

## IAS POLICY ON RELOCATION OF ACCREDITED ORGANIZATIONS

### **Purpose:**

This policy applies to any organization accredited by the International Accreditation Service (IAS) when relocating from one address to another. The policy relates to any or all of the following situations:

1. The IAS-accredited organization is relocating their headquarters and/or branch location;
2. Operations conducted at the existing location ceases;
3. Operations will recommence at a new location;
4. The new location has been selected.

Accredited organizations are not permitted to issue reports or certificates with the IAS logo during their relocation.

### **Definition:**

International Accreditation Service (IAS) defines the term “Relocation of an organization” as an activity that involves the moving of operations of an accredited organization’s headquarters or branch facility(s), to another pre-disclosed location at a new address.

### **Process:**

The following steps are required during relocation:

1. Notify IAS 90 days prior to the relocation in writing by either:
  - a. Mail: 3060 Saturn Street, Suite 100, Brea, CA 92821-1732, USA; or,
  - b. Email: [info@iasonline.org](mailto:info@iasonline.org).
2. Submit the following information when notifying IAS:
  - a. New address of the organization;
  - b. Name and information for the contact person (if different from technical representative) during the move;
  - c. Any changes to the organization’s legal, commercial, ownership or organizational status;
  - d. Any changes in personnel and/or authorized signatories of the organization;
  - e. Any changes in current policies or procedures relating to the IAS scope of accreditation;
  - f. A list of major equipment that will be relocated;
  - g. A list of major equipment that will be purchased;
  - h. A list of equipment that will require re-calibration prior to restart at the new location;
  - i. The date when accredited activities will cease at the old location; and
  - j. The date when accredited activities will restart at the new location.
3. Based on the information provided, IAS will determine the type of assessment (e.g., on-site or desk review) that will be required for confirming the accredited organization’s ongoing compliance at the new location:

- a. To maintain accreditation, all calibration laboratories must undergo an on-site assessment at the new premises after relocation;
  - b. IAS will endeavor to conduct all on-site assessments within 90 days after notification to IAS of relocation to new premises;
  - c. Organizations may request to have their on-site assessment conducted in conjunction with their routine reassessment on the proviso that the next routine reassessment is within 90 days of relocating to the new premises;
  - d. Fees for follow-up on-site assessments will be based on the current fee schedule available on the IAS website for the specific programs;
4. On the date that accredited activities cease at the old location, IAS will temporarily suspend accreditation and replace the certificate of accreditation on the IAS website with a statement to contact IAS for the current accreditation status of the organization.
  5. Once the on-site assessment or desk review by IAS has been completed and the operations are found to be compliant with the required standard, IAS will re-activate the accreditation, website information and issue an updated certificate of accreditation bearing the new address.
  6. The accredited organization may commence issuing reports and certificates with the IAS logo for their scope of accreditation following the review and decision by IAS to grant continuation of accreditation.

#### **Documents to be submitted prior to a follow-up assessment due to relocation**

To ensure that all appropriate information is available to IAS prior to the follow-up assessment; the following must be provided by the accredited organization:

- Amended management system documentation;
- Template copy(s) of an amended report or certificate produced by the accredited organization that carry the IAS logo and other relevant organizational details;
- Copies of re-calibration certificates or checks completed for critical equipment (refer to item 2h above in this policy);
- Details of accommodation and environmental conditions at the new location;
- Copy of moving notice sent to customer and stakeholders;
- Any proposed changes to the current scope of accreditation.

*Note: IAS may decide to undertake one or more steps prior to the follow-up visit:*

- *Conduct a phone discussion on key changes undertaken by the organization;*
- *Undertake a virtual tour of the new organization;*
- *Communicate with the assessor who most recently visited the organization to discuss the operation of the organization and the potential impacts due to the relocation.*