

Instruction Guidelines for Proposed Scopes of Accreditation - Testing

Introduction:

The Scope of Accreditation is a formal document issued by L-A-B to accredited laboratories. The Scope is the expression of the Testing Technologies, ranges, and methods used for which accreditation has been granted.

The laboratory prepares the Proposed Scope of Accreditation as a part of its initial application and renewal application. The Proposed Scope is a working document and is not an indication of accreditation status. Therefore a proposed scope shall not be shared with any entity other than L-A-B or its authorized representatives.

The Proposed Scope of Accreditation, whether it is initial or renewal, shall not display any signature that would lead a reader to believe that the proposed scope has been approved by L-A-B. The signatures that appear on the proposed scope are to verify, at the time of the site assessment, that the assessor and client agree to the proposed scope and that the document will be sent to L-A-B for review.

Use of the Proposed Scope of Accreditation or alteration of the final Scope of Accreditation for the purpose of soliciting business may lead to suspension or termination of accreditation.

When accreditation has been granted, L-A-B will issue an approved final Scope of Accreditation. L-A-B is the final authority on the content of the Scope of Accreditation. This is an official document, which must be provided, in full, to any entity asking for a display of the laboratory's accredited scope. A laboratory whose accreditation is suspended or terminated shall not use or display the Proposed Scope or the final Scope of Accreditation or the L-A-B name or logo in any way, including but not limited to business solicitations, advertising, correspondence, or web sites.

Purpose:

The purpose of these guidelines is to assist L-A-B accreditation applicants (initial and renewal) and L-A-B assessors when filling out L-A-B Form 28.6 (“Proposed Scope of Accreditation”). The applicant must fill out this form correctly and completely. It is the responsibility of the applicant to submit a properly completed client proposed scope of accreditation to L-A-B. Failure to submit a properly completed proposed scope of accreditation will delay the process for granting accreditation. A properly completed form will assist L-A-B in developing the final Scope of Accreditation for the laboratory. The applicant and the assessors will agree to and sign off on a hard copy of the proposed scope at the time of the assessment. The lead assessor must submit the “Proposed Scope” in an electronic version to L-A-B staff at the time of the assessment. L-A-B staff will modify or edit the scope as appropriate after reviewing the technical packet submitted by the assessor.

Instructions:

For each technology there needs to be a separate line entry on the proposed scope.

Technology:

In this field, the entry needs to represent the test you are performing. The entry needs to be specific and not generic. For Example, Hardness, Ultimate Tensile Strength, Yield Strength, Salt Spray, Tear Resistance, Izod Impact, Gas Chromatography (GE), Thermogravimetric Analysis (TGA), Specific Gravity, Static Load, and Dynamic Load just to name a few.

Range (when necessary):

Provide the lower and upper bounds for the range of the parameter. Care must be taken when zero is the lower bound and the uncertainty is given as a function of the range; in these cases the function must be in a form such that the uncertainty at zero is itself not equal to zero. The capabilities of the laboratory need to be clearly expressed in an easy to understand format.

The units which define the measurement must comply with acceptable engineering units, please refer to NIST SP 811 (c.f. "NIST SP 811 Checklist" for a handy reference), NIST SP 330, or IEEE/ASTM SI-10 for further definition of units. Assessors and L-A-B staff will treat the presentation of improper or improperly expressed units of measure on a client proposed scope as a noncompliance and will be required to issue a non-conformance. It is the responsibility of the laboratory to insure the proper presentation of the expressed units.

The parameters should be grouped together to allow a smooth flow of the discipline(s) being defined.

Method Used:

Enter all of the test methods that you use when performing tests in the technology related in the first column. The test method may be an internationally recognized test method such as ASTM, SAE, MIL, ANSI, or other accepted methods. This may also be a customer specified method or internal method. Which ever method(s) is stated on the scope the laboratory is expected to have available the most current version of that method and will be assessed to them. For internal methods, the laboratory must have the appropriate Method Validation documentation as required by ISO/IEC 17025 available for the L-A-B assessor(s).

Product Types:

Define the products, material, or other items that you test using the technology define in column one. For example, Metals, Alloys, Fasteners, Wastewater, Seat Belts, Interior Components, and Elastomers are all types of products tested.

Remarks:

The remarks entry is to be used to define useful information in respect to the testing being provided by the laboratory. This area should define any limitations to the test methods. Where multiple methods are defined in one test standard/method, this column must define those methods that are carried out by the laboratory. Any special circumstances, which limit the capability of the laboratory with regard to the full method, should be defined in this column. This section should define which parts of the test standard/methods were assessed and found acceptable.

Format:

The format of the example table must be followed. This includes font (Times New Roman), font size (10), column order and column headings, and placement of notes. Page number, total number of pages, and the date of the draft must be displayed on each page.

Example Scope of Accreditation

The following table is an example of how a laboratory would fill out the table in a client proposed scope of accreditation. The information listed in the table is only an example. The information required by the applicant needs to fit the services provided by the laboratory.

The “Notes” at the bottom of the table are example notes only and the notes annotated in the proposed scope must be applicable to the proposed scope.

Technology	Range, when necessary	Methods Used	Products Types	Remarks
Ultimate Tensile Strength	(0 to 60000) lb	ASTM E 8	Flat, Round, Tubular, Fasteners, Metal Products	Ambient Temperature
Rockwell Hardness	HRC, HRB, HR15T, HR30T	ASTM E18	Metal Products	
Bend Testing	To 0.313 in Thickness	ASTM E290	Aluminum Alloys	Arrangement B & C
Pressure Relief (Burst)	(0 to 3600) psig	Customer Specifications	Auto / Truck Condenser Auto / Truck Radiator	

Notes:

- 1) This laboratory offers commercial testing services.

If you have any additional questions please contact the L-A-B office. (260) 637-2705