



***ANSI-ASQ National Accreditation Board***

Proficiency Test Provider Accreditation Requirements

Document 6

UNCONTROLLED

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## 1.0 PURPOSE

The purpose of this document is to establish policies for and provide a general description of the AClass Proficiency Test Provider accreditation process to the customer. This document is available to the general public and any interested party, and is written specifically to communicate the AClass Proficiency Test Provider accreditation process to its customer. This document defines all requirements for Proficiency Test Provider accreditation and is mandatory for all AClass applicant and accredited customers. Proficiency Test Provider accreditation follows a similar course of action as accreditation to ISO/IEC 17025 for testing and calibration laboratories.<sup>1</sup>

The term “customer” as used in this document refers to an organization seeking Proficiency Test Provider accreditation from AClass. An AClass customer shall maintain impartiality and integrity.

## 2.0 INTRODUCTION

AClass is committed to superior accreditation services including those for Proficiency Test Providers following ISO/IEC 17043, TNI Standard EL-V3-2008 and the relevant elements of ISO/IEC 17025. Our processes for such accreditation offer our customers the opportunity to assure their customers of their compliance with international standards and international recognition of good practices. It is our policy to accredit proficiency test providers only to tests that have been approved and published on the Proficiency Test Provider scope of accreditation. Scope addition requirements between visits are discussed in section 4 for this document.

The potential accredited areas encompassed in the proficiency testing arena may entail any of a lengthy list of materials used for critical and measurable properties in testing and calibration. Much of the value for Proficiency Test Provider accreditation, however, relates to international confidence in the Proficiency Testing schemes themselves. This leads to international trade assurances, and assurances that international guidelines are followed in the production, labeling, assignment of property values to the materials, including stability and homogeneity determinations which are then factored in the Proficiency Testing results reported.

Similar to our other accreditation services, including ISO/IEC 17025 (for testing and calibration laboratories), reference material producers, and inspection body accreditation, Proficiency Test Provider accreditation involves assurance of technical competence and good quality management practices, but also adds verification of the Proficiency Test management of the provider. Our management and technical staff assure high-quality service, integrity, independence, impartiality, confidentiality, highly-trained experts and assessors, statistical expertise and unmatched customer service.

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<sup>1</sup> Additional information about the AClass accreditation process can also be found in AClass Document 3, ISO/IEC 17025 Accreditation Requirements. This document is available on the AClass web site at [www.aiclasscorp.com](http://www.aiclasscorp.com).

ACCLASS maintains impartiality as required in Section 4.3 of ISO/IEC 17011 (see also Responsibilities and Obligations of the Customer, Appendix A of the ACCLASS application for Proficiency Test Provider accreditation). ACCLASS management, staff, assessors, and experts will be free from any commercial, financial and other pressures that might influence the results of the accreditation process for all ACCLASS conformity assessment programs, including the requirements of the TNI program. Agreements and statements exist (e.g. confidentiality agreements) for ACCLASS management, staff members, assessors, experts and Accreditation Council members.

### **3.0 ACCREDITATION PROCESS**

#### **3.1 Quotation and Charges**

A customer can request and obtain a quotation from ACCLASS. Any Authorized ACCLASS personnel can provide a quotation. Information on the number of assessment days and rates for ACCLASS services are readily available. ACCLASS will charge the customer for the accreditation services on the basis of the time spent and the number of the types of proficiency tests as stated in ACCLASS' then current fee schedule, which is publicly available upon request. More information related to quotation and charges, including cancellation fees, corrective action review, assessor travel time, etc. can be found in ACCLASS Document 3, "ISO/IEC 17025 Accreditation Requirements", located on the ACCLASS web site at [www.aiclasscorp.com](http://www.aiclasscorp.com).

#### **3.2 Application**

ACCLASS will provide accreditation services to any customer who applies, provided ACCLASS has or can reasonably obtain the proper credentials and resources.

Some Proficiency Test Provider areas for which accreditation may be applied for include but are not limited to:

- Chemical Analysis
- Environment
- Biological & Clinical Properties
- Dimensional measurement and inspection
- Dimensional, mechanical, thermodynamic, electrical calibration
- Materials testing
- Metallurgy
- Others

An application form is provided with each quotation. Every customer seeking accreditation must submit an application packet. This packet should be submitted in electronic format, when possible, and must include the following:

- A completed application form (include all relevant locations to be covered by the accreditation)
- Quality Manual
- Procedures and work instructions required by the standard
- Procedures and work instructions covering regional proficiency tests. Regional proficiency tests documentation shall include planned arrangements for test supervision and confidentiality. Planning for regional tests shall also include determination that different test or measurement methods for any measurand are technically equivalent, and the steps to assess participants' result using these methods accordingly
- Organizational structure, specifically noting the persons or organizations responsible for assigning the property values of all artifact types related to the application for accreditation
- A list of all relevant experts, if applicable
- Completed draft scope of accreditation for Proficiency Test Providers, following the template provided in the application for Proficiency Test Provider accreditation
- A list of artifact suppliers
- A list of suppliers of calibration or verification services
- An example report for each Proficiency Test for which accreditation is sought

ACCLASS accreditation activities shall be confined to the attached scope provided with the application.

Upon receipt of the completed application packet (signed by the customer's Authorized Representative) and fee, ACLASS will review the application to ensure it has all the information needed, as well as to make sure ACLASS has the proper accreditation credentials and resources.

After final review of the completed application form, ACLASS will acknowledge to the customer receipt of the application and ensure that all customer expectations can be met, particularly the customer's desired scheduling. Customer and ACLASS shall work in coordination with each other to determine assessment dates.

### **3.2.1 Notification and Objections**

ACCLASS will inform the customer in advance of performance of any service as to the names of all assessors and/or experts assigned to its accreditation process. The customer may decline (object to) ACLASS to have any particular assessor(s) and/or expert(s) work on their accreditation process. This is especially true and expected if the customer knows of any existing or potential conflicts of interest. ACLASS will inquire as to the reason for such objection.

If the customer objects to the appointment of any particular assessor and/or expert they shall:

- Submit their objection in writing to ACLASS

- Identify the particular assessor(s) and/or expert(s) in question
- Identify the reason(s) behind the objection including known conflict of interests
- Sign the letter of objection by a duly authorized representative of the organization

Upon receipt of the signed letter of objection, ACLASS shall:

- Determine whether the objection is valid
- Investigate the cause for the objection, including taking any necessary corrective and/or preventive actions
- Appoint new assessor(s) and/or expert(s)
- Notify the customer in writing the names of the new member(s) of the assessment team

### **3.3 Introductory Visits / Practice Assessments**

Both introductory visits and practice assessments are available to applicant customers. The purpose of an introductory visit is to convey the ACLASS accreditation process and requirements to the customer. ACLASS will not give any advice nor consult in any manner.

The practice assessment consists of an assessment in the same manner as an actual accreditation assessment and will document compliance and non-conformances on the same forms as in an actual assessment. The practice assessment has no influence on the actual accreditation assessment and assessor(s) assigned to perform the practice assessment normally will not perform the accreditation assessment.<sup>2</sup>

### **3.4 Document Review**

Upon receipt of the application packet containing the required documentation under section 3.2 above, ACLASS will conduct a document review. ACLASS will perform an evaluation to begin the determination of conformance of the customer's Proficiency Test Provider management system to the requirements of the standard. The customer must have a documented Proficiency Test Provider management system which conforms to the requirements of the standard. ACLASS may ask the customer for additional documentation and information during the document review process.

ACCLASS will deliver to the customer a document review report indicating which requirements are adequately addressed and a summary of any issues. If significant issues arise from the document review, ACLASS may recommend to the customer the option of a planning visit to ensure readiness for the accreditation assessment.

### **3.5 Planning Visit**

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<sup>2</sup> For more information see also ACLASS Document 3, "ISO/IEC 17025 Accreditation Requirements."

The customer may request a planning visit at any time. An assessor will normally perform a one day visit to the customer to review resolution of any issues from the document review, and to verify that other documentation exists supporting the Proficiency Test Provider management system. The assessor will also perform sample assessment questioning. This allows the assessor to judge if the customer is ready for the accreditation assessment. Also, this visit and review enable the assessor to prepare the plan and schedule for the assessment.

### **3.6 Accreditation Assessment**

The purpose of the accreditation assessment is to sample the customer's quality and technical management system in the area of Proficiency Testing and determine through the use of interviews, reviewing procedures, data, and records, plus witnessing selected procedures or technical methods that the customer's system is effectively implemented and meets the applicable requirement(s). The assessment team uses the accreditation assessment to judge if the customer is ready to be accredited.

The accreditation assessment shall consist of:

- thorough review of customer's compliance to the requirements for Proficiency Test Provider accreditation
- an opening meeting with the customer's management
- daily assessor meetings and customer debriefings
- a review of any open issues from the document review and planning visit, if applicable
- on-site assessment to determine compliance and to evaluate expertise in the Proficiency Testing area(s) applied for
- a final assessment team meeting to discuss findings
- a recommendation from the lead assessor in consultation with the assessment team to accredit, not to accredit, or hold accreditation pending non-conformance resolution
- a closing meeting

The customer will receive an accreditation assessment report containing information relevant to the assessment including copies of each finding and the accreditation checklist.

ACCLASS may provide guidance to the lead assessor as requested and as needed.

#### **3.6.1 Non-Conformances**

The assessment team shall record findings on ACLASS' Non-Conformance Record traceable to the Accreditation Checklist. Team members will classify each finding as a major non-conformance or a minor non-conformance and note each one on the respective location in the checklist.

A Major Non-conformance is the absence of, or the failure to implement and maintain one or more of the Accreditation Checklist requirements, or a situation which would, on the basis of available objective evidence raise significant doubt as to the Proficiency Test Provider activities conducted by the accreditation customer. The assessment team may judge numerous minor non-conformances against a single requirement to be a significant breakdown of the Proficiency Test Provider management system and thus a major non-conformance.

A Minor Non-conformance is any other non-conformance which is an isolated occurrence and is normally easily corrected and verified.

An Opportunity for Improvement is neither a major nor minor non-conformance. It is used to document items that may help a customer improve their quality or technical systems.<sup>3</sup>

If during the initial accreditation assessment a significant number of non-conformances are identified and these non-conformances affect considerably the completion of the assessment, the lead assessor may, in coordination with ACLASS, recommend to the customer that the initial accreditation assessment be considered a practice assessment. If such a case, the initial accreditation assessment will then be re-scheduled.

### **3.7 Customer Corrective Actions**

During the accreditation process, surveillance and reassessment, ACLASS assessors will identify issues and non-conformances. The customer and ACLASS will agree upon the deadline (normally 30 days) for corrective actions.<sup>4</sup> ACLASS reserves the right to verify whether the customer has taken and effectively implemented adequate corrective action. Responses shall be sent to ACLASS for distribution to the lead assessor.<sup>5</sup>

ACCLASS requires the customer to take prompt actions on any issues or problems identified by the customer during internal audits or reviews as well as to ACLASS assessments.

Based on the recommendation of the assessment team, results of the assessment, and extensive corrective actions, a possible follow-up visit may be required. The amount of time to perform this service will depend on the severity of the situation. The charge for this service will be at ACLASS' current rate. The timing for this part of the assessment process will be coordinated between ACLASS, the lead assessor, and the customer.<sup>6</sup>

### **3.8 Decision on Accreditation**

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<sup>3</sup> ILAC-G20:2002, "Guidelines on Grading of Non-conformities," is used as guidance for classification of non-conformances.

<sup>4</sup> For surveillance and reassessments, ACLASS requires corrective action responses within 30 days from the date of the assessment.

<sup>5</sup> A fee will be charged for review of significant CARs.

<sup>6</sup> See also Section 10

The lead assessor will present the recommendation and assessment report to ACLASS. The content and format of the assessment report will be in accordance with ACLASS' procedures. There will be a onetime charge for the processing of the accreditation decision and assessment report.

Upon receipt of the accreditation report and resolution of non-conformances, ACLASS shall establish the Accreditation Review Panel. The purpose of the panel is to review the customer's accreditation report for compliance to the ACLASS requirements for Proficiency Test Provider accreditation.<sup>7</sup>

If the accreditation decision is favorable and when all payments have been received, ACLASS will grant accreditation and will issue a certificate and scope of accreditation. A description of the accreditation and a reference to the scope will be shown on the certificate.

The date upon when the accreditation decision was made shall be the valid date of accreditation for each customer. The accreditation decision date shall determine the annual surveillance and reassessment cycle.

If an accreditation decision is unfavorable or if a customer has withdrawn its application, ACLASS will consider any new application only after the customer has demonstrated that adequate corrective actions have been taken on those points on which the earlier accreditation had been denied, or that the reasons for the withdrawal no longer apply.

### **3.9 Surveillance Assessment**

ACCLASS accreditation for proficiency test providers is for four years.<sup>8</sup> After the initial year of accreditation, each Proficiency Test Provider shall undergo, at a minimum, a one-day surveillance assessment. The purpose of the surveillance is to ensure that the customer's Proficiency Test Provider management system is maintained and remains effective.

At a minimum, complaints, internal audits, management reviews and any changes to key personnel or facilities are elements of the customer's Proficiency Test Provider management system which ACLASS will review during each surveillance visit.

ACCLASS may conduct surveillance assessments on a more frequent occurrence should ACLASS determine additional surveillances are warranted.

Any resulting non-conformance from a surveillance visit shall be responded to by the customer within 30 days. Responses shall be sent to ACLASS for distribution to the lead assessor. ACLASS shall monitor this time limit, and take any appropriate action. Such

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<sup>7</sup> For more information on the Accreditation Review Panel, see ACLASS Document 3, "ISO 17025 Accreditation Requirements," available at [www.aiclasscorp.com](http://www.aiclasscorp.com)

<sup>8</sup> TNI PTP customers are on a two year reassessment cycle. See also Section 11 of this document.

appropriate action may include suspension or withdrawal of accreditation in accordance with ACLASS procedures and the application for accreditation.

If the results of the surveillance visit yield excessive non-conformances or if major modifications to the management system, facilities or personnel occur, ACLASS may require a follow-up visit and/or additional assessment time.<sup>9</sup>

### **3.10 Reassessment**

ACCLASS will conduct a full on-site reassessment of accredited customers at least once every four years for verification of continued compliance with ACLASS' accreditation requirements. The reassessment process is similar to the accreditation assessment (see also section 3.6), which also includes a document review (see also section 3.4).

Any resulting non-conformance from a reassessment visit shall be responded to by the customer within 30 days. Responses shall be sent to ACLASS for distribution to the lead assessor. ACLASS shall monitor this time limit, and take any appropriate action. Such appropriate action may include suspension or withdrawal of accreditation in accordance with ACLASS procedures and the application for accreditation.

If the results of the reassessment visit yield excessive non-conformances or if major modifications occur, ACLASS may require a follow-up visit and/or additional assessment time.

ACCLASS may conduct reassessments on a more frequent occurrence should ACLASS determine reassessment is warranted.

### **3.11 Annual Maintenance of Accreditation**

All proficiency test providers shall pay the annual scope maintenance fee and an annual report review fee for each year of accreditation.<sup>10</sup> In the years between assessment visits, and following a defined schedule, the proficiency test provider shall submit to ACLASS, in electronic format, documentation to determine continued compliance with ACLASS requirements for accreditation. The proficiency test provider will submit:

- A copy of the quality manual if there has been any change since the last visit
- Evidence of closure/implementation of prior non-conformances
- Representative samples of use of the ACLASS symbol
- A brief narrative describing any changes in ownership, management and organization structure
- Evidence of any complaints and their resolution, including any corrective action taken
- A copy of internal audit report
- A copy of management review minutes

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<sup>9</sup> See also Section 10

<sup>10</sup> Refer to the quote for accreditation services provided to each customer

- A copy of a typical proficiency test report

If a customer does not supply the information in a timely manner or the information provided indicates significant changes to the proficiency test provider's management system has occurred, a surveillance assessment may occur at the location of the customer.

#### **4.0 ADDITION OF PROFICIENCY TESTS OUTSIDE OF ASSESSMENT CYCLE**

Proficiency test providers may add proficiency tests to their scope of accreditation between scheduled site visits. The provider is required to submit to ACLASS the documented plan that shall include the following information and, where appropriate, reasons for their selection or exclusion:

- the objectives, purpose and design of the proficiency testing scheme including the number of proficiency test items, frequency of distribution, reporting procedures, and evaluation of results;
- the name and address of the proficiency testing provider;
- the name, address, and affiliation of the coordinator and other personnel involved in the design and operation of the proficiency testing scheme;
- the activities to be subcontracted and the names and addresses of subcontractors involved in the operation of the proficiency testing scheme;
- a procedure for selection of proficiency testing scheme participants, or criteria to be met before participation is allowed;
- the number and type of expected participants in the proficiency testing scheme;
- a description of the range of values to be expected for the proficiency test items and the major sources of errors involved in the area of proficiency testing offered;
- requirements for the production, quality control and distribution of proficiency test items;
- reasonable precaution to prevent collusion between participants or falsification of results and procedures to be employed if collusion or falsification of results is suspected;
- a description of the information which is to be supplied to participants and the time schedule for the various phases of the proficiency testing scheme;
- the expected initial and target dates or deadlines of the proficiency testing scheme, including, where appropriate, the dates on which testing or measurement is to be carried out by participants;
- for on-going proficiency testing schemes, the frequency or dates upon which proficiency test items are to be distributed to participants;
- information on methods or procedures which participants may need to use to perform the tests or measurements;
- selection of the measurand(s) or characteristic(s) of interest including information on what the participants are to identify, measure, or test for in the specific proficiency testing round;

- procedures for the test or measurement methods to be used for the homogeneity and stability testing of proficiency test items and, where applicable, to determine their biological viability;
- preparation of any standardized reporting formats to be used by participants;
- the origin, traceability and measurement uncertainty of any assigned values;
- establishment of criteria for the evaluation of performance;
  
- a description of the statistical analysis to be used, including the determination of assigned values and any outlier detection techniques;
- a description of the data, interim reports or information to be returned to participants; and
- a description of the extent to which participant results, and the conclusions that will be based on the outcome of the proficiency testing scheme, are to be made public.

For certain proficiency tests the proficiency testing provider may be required to provide the following additional information:

- A procedure to ensure that proficiency test items are prepared in accordance with the plan described in 4.4.1.
- A procedure to ensure appropriate acquisition, collection, handling, storage and where required, disposal of all proficiency test items. A determination that different test or measurement methods for any measurand are technically equivalent, and the steps to assess participants' result using these methods accordingly
- For proficiency testing schemes in areas other than calibration/metrology, analysis of the relevance, needs and feasibility for metrological traceability of the assigned value to determine the specified requirements of participants or other interested parties, or by the design of the proficiency testing scheme.

Upon review, ACLASS will determine whether or not a site assessment is required.

## **5.0 COMPLAINTS AND APPEALS**

The purpose of this section is to provide for the fair and equitable handling of external complaints and appeals from any interested party (appellant/complainant). Complaints and appeals brought before ACLASS by customers or other external parties shall be subject to this ACLASS procedure.

If an accreditation customer seeking or maintaining accreditation has received an unfavorable report, action, or decision, the customer may appeal the report, action, or decision in accordance with this ACLASS procedure. Complaints may be initiated from other than accreditation customers.

### **5.1 Definitions**

*Appeals:* Appeals are normally actions taken by accredited laboratories or applicant laboratories to ACLASS and its requirements for accreditation objecting to any adverse decision taken in any step of the process from application for accreditation to the final decision on accreditation.

*Complaints:* Complaints are an expression of dissatisfaction with any aspect of ACLASS and its operations lodged by anyone in writing or otherwise.

## **5.2 Appellant and Complainant**

A party who has an interest in an action, decision, or report is the appellant/complainant. This may include an appeal coming from the customer about the handling of accreditation matters, a complaint from the users of the services provided by the customer, or a complaint from any other external party regarding any other matter. Any negative feedback provided by the customer from the customer survey will be handled according to this document.

The accreditation customer is informed of this procedure upon receipt of the quotation and is briefed about this process during the closing meeting in accordance with this document.

## **5.3 Appeals Procedure**

The ACLASS appeal process has two levels: Level 1 appeals are heard by a panel of ACLASS staff and/or assessors; level 2 by a panel of the Accreditation Council.

Level 1 appeals are heard by a panel of three consisting of staff and/or accreditation assessors not involved in the assessment. This is normally the level applied to any appeal of an assessment non-conformance.

Level 2 appeals are made to the Accreditation Council and heard by a panel of three members of the Council. This is the first level for any appeal of an accreditation decision or any other decision of the Accreditation Council. It is also the second level of appeal if either party (the appellant or ACLASS) is not satisfied with the decision made by the level 1 appeal panel.

An appeal shall be lodged in writing no later than 30 days after notification to the customer of the decision or action, or whenever the appropriate appeal panel may reasonably assume the decision or measure in question to be known to the appellant.

Appeals shall be lodged using the appeals form and will include appropriate substantiation for the appellant's position.

A panel of three members is appointed, with one of the three members appointed chair. For level 1, the panel members are appointed by the ACLASS Vice President and/or Director of Accreditation. For level 2, the panel members are appointed by the chair of

the Accreditation Council. The appellant and ACLASS shall be informed of the members of the panel and have an opportunity to object to the selection(s).

Appeals are not legal proceedings. Therefore, ACLASS shall be notified at least 10 days in advance if an appellant intends to have legal counsel present to ensure ACLASS has sufficient advance notice so that it can also have legal counsel present.

The appeal shall be heard within 60 days unless otherwise agreed by all parties.

Unless otherwise agreed in advance, the level 2 appeals hearing shall be conducted as follows:

- Introductions.
- Presentation by the appellant, limited to 30 minutes.
- Presentation by ACLASS, limited to 30 minutes.
- Rebuttals, limited to 10 minutes for each party.
- Questions by the panel.
- Closing of the hearing. The chair shall:
  - Make a formal projection regarding the expected time frame for communicating the documented final decision (normally not to exceed two weeks).
  - Inform all parties that the appeal may be escalated to the next level of appeal within 30 days of receipt of the panel decision.
  - Dismiss the parties.

Following the hearing, the panel members will deliberate without any involvement by the appellant or ACLASS.

The chair shall document the panel's decision and send it concurrently to the designated representatives of the appellant and ACLASS.

The appeal panel's decision will be documented. However, any notes made by panel members in preparing for the appeal, during the hearing, or during the subsequent deliberations will not be maintained.

If a level 2 decision by an appeal panel of the Council is unfavorable to the appellant, the appellant may lodge a final appeal in writing to ACLASS. ACLASS shall immediately transmit this letter to the designated responsible ANSI staff for timely consideration and action by the ANSI Appeals Board. The process is described in the ANSI Appeals Board Operating Procedures and can be accessed by visiting [www.ansi.org](http://www.ansi.org).

ANSI shall communicate the decision of the ANSI Appeals Board to the appellant and ACLASS.

#### **5.4 Complaints Procedure**

Users of the services provided by the ACLASS customer, or any other external party regarding any other matter, may file a complaint using the complaint form. Any complaint shall be directed to the Vice President.

ACCLASS requires the complainant, alleging non-conformance of an accredited customer with the accreditation requirements and scope, to first file a complaint directly with the customer in question and allow for the customer's complaint process to be initiated and completed. If the complainant finds the results of the customer's investigation unacceptable, the complainant may submit the appropriate form to ACLASS and ACLASS shall subsequently carry out an additional investigation.

If a well-reasoned complaint is submitted to ACLASS in writing, the ACLASS Vice President will investigate. ACLASS shall inform the complainant and customer of the results of the investigation.

If the complaint is valid, any cost of the investigation may be charged to the offending customer. If the complaint is determined to be unfounded, the customer shall not be charged for any cost of the investigation.

If the complaint is from a competitor of an ACLASS customer, to prevent the competitor from initiating a complaint inappropriately, ACLASS may require the complainant to agree to pay for the ACLASS investigation in the event that the allegation cannot be substantiated.

Upon submission of a complaint, ACLASS shall:

- Decide on the validity of the complaint(s)
- Take any steps necessary to ensure that if the complaint(s) affects an ACLASS customer it is addressed first by the customer
- Take any necessary actions and assess their effectiveness
- Record the complaint(s)
- Respond in a timely manner to complaint(s)

The Vice President shall establish a plan of action upon receipt of a valid complaint. This plan of action could include the establishment of a committee, delegation, or any other action deemed necessary to address the complaint. The plan of action will be documented. If action is necessary to address the complaint, the action and decision will also be documented. The Vice President will inform the complainant and customer in writing (i.e. email, facsimile, or letter) of the action(s) taken and the decision.

ACCLASS may require the customer to undergo an on-site visit, in which case ACLASS shall outline the expectations to the customer prior to the visit. If the customer does not meet those expectations, ACLASS shall intervene and facilitate the direction of the visit and the assessor(s) may pursue assessment trails of the organization's system. All costs associated with this visit, including review of reports, is the responsibility of the customer.

If such a visit is required, the visit will not count as the annual surveillance and/or reassessment visit.

The outcome of the visit will be made known to both the complainant and the customer.

## **6.0 WITHDRAW, WITHHOLD, REDUCE, SUSPEND ACCREDITATION**

ACCLASS may withdraw, withhold, and/or suspend accreditation if one or more major non-conformances are discovered during a surveillance and/or reassessment visit. In particular, if any major non-conformance causes the assessor to have any material doubt about the performance by the customer, ACCLASS upon the recommendation of the assessor may withdraw, withhold, and/or suspend the customer's accreditation until final determination is made by ACCLASS.

If the ACCLASS symbol is misused in any manner, ACCLASS may withdraw, withhold, and/or suspend the customer's accreditation in accordance with this document and the application for accreditation.

ACCLASS may withdraw, withhold, and/or suspend the customer's accreditation if payment has not been made for services that ACCLASS has performed in accordance with the application for accreditation.

ACCLASS may withdraw, withhold, and/or suspend the customer's accreditation if an accredited customer persistently fails to meet ACCLASS requirements.

An ACCLASS accredited customer may ask for a suspension and/or withdrawal of their accreditation in accordance with ACCLASS requirements.

ACCLASS may reduce a customer's scope of accreditation for those parts of the scope of accreditation where the customer regularly fails to meet ACCLASS requirements for accreditation, including competence in accordance with the application for accreditation.

For TNI PT Provider customers, ACCLASS may suspend or withdraw accreditation based upon the results of its on-going monitoring and its internal appeals process.

An ACCLASS accredited customer may ask for a reduction in their scope of accreditation at any time in accordance with ACCLASS requirements.

All customers that have their accreditation suspended, reduced, and/or withdrawn, shall discontinue use of the ACCLASS symbol upon written notification and in accordance with ACCLASS requirements. Suspended or withdrawn customers, upon suspension or withdrawal, must remove any use of the ACCLASS symbol and reference to their certificate and scope of accreditation within 30 days from notification.

AClass will provide written notice of action to revoke or suspend accreditation including reasons for that action. The PT Provider will have a right of appeal according to the AClass appeals process.

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## **7.0 MEASUREMENT TRACEABILITY**

All artifacts or samples used for proficiency testing shall be calibrated or tested so as to maintain metrological traceability. In such instances, ACLASS' policy on traceability shall apply; see ACLASS Document 3, "ISO/IEC 17025 Accreditation Requirements" located on the ACLASS web site at [www.aiclasscorp.com](http://www.aiclasscorp.com) for more information.

## **8.0 USE OF ACLASS SYMBOL**

ACCLASS controls the certificate and scope of accreditation and the use of the ACLASS accreditation symbol with ACLASS procedures and as provided for in the application for accreditation.

ACCLASS maintains a logo used only by ACLASS. The ACLASS symbol, which is issued by ACLASS to accredited customers to indicate their accredited status, shall be used by accredited customers only within their ACLASS scope of accreditation.<sup>11</sup>

## **9.0 CONFIDENTIALITY AND CONFLICT OF INTEREST**

The information included in the application for accreditation, an assessment, or other information associated with a customer's assessment process is considered confidential. Such information shall not be released unless the customer provides, in writing, to ACLASS permission to release such information.<sup>12</sup>

All reports and information which ACLASS acquires during the ACLASS accreditation process will be treated as confidential by all ACLASS employees, assessors, experts, and associates. ACLASS assessment team members are required to maintain confidentiality regarding information obtained about the customer and its operations. Each ACLASS assessor and expert will sign a confidentiality statement for each customer for whom accreditation services are provided by the ACLASS assessor and expert.

The ACLASS assessment team members will have no current, previous, or future consulting ties with the customer being assessed. This limitation is for 24 months before and 12 months after any accreditation activity. No ACLASS assessor shall have provided any Proficiency Test Provider consulting service to a customer that assessor is appointed to assess for 24 months before the date of the assessment activity. Additionally, no ACLASS assessor shall provide any accreditation service other than from ACLASS or any consulting to an ACLASS customer for 12 months after the date of the last appointed accreditation service.

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<sup>11</sup> See also ACLASS Guidance on Symbol Usage and/or ACLASS Document 3 available at [www.aiclasscorp.com](http://www.aiclasscorp.com) for further instructions on use of the ACLASS symbol and advertising and marketing of accreditation approval status.

<sup>12</sup> Information shall be made available to appropriate interested parties as described and required in the TNI Standards.

## 10.0 DELAYS WITH ASSESSMENTS

During the course of most ACLASS assessment visits, there may be findings (i.e. non-conformances) written. These highlight either minor or major deficiencies found in the system being assessed. At the closing meeting of each visit, these findings are reviewed, and the anticipated timeframe of closure of the findings is also reviewed. Whenever findings are written related to an assessment visit, the affected organization is notified of the expectation for them to reply to ACLASS within 30 days of the closing meeting specifically to each finding. At a minimum, this response should outline the steps to be taken to close out the finding. If possible, the response may also include sufficient evidence of corrective actions and documents or records that will allow this closure. If the objective evidence submitted is not enough for closure, it should at least outline the plan and timeframe for closure.

There are times, however, when organizations are delayed in their corrective action responses. Such delays could have a negative effect on the relevant organization's accreditation process.

If an applicant customer, during initial accreditation, fails to respond meaningfully to all non-conformances in writing within six months after the date of the closing meeting (i.e. last day of the initial accreditation assessment), ACLASS may require the customer to submit a new application, subject to new fees, and undergo a full reassessment.

If an applicant customer responds formally to the non-conformances within 6 months, but fails to have all relevant non-conformances closed by ACLASS as a result of their reasonable and appropriate corrective actions within one year, they may be required to undergo a full reassessment. ACLASS reserves the right to require a reassessment of an organization before an initial accreditation decision is made based on timeliness of corrective actions, the seriousness of the non-conformances written, or appropriateness of the corrective actions.

Organizations undergoing surveillance or reassessment are required to respond to all non-conformances in writing within 30 days after the date of the closing meeting. Failure to resolve all non-conformances within 60 days (unless another timeframe has been agreed to by ACLASS) from the date of the closing meeting may result in the suspension and/or withdrawal of accreditation for that organization.

## 11.0 TNI PT PROVIDER SPECIFIC REQUIREMENTS

This section is applicable to those organizations seeking to become accredited proficiency testing providers (PTP) conducting PT studies for the evaluation of environmental testing laboratories.

These requirements are in addition to the above requirements found in this document. In instances where the TNI PTP specific requirements conflict with the above proficiency test requirements, the TNI PTP specific requirements take precedent.

### 11.1 Definitions

For the purpose of this section, the following definitions apply as found in TNI Standard, Volume 4, *General Requirements for an Accreditor of Environmental Proficiency Test Providers*.

**Assigned Value:** Value attributed to a particular quantity and accepted, sometimes by convention, as having an uncertainty appropriate for a given purpose. See Section 6.4 for further discussion of assigned values.

**Acceptance Limits:** The range of values that constitute acceptable performance for a laboratory participating in PT study.

**Field of Proficiency Testing (FoPT):** Analytes for which a laboratory is required to successfully analyze a PT sample in order to obtain or maintain accreditation, collectively defined as: matrix, technology/method, and analyte.

**Primary Accreditation Body (Primary AB):** The accreditation body responsible for assessing a laboratory's total quality system, on-site assessment, and PT performance tracking for fields of accreditation.

**Proficiency Testing (PT):** A means to evaluate a laboratory's performance, under controlled conditions, relative to a given set of criteria, through analysis of unknown samples provided by an external source.

**Proficiency Testing Program (PT Program):** The aggregate of providing rigorously controlled and standardized environmental samples to a laboratory for analysis, reporting of results, statistical evaluation of results and the collective demographics and results summary of all participating laboratories.

**Proficiency Testing Provider (PT Provider):** A person or organization accredited by the TNI approved Proficiency Testing Provider Accreditor to operate a TNI-compliant PT program.

**Proficiency Testing Provider Accreditor (PTPA):** An organization that is approved by the TNI PT Board to accredit and monitor the performance of PT Providers.

**Proficiency Testing Reporting Limit (PTRL):** The value that corresponds to the lowest acceptable result that could be obtained from the lowest spike level for each analyte in a PT sample. PTRLs are established and published by the TNI PT Board.

**Proficiency Testing Sample (PT Sample):** A sample, the composition of which is unknown to the laboratory and is provided to test whether the laboratory can produce analytical results within the specified acceptance criteria.

**Proficiency Testing Study (PT Study):** A single complete sequence of circulation of proficiency testing samples to all participants in a proficiency testing program.

**PT Study Opening Date:** The calendar date that a PT sample is first made available to any laboratory by a PT provider.

**PT Study Closing Date:** The calendar date that analytical results for a PT sample shall be received by the PT provider.

**Study:** This term refers to a PT Study or Supplemental PT Study.

**Supplemental Proficiency Testing Study (Supplemental PT Study):** A PT sample that may be from a lot previously released by a PT Provider that meets the requirements for supplemental PT samples given in this Volume, but that does not have a pre-determined opening date and closing date.

**Supplemental PT Study Open Date:** The calendar date that a PT sample was shipped from the PT provider to a laboratory.

**Supplemental PT Study Close Date:** The calendar date for which analytical results of a PT sample were received by the PT provider.

**TNI PT Board (PT Board):** A board consisting of TNI members or affiliates, appointed by the TNI Board of Directors (BOD), that is responsible for the successful implementation and operation of the TNI Proficiency Testing Program. The duties of the PT Board are defined in the PT Board Charter.

## 11.2 Conformity Assessment Requirements

The following shall apply, as appropriate, and ACLASS will ensure that the PT Providers conform to the following:

- The PT provider's quality management system shall meet the requirements of ISO 9001 for the design, production, testing, and distribution of PT samples and the evaluation of PT results.

- The PT provider's manufacturing system shall meet the requirements of ISO Guide 34 (Quality System Guidelines for the Production of Reference Materials).
- The testing facilities used to support the verification, homogeneity and stability testing required in this Standard shall meet the requirements of ISO 17025 (General Requirements for the Competency of Testing and Calibration Laboratories).

### **11.3 Application and Document Review**

In addition to above sections 3.2, Application and 3.4 Document Review, ACLASS shall conduct application and document reviews for the applications from any candidate or renewal PT provider. The review shall include:

- The initial application documents for compliance with the PT Provider qualifications
- The sample designs used by the PT Provider
- The PT analyte and sample scoring procedures used by the PT Provider
- Procedures used to validate that new PT sample formulations are fit for their intended purpose, prior to use of such material in a PT scheme. This review shall ensure, at a minimum, that samples have assigned values within the specified ranges for every technology used to report results
- The adequacy of data processing and analysis techniques, including statistical procedures used on sample sets with fewer than 20 laboratories
- Confirmation of the absence of conflicting interests with subscribing laboratories, including:
  - any financial interest in a laboratory seeking or having accreditation to this Standard and TNI requirements, as appropriate
  - the sharing of personnel, facilities or instrumentation with a laboratory seeking, or having, accreditation to this Standard and TNI requirements, as appropriate

ACCLASS shall provide to applicant and renewal PT Provides with the appropriate checklist to be used during assessments upon receipt of an application for accreditation for initial accreditation and at least 120 days prior to reassessments for current accredited customers, as appropriate.

### **11.4 Accreditation Assessment, Surveillance and Reassessment**

In addition to the above sections 3.6 through 3.10, ACLASS shall conduct an on-site assessment following ACLASS' initial application and document review which shall include, at a minimum:

- A review of the quality management system for adherence to the requirements of TNI Standard, Volume 3, *General Requirements for Environmental Proficiency Test Providers*

- A review of staff qualifications and technical expertise necessary to produce acceptable PT samples
- A process for handling complaints including any corrective actions taken<sup>13</sup>
- A review of the sample manufacturing and analytical verification procedures, along with the study data, to ensure the requirements of this Standard are met
- A review of the procedures in place to ensure that all personnel are aware of and abide by standards of conduct for PT Providers and confidentiality of assigned values and participant results
- A review of data reporting systems to ensure that the requirements of this Standard are met within the defined time periods

PT providers shall be subject to biennial onsite assessments conducted by ACLASS. ACLASS may also conduct unannounced onsite assessments for cause. After the initial year of accreditation, each Proficiency Test Provider shall undergo, at a minimum, a one-day surveillance assessment. The purpose of the surveillance is to ensure that the customer's Proficiency Test Provider management system is maintained and remains effective.

The accreditation process shall be repeated every two years, and shall include all stages of initial review, on-site assessment and oversight. If the Proficiency Test Provider demonstrates stability and competence after the initial reassessment cycle, ACLASS may consider a two year reassessment cycle with no surveillance. In such cases, section 3.11 shall apply.

Unscheduled on-site assessments of the PT Provider may be conducted for exceptional circumstances, such as persistent complaints from participants or Accreditation Bodies, failure to adequately respond to inquiries from ACLASS, or other evidence of persistent non-conforming activity. The causes and resolution of exceptional visits shall be fully documented.

### **11.5 Ongoing Monitoring of PT Providers**

ACCLASS shall conduct ongoing monitoring of all accredited PT Providers. This shall include a review of sample verification and PT study data to assure that every PT sample meets criteria defined in TNI Standard, Volume 3, *General Requirements for Environmental Proficiency Test Providers*. Any possible problems indicated by the monitoring shall be discussed first with the PT Provider.

Appropriate records of all contacts and responses from the PT Provider during on-going monitoring will be maintained by ACLASS.

ACCLASS shall also review:

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<sup>13</sup> Records shall be made available to ACLASS upon request.

- Assurance that concentrations are distributed throughout the specified analyte ranges
- Confirmation of the required minimum number of analytes included in groups such as volatiles, semi-volatiles, herbicides, etc
- Approval of documentation for any change in the initial assigned value during a study
- Confirmation of the correct calculation of assigned values and acceptance limits as appropriate per analyte
- Verification of the prepared or assigned value
- Appropriate homogeneity testing prior to the study
- Appropriate stability testing

ACCLASS shall investigate any situation where a PT Provider's pass/fail rate for any analyte or overall is statistically different from the national average at a 95% level, as determined by appropriate statistical techniques.

ACCLASS shall ensure that monitoring provides verification of the PT Provider's adherence to the appropriate TNI standards for the following:

- Correct and complete analyte lists as per PT provider accreditation
- A process for handling complaints including any corrective actions taken<sup>14</sup>
- Adherence to appropriate standards for compliance with defined nomenclature (codes) for methods, analytes and technologies
- Appropriate study lengths, including announced start and stop dates
- Timeliness of reports to customers, Accreditation Bodies and to ACLASS
- Critical operational parameters of the PT Provider, such as changes in ownership or senior management, and the evidence of internal audits and management review

### **11.5.1 Submission of PT Data**

PT providers shall submit data from each of their PT studies to ACLASS for review. This data is due within 5 business days from the report date of each study. Such data shall be electronically provided through the ACLASS database on a quarterly basis using Form 48. This form is available on the ACLASS website. Instructions for completion of this form are found on the Instructions Tab of the form. The ACLASS database will consist of appropriate data necessary to continually monitor PT Providers competence and will include at a minimum:

- Summaries of participant results
- Results of all verification, homogeneity, and stability determinations

PT Providers shall ensure that they do not identify any participant laboratory to ACLASS without the expressed written consent of the laboratory.

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<sup>14</sup> Records shall be made available to ACLASS upon request.

### **11.5.2 Use of Referee Laboratory**

Upon request by ACLASS, the PT Provider shall supply, at no charge, PT samples as specified by ACLASS, which are included in the PT Provider's scope of accreditation, to ACLASS for submission to a referee laboratory. ACLASS may use an accredited referee laboratory to verify the assigned values of the concentrations when monitoring indicates that the PT Provider's sample is of unacceptable quality.

The determination of unacceptable quality shall use the same acceptance criteria that were used in the manufacture of the PT sample. For example, one (1) standard deviation for verification or the approved criteria for homogeneity and stability,

ACCLASS shall provide each PT Provider with a report describing the results for any required referee analyses.

### **11.5.3 Withdraw, Withhold, Reduce, Suspend Accreditation**

In addition to the above requirements under section 6.0, ACLASS will assess whether a PT Provider's accreditation status should be suspended or withdrawn based upon the results of ACLASS' on-going monitoring and our internal appeals and complaints process.

ACCLASS will provide formal written notice to a PT Provider of any action to revoke or suspend the PT Provider's accreditation, including providing the reasons for the proposed revocation or suspension.

A PT Provider may appeal a revocation or suspension according to the ACLASS appeals process. If a PT Provider is unsatisfied with the outcome from the ACLASS appeals process, the PT Provider may appeal the ACLASS decision to revoke or suspend to the TNI PT Board.

### **11.6 Complaints and Appeals**

In addition to section 5.0 Complaints and Appeals, all unresolved conflicts with ACLASS shall be submitted to the TNI PT Board. The PT Board shall serve as final arbiter for:

- Complaints about ACLASS that come from other Accreditation Bodies or from PT Providers;
- Disputes between PTPAs.

In conflicts between the PT Provider and ACLASS occur; the PT Provider shall follow the ACLASS complaints and appeals process.

ACCLASS will evaluate all complaints that it receives regarding accredited or candidate PT Providers. The PT Provider will be notified of the complaint if ACLASS determines

that a complaint warrants investigation. The complaint will be considered unresolved until satisfactory action is taken.

AClass will provide to the TNI PT Executive Committee a summary of all PT Provider valid complaints received the previous year.

AClass maintains and reviews records of all complaints regarding the technical aspects of the PT studies and the resulting corrective actions. Unresolved complaints are reviewed after ninety days.

AClass reviews any complaints about PT Providers received from Accreditation Bodies, and works with the PT Provider, the Accreditation Body, and the TNI PT Executive Committee to resolve the complaints.

### **11.7 Advertising and Marketing of Accreditation Status**

In addition to section 8.0 above, AClass will ensure PT Providers abide by the provisions of the TNI PT Executive Committee and AClass policies and procedures regarding use of the AClass symbol and advertising and marketing of accreditation approval status.<sup>15</sup>

## **12.0 RESPONSIBILITIES AND OBLIGATIONS OF THE CUSTOMER**

By signing the application, the customer hereby requests AClass to perform ISO/IEC 17043 and/or TNI PT accreditation activities pursuant to the application submitted to AClass by customer (“Accreditation Activities”). AClass shall perform the Accreditation Activities in accordance with AClass' then current Accreditation System. AClass shall make available to the customer at the customer's request, the documents comprising AClass' ISO/IEC 17043 and/or TNI PT Accreditation System.

AClass shall determine in its sole discretion whether the customer meets AClass' requirements for accreditation to the applicable requirement(s) as set forth in AClass' ISO/IEC 17043 and/or TNI PT Accreditation System (“Accreditation Criteria”). In the event AClass determines that the customer meets the Accreditation Criteria, AClass shall deliver to the customer AClass' Certificate and Scope of Accreditation which shall include a copy of AClass' symbol. The Certificate and Scope of Accreditation shall be deemed to be the evidence of the customer's status as being accredited pursuant to AClass' Accreditation Criteria.

AClass shall have the right to carry out surveillance and reassessment pursuant to AClass' Accreditation Activities to verify the customer's continuous compliance to the Accreditation Criteria.

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<sup>15</sup> See also AClass Guidance on Symbol Usage and/or AClass Document 3 available at [www.aiclasscorp.com](http://www.aiclasscorp.com) for further instructions on use of the AClass symbol and advertising and marketing of accreditation approval status.

The customer shall conform to the following:

- a. Maintain impartiality and integrity for all services provided under their scope of accreditation;
- b. Commit to meet the requirements of ACLASS' Accreditation Criteria including adapting to changes in the requirements for accreditation.
- c. Take such actions as necessary to allow ACLASS to perform the Accreditation Activities, including provide for the examination of documentation and the assessment of all areas, records and personnel for the purposes of assessment, surveillance, reassessment, resolution of complaints and access to relevant documents that provide insight into the level of independence and impartiality from any related body;
- d. Record and address complaints, report complaints to ACLASS and otherwise continuously comply with all relevant provisions of the Accreditation Criteria and claim accreditation only in respect of requirements and scope for which customer has been granted accreditation (ACCLASS certificate and scope of accreditation does not cover subcontracted calibrations);
- e. Notify ACLASS within 30 days of changes to customer's laboratory ownership, management system or changes significantly affecting customer (such as a change of ownership, change of location, change in key personnel, including top management, main policies, resources, or change in equipment or if analysis of a complaint or other information indicates that customer no longer complies with the Accreditation Criteria) ("Change").
- f. Allow ACLASS to conduct surveillance and/or reassessment of customer in the event of a Change;
- g. Not expose assessors or others representing ACLASS to unsafe working conditions or environments, and to provide all assessors and others appropriate protective equipment;
- h. Arrange witnessing of services performed at the request of ACLASS including allowing third parties selected by ACLASS to witness ACLASS' assessments.
- i. Do not use its accreditation in a manner that may bring ACLASS into disrepute.
- j. Pay ACLASS for the Accreditation Activities as set in ACLASS' procedures.

The ACLASS Logo is a registered trademark solely owned by ACLASS. So long as the customer maintains its status as being accredited by ACLASS pursuant to ACLASS' Accreditation Criteria, the customer shall have the non-exclusive and non-transferable right to use the Certificate and Scope of Accreditation and the ACLASS Symbol (except as provided for directly in the paragraph below) in customer's advertising, and marketing materials and campaigns, certificates and reports. In no event shall the customer use the Certificate and Scope of Accreditation and the ACLASS Symbol (or a confusingly similar certificate and scope of accreditation or symbol) in a misleading or unauthorized

manner, including, but not limited to, representing that the Certificate and Scope of Accreditation and the ACLASS Symbol exemplifies a product, service or performance conformity certification; using the Certificate and Scope of Accreditation or the ACLASS Symbol in connection with requirements or activities not approved by ACLASS; or otherwise acting to bring ACLASS or the ACLASS Symbol in disrepute.

If ACLASS expresses any concern with respect to the use of the Certificate and Scope of Accreditation or the ACLASS Symbol as being inconsistent with or impermissible under this Application or ACLASS' ISO/IEC 17043 Accreditation System, ("Improper Use"), ACLASS may request the customer to cease and desist the Improper Use, and it shall be deemed to be a condition to the customer's continued accreditation that such Improper Use is immediately discontinued. In addition, in the event of such Improper Use or in the event ACLASS determines that the customer is not complying with any obligation of the customer under this Agreement or the Accreditation System, ACLASS shall have the right upon written notice to the customer to (a) suspend its Accreditation Activities until the customer complies with its obligation, (b) determine that the customer is no longer entitled to identify itself as accredited by ACLASS and to require customer (temporarily or permanently) to cease using in any manner the Certificate and Scope of Accreditation (and to return such Certificate and Scope of Accreditation), the ACLASS Symbol and/or Accreditation Mark, (c) refuse to issue a Certificate and Scope of Accreditation to the customer, (d) require a corrective action, (e) publish customer's transgression or (f) take other legal action. In the event ACLASS takes any of the foregoing actions, ACLASS shall not be required to reimburse any amounts to the customer.

ACCLASS and its assessor shall perform the Accreditation Activities in a workmanlike manner consistent with ACLASS' then current Accreditation System. The warranty set forth in this section is the sole and exclusive warranty of ACLASS under this application and the services contemplated to be provided herein and no other express or implied warranties exist, including but not limited to any warranty of merchantability and any warranty of fitness for a particular purpose. Customer acknowledges that ACLASS does not warrant and has no liability or responsibility for (and such liability and responsibility belongs solely to customer) the customer's facility and safety of any product or service produced, manufactured, delivered, sold or otherwise distributed by customer.

ACCLASS and the customer are independent parties and nothing set forth in this Application creates a joint venture, partnership or other concerted activity.

If, in ACLASS' sole discretion, an assignment and/or activity by the customer effects a Change to customer's management system under this Application and/or changes made by ACLASS to the Accreditation Criteria, customer shall cooperate and take the actions necessary to allow the assignment to occur based on a reassessment and/or surveillance visit or such other activity as ACLASS reasonably deems necessary.

These Responsibilities and Obligations of the Customer shall be governed by, and construed and enforced in accordance with, the laws of the State of Wisconsin. Any dispute under this Application shall be resolved pursuant to the appeals procedure

adopted by ACLASS from time to time. In the event the customer makes any claim that a dispute is not subject to the appeals process or has not been adjudicated pursuant to the rules provided therein, the customer shall not have the right to bring any action with respect thereto before a court of law or equity, but shall only have the right to seek a determination from one arbitrator pursuant to the rules of the American Arbitration Association as to whether such dispute was subject to the appeals process or was adjudicated pursuant to the rules provided therein. Such arbitration shall be conducted in the State of Wisconsin, and each party shall bear its own expense for such arbitration.

UNCONTROLLED

Approvals:



ks  
Vice President

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**REVISION HISTORY**

<u>Date</u>	<u>Description/Author</u>
September 4, 2009	First issue – K. Greenaway, M. Weisrock
September 15, 2009	Review by K. Greenaway, T. Burgess and B. Hirt
October 1, 2009	Revised to address comments and updated to include additional requirements – M. Weisrock
October 9, 2009	Review by K. Greenaway
December 4, 2009	Minor edits and changes in response to AC input and addition of example scopes – M. Weisrock
December 13, 2009	Final review – M. Weisrock
December 15, 2009	Final review and approval – K. Greenaway
March 10, 2010	Addition of TNI requirements – M. Weisrock
March 23, 2010	Review – K. Greenaway
April 5, 2010	Reviewed by Accreditation Council
April 6, 2010	Final review and approval – K. Greenaway
July 20, 2010	Additional TNI requirements to address TNI SOP 4 – M. Weisrock
July 23, 2010	Final review and approval – K. Greenaway
August 4, 2010	Edits to meet TNI specific requirements – M. Weisrock and K. Greenaway
August 4, 2010	Final review and approval – K. Greenaway
August 10 thru October 5, 2010	Revisions in response to TNI evaluation – M. Weisrock
October 6, 2010	Final review and approval – K. Greenaway

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