 2.2.1.1 A review of submitted documentation will be conducted to determine  
 55 preliminary compliance with applicable requirements. A letter summarizing  
 56 preliminary observations will be relayed to the applicant, including a request

57 for any additional data which may be required prior to scheduling the initial  
58 assessment.

59 2.2.1.2 An (optional) onsite pre-assessment visit may be scheduled at the discretion  
60 of the applicant for the purpose of determining preliminary compliance with  
61 applicable requirements. IAS and assessors shall ensure that no consultancy  
62 is provided during this pre-assessment exercise.

63 2.2.1.3 **Initial Assessment:** In consultation with the applicant, an initial onsite  
64 assessment will be scheduled to verify compliance with the accreditation  
65 requirements.

66 2.2.1.4 **Response to Assessment Report:** A written response to any Corrective  
67 Action Requests (CARs) and Concerns identified during the initial  
68 assessment shall be submitted to IAS within thirty (30) days of the conclusion  
69 of the assessment as follows:

70 2.2.1.4.1 Corrective Action Requests (CARs) require a mandatory response on  
71 actions taken by the laboratory to resolve the CARs, including  
72 objective evidence substantiating the actions taken. The response  
73 must include root cause analysis to support CAR closures where  
74 appropriate. Resolution of CARs requiring revisions to the laboratory's  
75 management and technical system must be documented and  
76 submitted to IAS. Objective evidence may be in the form of revisions  
77 to procedures, additional training, mentoring and monitoring given to  
78 personnel accompanied by appropriate records, and/or other data.

79 2.2.1.4.2 Concerns require a mandatory written response from the laboratory  
80 within 30 days of submission of the assessment report. While  
81 objective evidence addressing Concerns is not mandatory, the  
82 laboratory must inform IAS on the action taken or intended action to  
83 be undertaken with a timeline for completion. The action taken by the  
84 organization to implement actions to resolve concerns will be verified  
85 at the agency's next scheduled assessment or during a follow-up  
86 assessment.

87 2.2.1.4.3 If more than 30 days are needed to resolve CARs or Concerns, the  
88 laboratory must request, in writing, for an extension from IAS.  
89 Requests for an extension should be accompanied by a reasonable  
90 estimate on when the responses will be submitted for review.

- 91 2.2.1.4.4 IAS reserves the right to conduct a follow-up assessment to determine  
92 if CARs and Concerns have been satisfactorily resolved.
- 93 2.2.1.4.5 Failure to resolve all CARS and Concerns within six months from the  
94 date of assessment will result in a reassessment or further action  
95 against the accreditation as called for in these rules.
- 96 2.2.2 IAS will grant accreditation upon determination that based on the onsite  
97 assessment and review of evidence submitted, the applicant has met all the  
98 accreditation requirements as a testing laboratory for the test methods noted in  
99 the scope of accreditation certificate and available on the IAS website.
- 100 2.2.3 IAS may decide not to grant accreditation to the applicant for not fulfilling  
101 accreditation requirements. Any applicant denied accreditation may appeal this  
102 decision as per requirements noted under Section 6.2 of these rules.
- 103 2.2.4 Each initial accreditation is valid for a one-year period from the accreditation  
104 date.

105

106 **2.3 Transfer of Accreditation:** Applicant laboratories currently accredited by a signatory  
107 to the ILAC Mutual Recognition Arrangement (MRA) seeking transfer of accreditation, in  
108 addition to fulfilling IAS accreditation requirements, must provide the following:

- 109 2.3.1 A complete copy of the most recent assessment report from your current  
110 accreditation body.
- 111 2.3.2 Corrective actions for any deficiencies noted in the assessment report,  
112 including acknowledgement of acceptance of the corrective actions by the  
113 current accreditation body. If the applicant and the accreditation body differ on  
114 the corrective actions or deficiencies, IAS will review them and make a decision  
115 as to status.
- 116 2.3.3 A copy of the most recent accreditation certificate issued by the current  
117 accreditation body.
- 118 2.3.4 Other information as deemed pertinent by IAS.

119

### 120 **3.0 MAINTENANCE OF ACCREDITATION**

#### 121 **3.1 Renewal Application, Fees and Assessment Costs**

- 122 3.1.1 Each renewal application must be submitted through the IAS Customer portal.

- 123 3.1.2 An application to renew accreditation must be filed at least 15 days prior to the  
124 expiration date if continued accreditation is desired and shall be accompanied  
125 by the applicable fee as identified in the renewal notice.
- 126 3.1.3 Accreditation is subject to cancellation if an application to renew accreditation  
127 is not completed by the renewal date.
- 128 3.1.4 **Taxes and charges:** All sales, use, excise, value-added and similar taxes and  
129 charges are the responsibility of the applicant, and the applicant agrees to  
130 reimburse IAS for any such taxes and charges imposed on IAS with respect to  
131 services provided by IAS.
- 132 3.1.5 All expenses, including but not limited to travel and staff time, related to the  
133 assessments are reimbursable to IAS by the laboratory.
- 134 3.1.6 Additional fees, if any, due to identification of any additional fields of testing  
135 (refer to section 2.1.4) at the conclusion of the accreditation process will be  
136 invoiced.

137

## 138 3.2 **Surveillance Assessment after Initial Year of Accreditation**

- 139 3.2.1 All accredited testing laboratories are subject to a surveillance assessment at  
140 the end of the initial year of accreditation. IAS will determine whether the  
141 surveillance assessment may be conducted remotely or onsite. Determination  
142 will be based on factors including: severity of CARs and Concerns from the  
143 initial assessment, changes in the management system as indicated in the  
144 renewal application, complaints received by IAS in the past year and the risk  
145 associated with the scope of accreditation.

### 146 3.2.2 **Onsite Surveillance Assessment**

- 147 3.2.2.1 If IAS determines an onsite surveillance assessment is required, IAS staff will  
148 contact the laboratory to schedule the assessment.

- 149 3.2.2.2 At minimum, the following information shall be reviewed during the onsite  
150 surveillance assessment: the laboratory's internal audit and management  
151 review reports/minutes; any complaints; actions resulting from any Concerns  
152 noted in the previous assessment report; results of proficiency testing, if any;  
153 any major changes in key personnel, facilities, equipment or in the  
154 laboratory's management system and test reports for test methods that are  
155 within the laboratory's scope with IAS.

156 3.2.2.3 Surveillance assessment process is similar to the initial assessment process  
157 noted above.

158 3.2.2.4 IAS may decide not to grant accreditation to the accredited testing laboratory  
159 for not fulfilling accreditation requirements. Any applicant denied accreditation  
160 may appeal this decision as per requirements noted under Section 6 of these  
161 rules.

162 3.2.2.5 For currently-accredited laboratories, failure to respond to an IAS assessment  
163 report within 90 days will result in suspension of accreditation and removal of  
164 the laboratory's accreditation certificate from the IAS website.

### 165 **3.2.3 Remote Surveillance Assessment**

166 3.2.3.1 If IAS determines that the laboratory qualifies for a remote surveillance  
167 assessment, the laboratory shall provide the following information: the  
168 laboratory's internal audit and management review reports/minutes; any  
169 complaints; actions resulting from any Concerns noted in the previous  
170 assessment report; results of proficiency testing, if any; any major changes in  
171 key personnel, facilities, equipment or in the laboratory's management  
172 system and test reports for test methods that are within the laboratory's  
173 scope with IAS.

174 3.2.3.2 IAS will review the submittals and make a determination if the accreditation  
175 can be continued or an onsite surveillance assessment is required.

176 3.2.3.3 IAS may decide not to grant accreditation to the accredited testing laboratory  
177 for not fulfilling accreditation requirements. Any applicant denied accreditation  
178 may appeal this decision as per requirements noted under Section 6 of these  
179 rules.

180 3.2.4 IAS will grant accreditation upon determination based on surveillance  
181 assessment and completion of renewal application that the accredited  
182 laboratory has met the accreditation requirements for the test methods noted in  
183 the scope of accreditation certificate and available on the IAS website.

184

### 185 **3.3 Onsite Reassessment**

186 3.3.1 An onsite reassessment is required at the end of every two-year term  
187 commencing from the date of initial accreditation.

188 3.3.2 In consultation with the accredited laboratory, an onsite assessment will be  
189 scheduled to verify compliance with the accreditation requirements.

190 3.3.3 Onsite reassessment process is similar to the initial assessment process noted  
191 above.

192 3.3.4 For currently-accredited laboratories, failure to respond to an IAS assessment  
193 report within 90 days will result in suspension of accreditation and removal of  
194 the laboratory's accreditation certificate from the IAS website.

195

#### 196 3.4 **Scope Extension Assessments**

197 3.4.1 Requests for extension of scope require submission of a formal request  
198 detailing the extension (e.g., test methods, fields of testing) requested.

199 3.4.2 Laboratories seeking extension of scope may be subject to an onsite scope  
200 extension assessment.

201 3.4.3 In consultation with the accredited laboratory, an onsite assessment will be  
202 scheduled.

203

#### 204 3.5 **Extraordinary Assessments**

205 3.5.1 Extraordinary onsite assessments may be conducted, including unannounced  
206 assessments, to investigate formal complaints or other changes in a  
207 laboratory's status that may affect the ability of the laboratory to fulfill IAS  
208 requirements for accreditation.

209 3.5.2 All costs associated with the extraordinary assessment will be the responsibility  
210 of the accredited laboratory

211

### 212 **4.0 RESPONSIBILITIES OF TESTING LABORATORY**

213 4.1 **Changes to Testing Laboratory's Accreditation Status:** Testing laboratories  
214 accredited under these rules shall notify IAS in writing within thirty days concerning the  
215 following:

216 4.1.1 Change in testing laboratory name.

217 4.1.2 Change in testing laboratory ownership.

218 4.1.3 Change in testing laboratory address.

219 4.1.4 Changes in policies or procedures that affect the testing laboratory's  
220 accreditation.

221 4.1.5 Major changes to the test 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.  
225

226 **4.2 Testing Laboratories Operating Under Special Jurisdictional/Governmental**  
227 **Regulations**

228 4.2.1 Regulatory entities may place specific compliance requirements on laboratories  
229 operating within their jurisdiction. If a laboratory intends to seek acceptance of  
230 its reports of tests by these entities, they must agree to comply with the  
231 additional assessment requirements, including more frequent onsite  
232 assessments, as applicable.

233 4.2.2 By executing the IAS application for testing laboratory accreditation, the  
234 laboratory agrees to furnish all needed documentation, pay the required fees,  
235 perform additional tests, or otherwise fully comply with the requirements of the  
236 regulatory entities.  
237

238 **4.3 Indemnification:** All applications for an IAS accreditation contain indemnification  
239 provisions.  
240

241 **4.4 Unannounced Assessments:** The laboratory agrees to permit unannounced  
242 assessments of its office and test facilities by the IAS for cause, such as formal  
243 complaints, pattern of nonconformance, regulatory requests, etc.  
244

245 **4.5 Usage of the IAS Name or Symbol by Accredited Laboratories**

246 4.5.1 An accredited laboratory can make reference to its IAS accreditation in test  
247 reports, in its website, in its general literature and promotional materials, and in  
248 business solicitations, under the following provisions:

249 4.5.1.1 The laboratory may not reference its accredited status in any way that  
250 indicates or implies accreditation in areas outside the actual scope of the  
251 specific IAS accreditation; or that indicates or implies IAS endorsement of any  
252 particular product, material or service.

253 4.5.1.2 When the IAS name and/or the registered symbol are used, it shall be  
254 accompanied by the word "ACCREDITED." The symbol must also include the  
255 name of the accredited program, e.g., "Testing."



256 4.5.1.3 When the IAS name or the registered symbol is printed on letterhead and/or  
257 other laboratory stationery, such stationery **may not** be used for work  
258 proposals or quotations if none of the work is within the laboratory's current  
259 scope of accreditation with IAS.

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

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

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

274 4.5.3 **Reference to ISO 9001:** An accredited laboratory may mention that it  
275 operates a laboratory quality management system that meets the principles of  
276 ISO 9001:2008 on its test reports using the following statement:

277  
278 "This laboratory is accredited in accordance with the recognized International  
279 Standard ISO/IEC 17025:2005. This accreditation demonstrates technical  
280 competence for a defined scope and the operation of a laboratory quality  
281 management system (refer to the joint ISO-ILAC-IAF Communiqué dated  
282 January 2009)."

283  
284 IAS-accredited laboratories choosing to use the above statement on its test  
285 reports should also either supply or provide access to the Joint ISO-ILAC-IAF  
286 Communiqué and Covering Letter as part of the package for its laboratory  
287 customers. Click on the link to view the [Joint ISO-ILAC-IAF Communiqué and](#)  
288 [cover letter](#).

289

290 **5.0 RESPONSIBILITY OF INTERNATIONAL ACCREDITATION SERVICE**

291 5.1 **Accreditation Documents:** A certificate of accreditation and scope of accreditation  
292 document shall be issued and maintained current for each accredited laboratory upon  
293 satisfactory completion of the accreditation requirements. For each accredited  
294 laboratory, the scope of accreditation shall be posted on the IAS website. Accreditation  
295 actions will also be noted on the IAS website.

296  
297 5.2 **Fee Modifications:** Any modifications to the fees must be reviewed and approved by  
298 the IAS president or his/her designee.

299  
300 5.3 **Proprietary Data:** Data in any accreditation file or application are considered  
301 proprietary to the applicant. The data may be disclosed by IAS only upon the written  
302 consent of the applicant or pursuant to subpoena issued by a court or other  
303 governmental agency of competent jurisdiction. Proprietary data may also be disclosed  
304 to a staff member of IAS or an authorized representative of IAS having a legitimate  
305 interest therein; any duly identified representative of any laboratory, or like person or  
306 organization who initially prepared the data, or a duly authorized representative thereof  
307 stated to be an employee or principal thereof having a legitimate interest therein.  
308 Governmental regulatory bodies may be granted access in the interest of public safety  
309 or preservation of property as it relates to enforcement of laws/regulations upon receipt  
310 of an official written request.

311  
312 5.4 **Access to Proprietary Data:** From time to time, IAS records and files are audited by  
313 national and international bodies on a random basis to establish conformance with  
314 international accreditation and conformity assessment standards. It is understood that,  
315 by executing an accreditation application, laboratories grant IAS the authority to allow  
316 such access.

317  
318 5.5 **Selection of Assessment Team:** IAS will provide an opportunity to the applicant or  
319 accredited laboratory to appeal against an assessor or assessment team assigned to  
320 assess the laboratory. This appeal must request in writing with the reasons identified.  
321 IAS, in mutual agreement with the laboratory, may arrange to assign a different  
322 assessor or assessment team for the scheduled assessment.

323

324 **6.0 DENIAL, REVOCATION, MODIFICATION, SUSPENSION OR CANCELLATION OF THE**  
325 **ACCREDITATION, AND APPEALS**

326 6.1 Any accreditation is subject to denial, revocation, modification, suspension or  
327 cancellation upon occurrence of any of the following:

328 6.1.1 Failure by the laboratory to comply with the current or updated Rules of  
329 Procedure.

330 6.1.2 Failure to comply with the current or updated Accreditation Criteria.

331 6.1.3 Failure to comply with any condition to the issuance of the accreditation.

332 6.1.4 Any misstatement, whether intentionally or unintentionally made, in the  
333 application or any data or documentation submitted in support thereof.

334 6.1.5 Failure to comply with any provision contained in the application.

335 6.1.6 Failure to comply with any terms of the management system documentation on  
336 which the IAS accreditation was based.

337 6.1.7 Any other grounds considered as adequate cause in the judgment of IAS.  
338

339 **6.2 Appeals**

340 6.2.1 The denial, revocation, modification, suspension or cancellation of accreditation  
341 may only be appealed by the holder of the accreditation.

342 6.2.2 Procedures for appeals of denial, revocation, modification, suspension or  
343 cancellation of accreditation shall be in accordance with the Rules of Procedure  
344 for Appeals Concerning International Accreditation Service, Inc., Actions. The  
345 IAS president or his/her designee, or the Board of Directors, as the case may  
346 be, may shorten any of the time periods set forth in the Rules of Procedure for  
347 Appeals Concerning International Accreditation Service, Inc., Actions, if such  
348 action is deemed necessary, in their discretion, in the interest of public safety  
349 and welfare.  
350

351 **6.3 With No Right To Appeal:** Notwithstanding anything in these rules to the contrary, any  
352 initial application, or accreditation may be denied, revoked, modified, suspended or  
353 cancelled by the IAS president or his/her designee for any of the following reasons with  
354 no right of appeal:

355 6.3.1 Failure to pay required fees to IAS within thirty days from the date of the  
356 mailing by IAS of written demand for payment.

- 357 6.3.2 Failure to perform any test or to furnish any material or data relating to  
358 laboratory accreditation required by IAS within the specified time limit, unless  
359 extended by the IAS president or his/her designee.
- 360 6.3.3 Failure to respond and resolve IAS Corrective Action Requests or Concerns  
361 resulting from an IAS assessment report in the allotted time, unless extended  
362 by the IAS president or his/her designee.
- 363 6.3.4 Failure to permit or submit to an assessment as set forth in Sections 2 and 3  
364 and, if applicable, the special oversight requirements stipulated in Section 4.3  
365 of the Rules of Procedure.
- 366 6.3.5 Failure to furnish information and/or submit to a remote surveillance  
367 assessment as required in Section 3.2.3 of these rules within the specified time  
368 limit.

369

#### 370 **6.4 Results Of Denial, Revocation, Modification, Suspension or Cancellation**

- 371 6.4.1 Upon the occurrence of any of the events set forth in Section 6.1 or Section  
372 6.3, IAS, by the decision of its president or his/her designee, may choose any  
373 of the following actions:
- 374 6.4.1.1 Denial of the application.
- 375 6.4.1.2 Revocation of the accreditation.
- 376 6.4.1.3 Modification of the accreditation, on such terms as determined by the IAS  
377 president or his/her designee.
- 378 6.4.1.4 Suspension of the accreditation for such period on such terms as determined  
379 by the IAS president or his/her designee.
- 380 6.4.1.5 Cancellation of the accreditation.
- 381 6.4.2 The decisions of the IAS president or his/her designee with respect to any of  
382 the actions set forth in this section may become effective immediately if  
383 deemed necessary, in the interest of public safety and welfare, may be stayed  
384 pending an appeal pursuant to the Rules of Procedure for Appeals Concerning  
385 International Accreditation Service, Inc., Actions, or may be otherwise stayed  
386 on such terms and conditions as determined by the president or his/her  
387 designee.
- 388 6.4.3 Upon revocation or cancellation of the accreditation or during any period of  
389 suspension, unless this provision is specifically modified by the terms of the  
390 suspension, the accredited laboratory shall discontinue all use of the IAS

391 symbol. The laboratory shall also immediately discontinue any references to  
392 IAS accreditation on any reports, certificates, or promotional material.

393 6.4.4 IAS shall have the right to immediately notify governmental jurisdictions and  
394 any other interested parties of any improper and unauthorized reference to the  
395 continuation of the accreditation, when in the sole judgment of IAS, as  
396 determined by its president or his/her designee, such notification is necessary  
397 in the interest of public safety or welfare.

398 6.4.5 Upon the determination by IAS that cause exists for any of the actions specified  
399 in this section, with respect to the accreditation, IAS shall deliver to the  
400 laboratory a written statement, signed by the IAS president or his/her designee,  
401 setting forth the factual basis for such action. This written statement shall  
402 include a specific reference to the cause for the action which is set forth in the  
403 Rules of Procedure. ▪