



Heads Up

Issue: 11

Date: October 2, 2011

To: ACLASS Customers and Assessors and Other Interested Parties

From: Terry Burgess, Accreditation Manager

Re: ACLASS Policy Changes and Clarifications

During our recent quarterly Management Meeting, the following policy changes were approved:

Effective immediately:

- Assessors are no longer allowed to close findings during the assessment. The new corrective action submittal process in EQM precludes this practice.

Effective November 1, 2011:

- Reminder: For calibration laboratories, uncertainty budgets for all scope of accreditation line items (each listed range) are required by the first full Reassessment after November 1, 2011.

Effective January 1, 2012:

- All calibration laboratories are required to report Measurement Uncertainty (MU) for all test points on all accredited calibration certificates. This applies also when issuing only a statement of compliance.
- Calibration laboratories are reminded that the Measurement Uncertainty reported on the calibration certificate must never be smaller (better) than the Calibration and Measurement Capability (CMC) on the ACLASS scope of accreditation, even when the scope uses ranges for CMC listings.
- For all ACLASS accredited laboratories, Management Reviews and Internal Audits shall be conducted at least once each calendar year.
- All satellite sites shall adhere to the same ACLASS requirements for PT/ILC as main laboratories, where applicable (one minimum per calendar year and one from each major sub-area of the satellite site scope over a rolling four year period).
- All satellite sites must be visited at least every four years during full Reassessment. Laboratories are advised to set up a satellite site visit by ACLASS when requested or risk having satellite site capability removed from their scope of accreditation.
- At least 33% of satellite site technicians will be witnessed during each full Reassessment either at the satellite site or at the main lab if not visiting the satellite site. Laboratories are advised to transport technicians to the main laboratory when requested or risk having on-site capability removed from their scope of accreditation.
- On-site capability will be witnessed in the field at least every four years. Laboratories are advised to set up an on-site visit by ACLASS when requested or risk having on-site capability removed from their scope of accreditation.