



SOP TITLE:	NELAP Accreditation Bodies Standards Review and Acceptance
SOP NO.:	3-103
REVISION NO:	1.0

Committee:	LASEC	Approved Date:	July 22,2014
Program:	NELAP Accreditation Council	Approved Date:	November 17, 2014
Policy Committee Reviewed Date:			January 9, 2015
TNI Board of Directors Endorsed Date:			January 14, 2015
SOP Effective Date:			November 17, 2014

1.0 Purpose

This SOP describes the process for review and acceptance of accreditation standards for use by the NELAP Accreditation Council (AC) in NELAP accreditation bodies' programs.

2.0 Summary

This SOP details the steps in the review process and the elements that must be considered for an accreditation standard to be accepted for implementation by NELAP.

3.0 Definitions

- 3.1 Expert Committee: A committee whose duties include the development and maintenance of standards.
- 3.2 Laboratory Accreditation Systems Executive Committee (LASEC): A committee whose purpose is to develop a system for the accreditation of environmental laboratories that consists of the policies and procedures, interpretations, guidance documents, and any related tools (e.g., checklists and SOPs for assessments, etc.) used by accrediting bodies to implement a national environmental laboratory accreditation program.
- 3.3 NELAP Accreditation Council (AC): The body within TNI's NELAP program that has final authority for implementation of the program for the accreditation of environmental laboratories.

4.0 Related Documents

TNI SOP 2-100, Procedures Governing Standards Development
TNI SOP 3-106, LASEC Review of Standards for Suitability
TNI SOP 3-101, AC Voting Procedure for General Business and Laboratory Accreditation Matters

5.0 Procedure

The TNI Standard for the Environmental Laboratory Sector is a four volume document containing multiple modules within each volume. Various Expert Committees are responsible for periodic review and revision of each module. During a review cycle, an entire module or portion thereof may undergo revision and be submitted for review to include in the final updated standard. This procedure applies to review of the standard, all or in part, and final approval by the AC.

- 5.1 It is the responsibility of the NELAP AC to determine whether a standard or a portion within a standard is acceptable for implementation by NELAP recognized accreditation bodies in their accreditation programs.
- 5.2 The NELAP AC will review each individual section, module, or standard received from the LASEC for consistency with governmental and regulatory requirements. Each Accreditation Body is responsible to perform the review with respect to their individual program requirements to confirm that there are no barriers to implementation. The review should be completed within 60 days from the date of the LAS EC's recommendation to the AC concerning that item.
- 5.3 Each document being considered for acceptance will be discussed at a meeting of the NELAP AC. The AC will discuss how the new version differs from the current version, if one exists, and the advantages and disadvantage of the new document.
 - 5.3.1 The NELAP AC may request the Chair of the Expert Committee that developed the document or a member of the LAS EC to make a presentation of the changes.
 - 5.3.2 The NELAP AC Chair may appoint a subcommittee to review the document.

- 5.4 Any identified issues should be brought to the attention to the entire AC for discussion. Issues that cannot be resolved will be summarized to include concerns and potential solutions. The summary will be sent to the Chair and the PA for the LASEC and the Expert Committee responsible for developing the standard. The committees will work together to determine a suitable solution. The solution must be acknowledged and accepted by all members of the AC.
- 5.5 Upon resolution of any identified issues, the NELAP AC Chair or designee will present the document for voting to the NELAP AC membership.
 - 5.5.1 Voting will be conducted in accordance with the NELAP AC's SOP 3-101 Voting Procedure for General Business and Laboratory Accreditation Matters.
- 5.6 Criteria for acceptance of revisions to any portion of the standard include:
 - 5.7.1 It represents an improvement over the current standard, and
 - 5.7.2 There are no obstacles to implementation by the accreditation bodies.
- 5.7 Once all revisions and modules have completed the review and voting process, each AB should review the standard as a whole following the same procedure. The final vote will be to accept the entire standard.
- 5.8 The NELAP AC will set an implementation date for the new standard in accordance with the voting process in SOP 3-101. Decisions regarding individual AB adoption and implementation schedules will be made within 60 days after a vote that adopts the new standard.

6.0 References

None

7.0 SOP Approved Changes

Original SOP

Approved by the NELAP AC: March 3, 2008
 Reviewed by the Policy Committee:
 Endorsed by the Board of Directors:

Prev. SOP No.	New SOP No.	Date of Change	Description of Change
SOP-3-103 Rev 0	SOP-3-103 Rev 0.1	xxx	Update terms: NELAP Board = NELAP Accreditation Council LASC = LAS EC accrediting authorities = accrediting bodies
SOP 3-103 Rev 0.1		May 2014	Update in accordance with updates to SOP 2-100 and SOP 3-106
	SOP 3-103 Rev 1.0	January 2015	Editorial revisions upon completion of Policy Committee review