ADMINISTRATIVE PROCESS RULE: TRANSFER OF ACCREDITATION

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INTRODUCTION

This document defines the process ANAB uses when a currently accredited customer seeks to transfer accreditation to ANAB.

ANAB conducts a transfer review of the organization against all elements of the applicable standard and the full scope of accreditation by reviewing documentation supporting the organization quality and technical operations and recent reports from the organization’s transferring accreditation body.

The organization shall request a transfer by submitting to ANAB the appropriate application, application fee, and information required for transfer review.

REFERENCES

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

QUALIFICATION REQUIREMENTS

The accredited organization shall meet the following criteria to qualify for a transfer of accreditation:

1. Be currently accredited by an ILAC MRA signatory accreditation body (AB);
2. Be in good standing with the current AB and currently in active status (i.e., not suspended or under threat of suspension).

If a transfer is requested to occur at or near the end of the current accreditation cycle, ANAB conducts a transfer reassessment (TRA).

If a transfer is requested to occur during an accreditation cycle (typically at least one year prior to expiration of the accreditation cycle) ANAB may conduct a transfer surveillance assessment (TSA) instead of a TRA. The assigned Accreditation Manager will review the transfer assessment activity based on the documentation submitted by the organization.

If the organization’s accreditation has expired or is currently suspended or withdrawn or is known to have been suspended or withdrawn, ANAB will not accept the transfer request and the organization shall be considered and processed as a new customer.

If the organization is unable to provide evidence that the management system was previously assessed against all requirements of the applicable standard and that the organization is in good standing with the transferring accreditation body, ANAB will not accept the transfer request and the organization shall be considered and processed as a new customer.

DOCUMENTATION REQUIREMENTS

ANAB may request the following documents to support the decision to provide a transfer of accreditation:

1. Declarations of all current accreditations, including the scopes of accreditation, and from which AB;
2. Evidence that the existing accreditation and status are valid in good standing, and are current with financial obligations regarding said accreditation;
3. Last two assessment reports from the current AB (one must be a reassessment);
4. Copies of all nonconformities or other forms of deficiency reports covering the last two assessments;
5. Copies of all corrective actions and supporting evidence of correction associated with the last two assessments with evidence of satisfactory acceptance by the current AB;
6. Current organization chart, internal audit report, management review report, quality manual, summary of PT activities, and supporting data;
7. ANAB may request additional information as needed from the customer.
8. Appeals and complaints by customers and other interested parties (stakeholders), with resolution and status if ongoing investigation is continued.

**ASSESSMENT ACTIVITIES**

ANAB may choose to transfer the currently accredited organizations using various accreditation activities, typically with an on-site assessment activity, such as a transfer surveillance assessment (TSA) or a transfer reassessment (TRA).

In order to determine the assessment activity for which the transferring organization will qualify, ANAB will:

1. Confirm that the organization’s accreditation falls within the activities of ANAB;
2. Verify that the organization holds a valid (ILAC MRA signatory) certificate and scope of accreditation in terms of authenticity, duration, and activities covered, with respect to the site or sites for which transfer is sought;
3. Review of the last assessment/reassessment reports, subsequent surveillance reports, and any outstanding nonconformances arising from the reports to ensure the entire scope of accreditation and all elements of the appropriate standard were appropriately assessed by the current accreditation body;
4. Review any request supporting quality and technical information.

An applicant may not be eligible for a transfer if:

1. Present scope of accreditation shows questionable content;
2. Corrective actions and supporting material for the corrective actions are not suitable based on the description of the nonconformances;
3. AB’s assessment report recommends suspension or termination for technical reasons;
4. Additional questions remain.

If the organization requests an extension of the scope of accreditation during the transfer process, the organization may be subject to on-site verification, and additional assessment days may be required.

**GRANTING OF ACCREDITATION**

ANAB may grant the transfer of accreditation after all requested documentation has been reviewed and evidence suggests the organization has met the requirements for accreditation to the applicable standard.
An organization will be granted accreditation according to the current ANAB accreditation decision process.

ANAB shall grant accreditation for no more than two years from the last reassessment or earlier at ANAB’s discretion.

Accreditation will be granted for one year for all transfers performed with an on-site surveillance. A full assessment will be performed the following year after the on-site surveillance transfer.

In rare circumstances ANAB may perform a document review or desk assessment to transfer an accreditation until an on-site surveillance and/or full assessment can be scheduled within a reasonable timeframe, typically within three months.

### REVISION HISTORY

<table>
<thead>
<tr>
<th>Revision Level</th>
<th>Revision Date</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>Original Release</td>
<td>2017/02/23</td>
<td>Merged ANAB and L-A-B legacy administrative process rules on transferring accreditation into one document</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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