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INTRODUCTION

This document defines the process used by ANAB to determine, apply, manage, and accredit multi-site organizations.

REFERENCES

MA 2100, Accreditation Manual – Laboratory Related Activities (Non-Forensic)

TERMS AND DEFINITIONS

**Multi-site accreditation:** Accreditation of multiple test and/or calibration laboratories, inspection bodies, proficiency testing providers, or reference material producers delivering services from more than one site or a combination of sites. Accredited services performed at customer-designated locations are not considered multi-site activities.

- There are two types of multi-site accreditation: a multi-site organization (sibling-type relationship) and an organization with satellites (parent-child relationship).

**Multi-site organization:** Organization with more than one location conducting key activities.

- A corporate site may provide guidance and oversight or maintain quality documents, although individual sites operate on a day-to-day basis as autonomous organizations. Each site applies for accreditation and is assessed and accredited as a separate entity, with a scope of accreditation specific to each site.

**Organization with satellites sites:** Organization that consists of a main site and a satellite site or sites that perform accredited activities associated with a single scope of accreditation. These activities may be performed at a remote permanent or semi-permanent location. The main site provides oversight for each satellite site. Satellite sites do not operate autonomously.

- **Main site:** Fixed, permanent facility set up in a dedicated location or premises, delivering key conformity assessment activities assigned as the primary location.

- **Satellite site:** Permanent remote site that operates as a subsidiary to the main laboratory. All reports or certificates are issued from the main laboratory and identify the satellite performing the activities. Temporary sites are considered satellite sites.

**Key activities:** Work undertaken by an organization to conduct testing, calibration, inspection, sampling, and/or other activities that lead to the production and delivery of test, calibration, inspection, or other reports or certificates covered by the scope of accreditation.

- From ISO/IEC 17011, examples of key activities also include policy formulation, process and/or procedure development, and, as appropriate, contract review, planning conformity assessments, and review, approval, and decision on the results of conformity assessments. ANAB considers internal audit and management review to be key activities.
DEFINING MULTI-SITE TYPES

ANAB determines if a customer is a multi-site organization, an organization with satellite sites, or a combination of these types when a request is made for multi-site accreditation during the initial application process or using the client notification form.

A single contact shall be named as “Main Contact” for communication with ANAB about accreditation activities for the entire organization. Additional points of contact can be identified for quality, technical, and/or accounting representatives at individual sites.

All sites belonging to the organization seeking accreditation that deliver accredited services or provide key activities shall be subject to the same quality system.

MULTI-SITE ORGANIZATIONS

Each site undergoes annual assessment activity; reassessment activity time is appropriately allocated to confirm implementation of the corporate quality system at each site.

Each site is issued a separate scope of accreditation and typically issue certificates and reports from those sites.

ORGANIZATIONS WITH SATELLITES

The main site undergoes annual (on-site) assessment activity, as remote surveillance activities are not typically permitted for organizations with satellites.

Satellite sites are visited according to a predetermined sampling plan developed by ANAB in cooperation with the customer. The purpose of these assessments is to confirm the technical competence specific to that location and implementation of the corporate quality system.

The sampling plan considers the activities conducted by each satellite site and the number of technicians associated with the sites. Site witnessing visits (SWV) to satellites occur at a minimum every four years to cover all capabilities of the satellite site(s).

A single scope of accreditation is issued to the main site. The scope describes the accredited activities conducted at each satellite site. Accredited certificates and/or reports are issued under the authority of the main site.

The accreditation of the main and satellite sites is intrinsically linked.

REVISION HISTORY

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<thead>
<tr>
<th>Revision Level</th>
<th>Revision Date</th>
<th>Description</th>
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<tbody>
<tr>
<td>Original Release</td>
<td>2017/05/03</td>
<td>Merged ANAB and L-A-B legacy administrative process rules into one document.</td>
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