

Standard Operating Procedure



LABORATORY
ACCREDITATION
BUREAU

Subject: Handling of
Scopes of Accreditation

SOP 216

Written by:
Doug Leonard

Revision 5
Date: 06/08/10

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POLICY / POLICY REFERENCE

ISO / IEC Guide 17011
L-A-B Quality System Manual

PURPOSE AND SCOPE

This procedure defines the method for developing, approving, and maintaining Scope of Accreditation by LAB.

RESPONSIBILITY

It is the responsibility of the Applicant Laboratory and L-A-B to develop the Proposed Scope of Accreditation in accordance with the appropriate proposed scope guidelines. The assessor is responsible for approving the Proposed Scope of Accreditation after an assessment. It is the responsibility of the L-A-B Testing and Calibration manager to assure the appropriate Major Field and Discipline parameters are listed correctly on the Scope of Accreditation.

PROCEDURE

1 - Preparation of the Proposed Scope of Accreditation

The applicant laboratory shall prepare a Proposed Scope of Accreditation in accordance with the following guidelines:

Testing Laboratories

- Form 28.9 - Proposed Scope Instructions - Testing
- Form 28.6 - Proposed Scope Template - Testing

Calibration Laboratories

- Form 28.10 - Proposed Scope Instructions - Calibration
- Form 28.8 - Proposed Scope Template - Calibration


Dimensional Inspection

- Form 28.11 - Proposed Scope Instruction - Dimensional Inspection
- Form 28.5 - Proposed Scope Template - Dimensional Inspection

Multiple Disciplines

- Form 28.13 Proposed Scope Template-Combination

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2 - Preparation and Acceptance of the Quote

The Appropriate L-A-B Testing and Calibration Manager use the Proposed Scope of Accreditation to determine if L-A-B has the required technical ability to perform the assessment. If so, L-A-B will then determine the necessary assessors and number of days to perform the assessment of the laboratory. A quote for accreditation is then prepared accordingly. After the applicant laboratory accepts the quote for accreditation and submittal of all fees, L-A-B will assign an assessor.

3 - Role of the Proposed Scope to Determine the Appropriate Assessor


L-A-B testing or calibration manager reviews the scope of accreditation to determine the technical competence necessary to perform the assessment. This is done by comparing the tests or calibrations as categorized by the Major Fields and Disciplines stated on the scope of accreditation to the assessors or technical experts qualifications and approvals listed in the L-A-B assessor database. The appropriate assessors are then chosen accordingly

4 - Approval of the Proposed Scope of Accreditation

The assessor is responsible for assessing the laboratories ability to competently perform all the tests and calibrations on the Proposed Scope of Accreditation. Adjustments to the scope may be performed as deemed necessary by the responsible technical assessor. Any changes must be clearly marked. At the conclusion of the assessment activity the assessor and client are required to sign the Proposed Scope. The assessor and client signature indicates an agreement that they approve the Proposed Scope.

The Assessor and client signed Proposed Scope is submitted to L-A-B along with the rest of the assessment documents. Review of the scope of accreditation is carried out per SOP 218 – Technical Package Review. Any shortcomings identified will be resolved with the applicant and lead assessor as part of the resolution of assessment documentation issues.

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5 - Issuance of the Approved Scope of Accreditation

The Approved Proposed Scope is further reviewed for format issues by L-A-B administrative staff. The Managing Director reviews and signs the Scope of Accreditation. This scope is placed on the website in accordance with Manual 007 "Website Content Management". The Scope is downloadable in a PDF format, which is read only and cannot be revised. A hard copy of the Scope of Accreditation is mailed to the applicant, along with the Certificate of Accreditation where necessary.

6 – Maintenance of the Scope of Accreditation

Changes to the Scope of Accreditation are accomplished in accordance with SOP 215.

An accredited laboratory is requested to review its Scope prior to any surveillance activity. They may change best uncertainty as a result of changes in the system, delete, or add items to their Scope at this time. Additions will be assessed for technical competence during the surveillance, including any differences in the best uncertainty statements. The revised Scope will be approved and issued as defined clauses 4 and 5 above.

DOCUMENTATION / REFERENCES

SOP 105 – Assessor Initial Qualifications, Selection, Assignment and Continued Competence
SOP 205 – Assessment Process Procedure
SOP 215 – Scope Modifications
SOP 218 – Technical Package Review
Manual 007 – L-A-B Website Content Management Manual

RECORDS

Form 28.9 – Proposed Scope Instructions – Testing
Form 28.6 – Proposed Scope Template – Testing
Form 28.10 – Proposed Scope Instructions – Calibration
Form 28.8 – Proposed Scope Template – Calibration
Form 28.11 – Proposed Scope Instruction – Dimensional Inspection
Form 28.5 – Proposed Scope Template – Dimensional Inspection
Form 28.13 – Proposed Scope Template – Combination
Laboratory's Scope of Accreditation

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REVISION HISTORY

Revision Level	Revision Date	Revised By	Brief Description of Revision
Original Issue	4/17/02	Lynne Neumann	Original Issue
Rev 1	1/8/04	Lynne Neumann	Revised to reflect current practices and business structure.
Rev 2	10/22/05	Linda Mumma	Revised to ISO/IEC 17011 references
Rev 3	08/17/06	Doug Leonard	Complete revisions of the section "Responsibility" and sections 1,2,and 3.
Rev 4	06/11/08	Linda Mumma	Updated to reflect current Operations staff titles and positions
Rev 5	06/08/10	Doug Leonard	Updated to include reference to Manual 007

APPROVED:

A handwritten signature in black ink, appearing to be 'D. Leonard'.

Date 06/08/10