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INTRODUCTION

This document applies to all customers and provides the definitions and specific administrative process for accreditation statuses.

REFERENCES

MA 2100, Accreditation Manual for Laboratory-Related Activities (Non-Forensics)

ACCREDITATION STATUS

All ANAB customers are identified by an accreditation status. The accreditation status categories are defined below:

Active

Active status is given to a current customer that is in good standing with ANAB.

Inactive

Inactive status is given to a customer that has voluntarily requested in writing that its accreditation be placed on hold because of unforeseen or unavoidable circumstances (e.g., an organization’s move or renovation, significant personnel turnover, change in ownership, etc.) that temporarily prevent the customer from adhering to ANAB requirements and/or conditions for accreditation. Inactive status can be given to an organization for no longer than one year.

Voluntarily Withdrawn

Voluntarily Withdrawn status is given when a current customer voluntarily decides to withdraw further accreditation action (e.g., due to closure, consolidation, or simply not needing accreditation any longer).

Suspended

Suspended status is typically a temporary measure in which the accreditation, including the scope, symbol, and certificate of accreditation, are suspended until very specific conditions are met to reinstate the accreditation. ANAB makes the decision to suspend accreditation. After six months on suspension status, the customer typically is moved to withdrawal status.

Reasons for suspension may include:

- Customer has failed to meet the obligations of ANAB signed agreements, including but not limited to:
  - Application Requirements (contracts and/or agreements).
  - Accreditation Requirements (AR series documentation).
  - Supplemental Requirements (SR series documentation).
  - Technical Requirements (TR series documentation).
  - Regulations and/or applicable laws.
• Customer has not provided evidence of satisfactory corrective action supporting all nonconformities within the required amount of time dictated by requirements and processes of ANAB.
• Continuous repeat nonconformities.
• Customer refuses to schedule a date for the next required visit within the timeframe stipulated by ANAB requirements.
• Customer neglects to notify ANAB of changes in its operations which could affect the accreditation.
• Customer has not met its financial obligations.

Withdrawal
Withdrawal status removes a customer completely from the ANAB accreditation program and ANAB internal systems. This status is typically given only after a customer has had one of the following statuses: Inactive, Voluntarily Withdrawn, or Suspended. ANAB makes the decision to withdraw accreditation.

Accreditation Listing, Scope, and Certificate
When a customer is moved from active status, a letter is sent to the customer notifying them of the change in accreditation status. The letter includes the effective date and a statement of the need to immediately cease references to ANAB related to the accreditation, including any reference on the customer’s website.

The listing of the accreditation on the ANAB website shall be modified to include a clear statement identifying the current accreditation status. ANAB shall remove the scope and certificate document from the website.

For withdrawn status, the listing of the accreditation on the ANAB website is removed. If withdrawal is involved, the customer is required to re-apply for accreditation and will be issued a new scope and certificate number.

REINSTATEMENT TO ACTIVE STATUS

Inactive
Accreditation may be reinstated after a plan for reinstatement has been established with ANAB. ANAB will take appropriate action to ensure accreditation requirements are satisfied prior to reinstatement of accreditation.

Voluntarily Withdrawn
Accreditation may be reinstated after a plan for reinstatement has been established with ANAB. ANAB will take appropriate action to ensure accreditation requirements are satisfied prior to reinstatement of accreditation.

Suspended
Accreditation may be reinstated after the customer has resolved all reasons for suspension. ANAB will take appropriate action to ensure accreditation requirements are satisfied prior to reinstatement of accreditation.
Withdrawal

A customer that has had its accreditation withdrawn shall apply for a new accreditation by completing an application for accreditation.

Reinstatement of Scope and Certificate of Accreditation

Upon reinstatement of accreditation to active status, the revision dates on the scope and certificate of accreditation are updated to reflect the date range when the certificate and scope of accreditation was not in active status. These dates will remain on the scope of accreditation until the customer’s next reassessment and issuance of the scope of accreditation. The scope and certificate of accreditation is reissued and placed back on the website.

REVISION HISTORY

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<thead>
<tr>
<th>Revision Level</th>
<th>Revision Date</th>
<th>Description</th>
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<tr>
<td>Original Release</td>
<td>2017/02/23</td>
<td>Merged the ANAB legacy and L-A-B legacy process rules for accreditation status.</td>
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<tr>
<td>1</td>
<td>2017/04/10</td>
<td>Minor editorial changes prior to uploading to Qualtrax.</td>
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