Item 1 language change from V2 EL Standard and FSMO 2014 standard

6.1.2.9.1 An assessor shall hold at least a Bachelor’s degree in a scientific discipline or have commensurate experience acquired by having performed verified assessments of environmental sampling and field measurement CABs (see 6.1.3.2.1).  An accreditation body that chooses to evaluate an assessor's educational qualifications using the "commensurate experience" allowance shall have documented procedures for evaluating what constitutes commensurate experience.  These procedures must define how this practice is applied within the organization and document the decision-making process used to approve the assessor.

6.1.2.9.2    An assessor shall complete and pass assessor training courses that include obtaining a passing score on the written examination at the conclusion of the course.  These training courses shall include, but not be limited to:

                    (a)  TNI NEFAP Volume I and TNI NEFAP Volume II.

                    (b)  Accreditation Body Criteria or Policies required for the program in addition to standard requirements  mention in (a) above

6.1.2.9.3    An assessor shall complete on-going refresher training that includes any revisions to the TNI NEFAP Volume I or II standard plus any additional refresher training as required by the Accreditation Body.

NOTE:  The Accreditation Body may require a written examination with a passing score as evidence for the ongoing (refresher) training of its assessors.

Item 5 IDO/IE 17011:2004 language removed

NOT LISTED

Item 9 Retained from FSMO 2004 standard

* **3.22  Field:** Any location where work is performed outside of the legal entity’s facility (e.g. laboratory location).

 **3.23  Field Measurement:** The quantitative determination of physical, chemical, biological or radiological properties of a matrix by measurements made in the field

* **3.24  Field Sampling:** The process of obtaining a representative portion of an environmental matrix suitable for laboratory or field measurement or analysis.
* **3.26  FSMO:** Field Sampling and Measurement Organization. See Clause 1.
* **3.27  Matrix:** The substance upon which a measurement is made or from which a sample is collected. The matrix includes the physical, chemical, biological, and radiological characteristics of the substance.
* **3.28  Preservation:** The physical, chemical, and/or radiological treatment of a sample to prevent the gain or loss of target analytes before analysis. Filtration, refrigeration, and addition of chemical reagents are examples of preservation techniques.

Item 15 Modified FSMO 2014 wording with EL Module 1 wording

**3.29  Proficiency Testing (PT):** A means of evaluating an organization’s performance under controlled conditions relative to a given set of criteria through analysis of unknown samples provided by a Proficiency Testing Provider (PTP). (FSMO 2014)  A means to evaluate a laboratory’s performance under controlled conditions relative to a given set of criteria, through analysis of unknown samples provided by an external source. (TNI EL 2016 V1 M1 definition 3.4))

**3.30  Proficiency Testing Provider (PTP):** ~~Any private party or government entity accredited by a TNI- recognized Proficiency Testing Provider Accreditor (PTPA) that meets the stringent criteria to produce and distribute TNI compliant samples, evaluate study results against published performance criteria, and report the results to FSMOs, ABs, and its PTPA.~~ (FSMO 2014)  A person or organization accredited by a TNI- approved Proficiency Testing Provider Accreditor to operate a TNI-compliant PT program. (TNI EL 2016 V1 M1 definition 3.6)

**3.31  Proficiency Testing Provider Accreditor (PTPA):** ~~An organization with technical expertise, administrative capacity and financial resources sufficient to implement and operate a program of PTP evaluation and oversight that meets the responsibilities and requirements established by the TNI FSMO and TNI Standard.~~ (FSMO 2014)  An organization that is approved by TNI to accredit and monitor the performance of proficiency testing providers. (TNI EL 2016 V1M1 definition 3.7)

Item 23 Following removed from standard. Is this covered with the impartiality statements in ISO/IEC 17011?

6.2.5.2. and a and b below

Standards of Professional Conduct for Assessors (6.2.5.2 FSMO 2014)

Professional standards apply to every assessor ,whether a government or non-government employee or an employee of a third party organization (agent), conducting assessments under an agreement with an accreditation body. 6.2.5.2 FSMO 2014)

NOTE: Assessors that knowingly engage in unprofessional activity may be liable for punitive actions as initiated by the assessor’s accreditation body. 6.2.5.2 FSMO 2014)

a) Assessors shall: 6.2.5.2 FSMO 2014)

i. have no interest at play other than that of the accreditation body during the entire accreditation process;

ii. act impartially and not give preferential treatment to any organization or individual;

iii. provide equal treatment to all persons and organizations regardless of race, color, religion, sex, national origin, age, and/or disability;

iv. not use their position for private gain; nor solicit or accept any gift or other item of monetary value from any FSMO, FSMO representative, or any other affected individual or organization doing business with, or affected by, the actions of the assessor’s employer or accreditation body;

v. not hold financial interests that conflict with the conscientious performance of their duties;

vi. not engage in financial transactions using information gained through their positions as assessors to further any private interest;

vii. not engage in employment activities (seeking or negotiating for employment) or attempt to arrange contractual agreements with a FSMO that would conflict with their duties and responsibilities as an assessor;

h) not seek or negotiate employment or attempt to arrange contractual agreements with a CAB that would conflict with their duties and responsibilities as assessors; (From EL standard)

viii. not knowingly make unauthorized commitments or promises of any kind purporting to bind the affected accreditation body; and shall

ix. attempt to avoid any actions that could create even the appearance that they are violating any of the standards of professional conduct outlined in this clause.

b) Assessors shall report to the accreditation body any personal issues or activities that constitute a conflict of interest before an assessment occurs. 6.2.5.2 FSMO 2014)

i. If an unforeseen conflict becomes apparent during an assessment, the lead assessor shall consult, as soon as practicable, with the accreditation body to determine how to proceed with the assessment.

ii. The accreditation body shall determine if the reported issues and activities regarding a specific assessor constitute, or can be construed as, conflicts of interest.

iiI. The accreditation body shall take action to ensure that the assessment can proceed without compromising its integrity and impartiality, or shall request that the assessment team terminate the assessment.

iv. The accreditation body shall have in place an independent appeals process in the event the FSMO and the accreditation body cannot achieve resolution on the conflict.

Item 24 Language from FSMO 2014 to be reconciled with EL language (January version from LAB included any suggesting for changes to the language?)

Basic ~~On-Site~~ Assessment Personnel Qualifications and Training (6.2.6 FSMO 2014)

6.2.6.1 Qualifications

An assessor shall be qualified by the accreditation body prior to conducting an assessment. a) Each assessor shall complete or comply with the following:

i. Sign a statement before conducting an assessment certifying that no conflict of interest exists;

ii. Provide any supporting information as required by the accreditation body. Failure to provide this information makes the proposed assessor ineligible to participate in the assessment program;

iii. Be an experienced professional and hold at least a Bachelor’s degree in a scientific discipline or have equivalent experience in environmental sampling and measurement; and

iv. Be judged proficient by the accreditation body.

6.2.6.2 Training (6.2.6 FSMO 2014)

a) Each assessor shall satisfactorily complete a training program approved by the accreditation body responsible for on-site assessments. The training program shall include ongoing changes to and/or adoption of applicable regulations, standards, sampling, and measurement methods and technologies. (6.2.6 FSMO 2014)

b) Each accreditation body shall be responsible for ensuring that the training course used to train its assessors meets this Standard. This training program requires assessors to participate in an Assessor Basic Training Course, including attainment of a passing score on the written examination for the course. (6.2.6 FSMO 2014)

c) Assessors shall complete Technical Training requirements for at least one technical discipline addressing sampling (grab or composite) or measurement technologies or a combination of technology and method in areas of accreditation, such as, for example: (6.2.6 FSMO 2014)

i. air matrices (ambient, indoor and outdoor air, point source and fugitive emissions, soil atmospheres, air and continuous emissions monitoring);

ii. solids, including soil, sediment, sludge and solids monitoring;

iii. water, including surface, waste, drinking and groundwater;

iv. biological samples including, for example, whole animals, fish, shell, plant or animal tissue and microorganisms.

d) Assessors shall complete ~~annual~~ refresher/update training in order to: (6.2.6 FSMO 2014)

i. be familiar with the relevant legal regulations, accreditation procedures, and accreditation requirements;

ii.have ~~a thorough~~ knowledge of the relevant assessment methods and assessment documents;

iii. be ~~thoroughly~~ familiar with the various forms of records described in Clause 7.6, Document and Record Review;

iv. be ~~thoroughly~~ cognizant of data reporting, analysis, and reduction techniques and procedures;

v. have a working knowledge and be conversant with specific sampling and measurement techniques or types thereof for which the accreditation is sought and, where relevant, with any associated sampling preservation procedures; and

vi. be able to communicate effectively, both orally and in writing.

NOTE1: Technical disciplines may be related to regulatory programs.

NOTE 2: The assessor training program can be implemented by either an accreditation body, assessor bodies, or other approved entities

NOTE 3: The purpose of technical training is to ensure consistency of knowledge and techniques among the assessors. The technical training assumes a level of basic knowledge of the subject and concentrates on the elements of the sampling and measurement technology or methods that are key to properly assuring FSMO competency to deliver data of known and documented quality

EL language Jan 2022 may be used for this FSMO section with modifications?

6.1.2.9.1 An assessor shall hold at least a Bachelor’s degree in a scientific discipline or have commensurate experience acquired by having performed verified assessments of environmental CABs (see 6.1.3.2.1). An accreditation body that chooses to evaluate an assessor's educational qualifications using the "commensurate experience" allowance shall have documented procedures for evaluating what constitutes commensurate experience. These procedures must define how this practice is applied within the organization and document the decision-making process used to approve the assessor.

6.1.2.9.2 An assessor shall complete and pass assessor training courses that include obtaining a passing score on the written examination at the conclu sion of the course. These training courses shall include, but not be limited to:

a) TNI proficiency testing and quality management systems assessment training (specifically, TNI ELS Volume 1, Modules 1 and 2);

b) TNI technical module assessment training (e.g., TNI ELS Volume 1, individual Modules 3 through 7); and

c) Technical discipline assessment training as required by the Accreditation Body for the accreditation scheme(s) supported.

 NOTE: Examples of technical discipline assessment training could include the U.S. EPA Safe Drinking Water Act Certification Officers training courses in Microbiology, Inorganic Chemistry, and Organic Chemistry; or technical assessment training courses approved and offered by The NELAC Institute (TNI).

6.1.2.9.3 An assessor shall complete on-going refresher training that includes any revisions to the TNI EL ~~ELS~~ Volume 1 Standard, plus any additional refresher training as required by the Accreditation Body.

NOTE: The Accreditation Body may choose to require a written examination with a passing score as evidence for the ongoing (refresher) training of its assessors.

Item 29 Where is best fit for this language or should if remain, If so where does it fit?

Assessor’s Roles and Responsibilities (6.2.5 FSMO 2014)
Accreditation Program Management (6.2.5 .1 FSMO 2014)

In addition to the management system representative (see Clause ~~5~~  9), the accreditation body shall identify an individual or individuals responsible for day-to-day management of the accreditation program(s). This individual shall: (6.2.5 .1 FSMO 2014)

a)  be an employee of the accreditation body, and (6.2.5 .1 FSMO 2014)

b)  have the technical expertise necessary to: (6.2.5 .1 FSMO 2014)

i. plan and manage the matrix-specific FSMO accreditation program; (6.2.5 .1 FSMO 2014)

ii. coordinate various facets of the FSMO accreditation program with territory, state, and federal or non-government accreditation bodies, as applicable; and (6.2.5 .1 FSMO 2014)

iii. provide input on the technical competence and performance of contractors or employees involved in the accreditation process (6.2.5.1 FSMO 2014)

Standards of Professional Conduct for Assessors (6.2.5.2 FSMO 2014)

Professional standards apply to every assessor ,whether a government or non-government employee or an employee of a third party organization (agent), conducting assessments under an agreement with an accreditation body. 6.2.5.2 FSMO 2014)

NOTE:Assessors that knowingly engage in unprofessional activity may be liable for punitive actions as initiated by the assessor’s accreditation body. 6.2.5.2 FSMO 2014)

Item 31 Removed the following language

*The accreditation body shall ensure the satisfactory performance of the assessment and the accreditation decision-making process by establishing procedures for monitoring the performance and competence of the personnel involved. In particular, the accreditation body shall review the performance and competence of its personnel in order to identify training needs. (6.3.1 17011 2004)*

*The accreditation body shall conduct monitoring (e.g. by on-site observations, or by using other techniques such as review of assessment reports, feedback from CABs and peer monitoring of assessors) to evaluate an assessor’s performance and to recommend appropriate follow-up actions to improve performance. Each assessor shall be observed on-site regularly, normally every three years, unless there is sufficient supporting evidence that the assessor is continuing to perform competently. . (6.3.2 17011 2004)*

Not withstanding *ISO/IEC 17011:2004(E) Clause 6.3.2*, each assessor conducting assessments of FSMOs shall be observed on-site at least once in every three years. Supporting evidence (see the referenced ISO clause) is not sufficient in itself to define the continued competence of an assessor. (6.3.3 1 FSMO 2014)

NOTE: The process or system to evaluate assessor performance should be sufficient to demonstrate compliance with this Standard and be consistent with the organization’s employee evaluation program. (6.3.3 1 FSMO 2014)

Item 34 Deleted should this be moved to section 8.2 in whole or part

7.1.2 *ISO/IEC 17011:2004(E), Clause 7.1.2
The accreditation body shall make publicly available, and update at adequate intervals, the following:*

*a) detailed information about its assessment and accreditation processes, including arrangements for granting, maintaining, extending, reducing, suspending and withdrawing accreditation;*

*b) a document or reference documents containing the requirements for accreditation, including technical requirements specific to each field of accreditation, where applicable;*

*c) general information about the fees relating to the accreditation;*

*d) a description of the rights and obligations of CABs;*

*e) information on the accredited CABs as described in 8.2.1;*

*f)information on procedures for lodging and handling complaints and appeals;*

*g) information about the authority under which the accreditation program operates;*

*h)a description of its rights and duties;*

*i) general information about the means by which it obtains financial support;*

*j) information about its activities and stated limitations under which it operates;*

*k) information about the related bodies as described in 4.3.7, if applicable.*

 Item 37 Removed ISO/IEC 17011:2204

7.2.1 *ISO/IEC 17011:2004(E), Clause 7.2.1
The accreditation body shall require a duly authorized representative of the applicant CAB to*

*make a formal application that includes the following:*

*a) general features of the CAB, including corporate entity, name, addresses, legal status and human and technical resources;*

*b) general information concerning the CAB such as its activities, its relationship in a larger corporate entity if any, and addresses of all its physical location(s) to be covered by the scope of accreditation;*

*c) a clearly defined, requested, scope of accreditation;*

*d) an agreement to fulfill the requirements for accreditation and the other obligations of the CAB, as described in 8.1.*

Item 38 Removed from standard

7.2.1.1.2 Personnel qualifications/certifications statements

a) As part of the application package, the accreditation body shall request from the FSMO a summary table of the qualifications, experiences, training, and any certifications of designated supervisory personnel in their areas of responsibilities, specifically those related to the technical and quality aspects of sampling and measurement activities.

b) Educational standards, experience, and training for these designated personnel shall be at the discretion of the FSMO management, but typical of industry standards. The accreditation body and/or assessment team may provide feedback on the adequacy of the designated personnel to carry out their assigned FSMO responsibilities, but shall not deny accreditation status based on perceived inadequacies in this area.

c) The accreditation body and/or on-site assessment team shall review the qualifications, training, and experiences of selected FSMO personnel actually engaged in field sampling and measurement as part of assessment activities, including observations of sampling and measurement methods.

d) The accreditation body or assessment team shall have the option to request information on or observe staff not originally indicated in the application package if such inclusion is pertinent to the scope of the accreditation or on-site assessment.

NOTE: Applicable certifications may include, for example, Registrations or Certifications to professional standards (e.g., registered geologist, Professional Engineer).

Item 43 Removed ISO.IEC 17011 2004 text

7.5.1 *ISO/IEC 17011:2004(E), Clause 7.5.1*

*Before the initial assessment, a preliminary visit may be conducted with the agreement of the CAB. This visit may result in identification of deficiencies in the system of the applicant CAB or its competencies. The accreditation body shall have clear rules and shall exercise due care to avoid consultancy during such activities.*

7.5.2 *ISO/IEC 17011:2004(E), Clause 7.5.2*

*The accreditation body shall formally appoint an assessment team consisting of a lead assessor and, where required, a suitable number of assessors and/or experts for each specific scope. When selecting the assessment team, the accreditation body shall ensure that the expertise brought to each assignment is appropriate. In particular, the team as a whole:*

*a) shall have appropriate knowledge of the specific scope for which accreditation is sought, and*

*b) shall have understanding sufficient to make a reliable assessment of the competence of the CAB to operate within its scope of accreditation.*

NOTE: Experts are not eligible to conduct staff interviews, observe, or cite deficiencies in the absence of an assessor.

7.5.3 *ISO/IEC 17011:2004(E), Clause 7.5.3
The accreditation body shall ensure that team members act in an impartial and non-discriminatory*

*manner. In particular,*

*a) assessment team members shall not have provided consultancy to the CAB which might compromise the accreditation process and decision, and*

*b) in accordance with the provisions of 6.1.4, the assessment team members shall inform the accreditation body, prior to the assessment, about any existing, former or envisaged link or competitive position between themselves or their organization and the CAB to be assessed.*

Item 44 Deleted ISO.IEC 17011:2004 text and some FSMO 2014 text

7.5.4 *ISO/IEC 17011:2004(E), Clause 7.5.4 The accreditation body shall inform the CAB of the names of the members of the assessment team and the organization they belong to, sufficiently in advance to allow the CAB to object to the appointment of any particular assessor or expert. The accreditation body shall have a policy for dealing with such objections.*

7.5.4.2 The accreditation body shall request the FSMO to provide written consent or objections on the choice of a particular assessor.

7.5.5 *ISO/IEC 17011:2004(E), Clause 7.5.5 The accreditation body shall clearly define the assignment given to the assessment team. The task of the assessment team is to review the documents collected from the CAB and to conduct the on- site assessment.*

7.5.6 *ISO/IEC 17011:2004(E), Clause 7.5.6*  *The accreditation body shall establish procedures for sampling (if applicable) where the scope of the CAB covers a variety of specific conformity assessment services. The procedures shall ensure that the assessment team witnesses a representative number of examples to ensure proper evaluation of the competence of the CAB.*

7.5.7 *ISO/IEC 17011:2004(E), Clause 7.5.7*

*For initial assessments, in addition to visiting the main or head office, visits shall be made to all other premises of the CAB from which one or more key activities are performed and which are covered by the scope of accreditation.*

*NOTE: Key activities include: policy formulation, process and/or procedure development and, as appropriate, contract review, planning conformity assessments, review, approval and decision on the results of conformity assessments.*

7.5.8 *ISO/IEC 17011:2004(E), Clause 7.5.8 For surveillance and reassessment, where the CAB works from various premises, the accreditation body shall establish procedures for sampling to ensure proper assessment. All premises from which one or more key activities are performed should be assessed within a defined timeframe.*

7.5.8.1 The accreditation body shall have in place a procedure for mutually selecting and agreeing, with the FSMO, the field sampling and measurement locations and sampling/measurement personnel for observations in accordance with the scope of the requested accreditation.

Item 45 Removed

7.5.9 *ISO/IEC 17011:2004(E), Clause 7.5.9 The accreditation body shall agree, together with the CAB and the assigned assessment team, to the date and schedule for the assessment. However, it remains the responsibility of the accreditation body to pursue a date that is in accordance with the surveillance and reassessment plan.*

7.5.9.1 The AB shall provide notice and scope of an announced on-site assessment, for example, by letter, email, telephone call, or published schedule, on the agreed date and schedule and shall request the FSMO respond with the acceptance of the proposed time, date and location.

7.5.9.2 The on-site assessment shall occur during normal business hours unless prior arrangements have been made or extenuating circumstances intervene. `

Item 54 Remove from standard and place in annex or guidance for ABs

7.6.1 *ISO/IEC 17011:2004(E), Clause 7.6.1 The assessment team shall review all relevant documents and records supplied by the CAB (as described in 7.2.1 and 7.2.2) to evaluate its system, as documented, for conformity with the relevant standard(s) and other requirements for accreditation.*

7.6.1.1 Pre-Assessment Documents After receipt of an application, the assessment team shall:

a) request in writing any additional information, such as pertinent quality and training records, operating procedures, documents, and methods to be examined, if not part of the application package, necessary for a successful assessment, including a rationale for the request;

b) review other relevant accreditation correspondence, status and any pending actions and determine:

1. whether site access or security advance planning/notification is required;
2. whether any special site safety procedures may be required of the assessment team.

7.6.1.2 Assessment Documents Prior to an announced assessment (for items a) and b)), or at the conclusion of an on-site assessment (for items c) to e)), the lead assessor shall provide the FSMO with:

a) notice and scope of an announced on-site assessment, for example, by letter, email, telephone call, or published schedule, and the FSMO acceptance of the proposed time, date and location;

b) copies of any checklists used to evaluate conformance with the FSMO Volume I Standard and to document assessment findings, if not already provided by the AB;

c) an effectiveness/adequacy appraisal form (for feedback from the FSMO to the assessors on the processes employed);

d) an assessment confidentiality notice, allowing the FSMO to:

i. claim confidential business information on information/documents gathered during the assessment; and

ii. restrict access to requested information/documents for homeland security reasons;

e) opening and closing session attendance sheets;

I*SO/IEC 17011:2004(E), Clause 7.6.2 The accreditation body may decide not to proceed with an on-site assessment based on the nonconformities found during document and record review. In such cases, the nonconformities shall be reported in writing to the CAB.*

NOTE: Nonconformities found during document and records review may include inadequate documentation to support the scope of accreditation, a quality manual that does not comply with TNI Standard Volume 1, General Requirements for Field Sampling and Measurement Organizations, absence of evidence of qualified personnel or standard operating procedures for the requested accreditation or absence of applicable PT data (but see Clause 7.9.2.1.2, Preliminary Accreditation for an exception to PT sample data).

7.7.1 *ISO/IEC 17011:2004(E), Clause 7.7.1 The assessment team shall commence the on-site assessment with an opening meeting at which the purpose of the assessment and accreditation criteria are clearly defined, and the assessment schedule as well as the scope for the assessment are confirmed.*

7.7.2 *ISO/IEC 17011:2004(E), Clause 7.7.2 The assessment team shall conduct the assessment of the conformity assessment services of the CAB at the premises of the CAB from which one or more key activities are performed and, where relevant, shall perform witnessing at other selected locations where the CAB operates, to gather objective evidence that the applicable scope the CAB is competent and conforms to the relevant standard(s) and other requirements for accreditation.*

7.7.2.1 Conducting an On-Site Assessment The lead assessor shall advise the accreditation body as soon as possible if and when an FSMO refuses admittance to the site and shall advise the FSMO that such refusal is grounds for automatic failure to receive accreditation or loss of an existing accreditation, unless extenuating circumstances are accepted by and documented with the accreditation body.

a) The opening conference shall include:

i. agreement on the scope, purpose, duration and locations (if both fixed-base and field locations are part of the assessment) of the assessment;

ii. the introduction and identification of each assessor along with their qualifications and areas of responsibilities;

iii. the identification of the FSMO’s processes and personnel to be examined, including those selected for field observations;

iv. a discussion of the responsibilities of the FSMO’s key managers and field sampling and measurement personnel;

v. a discussion concerning procedures related to business confidential information;

vi. a review of any safety considerations, necessary for assessor protection while in certain parts of the FSMO’s facilities.

NOTE 1: The FSMO shall not request the assessors to sign any waiver of responsibility on the part of the FSMO for injuries incurred during an assessment or simply being on the FSMO site.

NOTE 2: The Accreditation body should request that the FSMO provide (or pre-advise the assessors of such requirements) any necessary safety gear and instructions for safe use during the site visit.

vii. a review of the appropriate accreditation standards for assessment and/or checklists used to judge compliance;

viii. an opportunity to raise and discuss any assessment issues or procedures; and

ix. the time and place of the closing conference and a review of the post assessment timeline.

b) The closing conference shall include:

i. a discussion and informal debriefing with the FSMO’s representative(s) to provide preliminary findings, potential impacts and their criticality and severity, and the deficiencies and their relationship to the accreditation standards;

ii. a discussion of the process whereby the accreditation body makes the final determination of the assessment based upon reported findings which may include additional findings not discussed in the closing conference;

iii. a discussion of any deficiencies which may be the subject of additional actions, such as FSMO improper or potentially illegal activities;

iv. a discussion of any contested assessor findings which, if not resolved during the closing conference, shall be identified and included in the preliminary report to the accreditation body for final resolution on the validity of the contested finding; and

v. informing the FSMO that a final assessment report will be issued within thirty (30) days, encompassing all relevant information concerning the FSMO’s accreditation status and conformance with the FSMO Volume I Standard.

NOTE: The on-site assessor may use a variety of tools in the assessment process including prior experiences of the assessor, his/her observations or interviews with the FSMO staff, examination of SOPs, raw data, and the FSMO’s documentation and records.

*ISO/IEC 17011:2004(E), Clause 7.7.3 The assessment team shall witness the performance of a representative number of staff of the CAB to provide assurance of the competence of the CAB across the scope of accreditation.*

7.7.3.1 Staff Interviews and Observations

Any deficiencies in the interviews or observations shall be discussed with the affected staff and summarized during the closing conference.

The assessment team shall conduct staff interviews and/or observations:

a) to the extent necessary, and if appropriate, for determining compliance with the FSMO Volume I Standard, either at the FSMO’s fixed base, field location(s) or a combination of both; and

b) with a selected cross section to judge FSMO and staff competency across the scope of the accreditation, including, for example, sampling and measurement activities and procedures, calculations, data reductions, transfers and reporting, data verification and validation, calibrations, quality control and assurance practices, and adherence to standard operating procedures, standard methods, and the FSMO quality manual.

NOTE 1: The assessment team may request selected sampling and measurement personnel conduct or describe in detail a sampling or measurement event, to demonstrate knowledge of, for example, the procedure or method and equipment used, QA/QC procedures, and calibrations.

NOTE 2: Proficiency Testing Sample(s), or Certified Standard(s), if available, may be used to physically demonstrate competency for the selected scope of accreditation for matrix/technology/analyte.

NOTE 3: The accreditation of a particular FSMO depends primarily upon the assessment team’s findings, and much of the on-site assessment depends upon the assessor's observations of existing conditions. See *ISO/IEC 17011:2004(E), Clause 3.21*, *Witnessing*: *Observation of the CAB carrying out conformity assessment services within its scope of accreditation* (i.e., observing operations and processes).

7.7.4 On-Site Assessment Safety The accreditation body shall have procedures in place to address compliance with any regulatory or FSMO requirements for assessor safety during an on-site assessment, including but not limited to:

a)  security clearances and site access;

b)  on-site identification, badging and escorting;

c)  safety briefings, site safety issues review

d) site emergency procedures; and

e) use of safety equipment.

NOTE 1: As a general expectation, the accreditation body should have the FSMO provide assessors with any required safety equipment and work with the FSMO to ensure assessor safety.

NOTE 2: Safety requirements include those that may also be required by the site owner, if not the FSMO or by law.

7.7.5 Areas of Assessment The assessor shall perform a review of all documents provided in the FSMO application package prior to arrival at the site/facility.

NOTE: Assessment activities while on site should be limited to activities which can only be verified through on-site observation, or which were not satisfactorily documented for the assessor prior to arriving on the site, or for spot checking actual practice/procedures versus information provided in the application package.

The following essential areas shall be reviewed and or observed during the on-site assessment:

a)  Adherence to published test methods and internal standard operating procedures;

b)  Observed field sampling and measurement practices;

c)  Verification of implemented, functional quality manual elements;

d)  Personnel – experience, training and demonstration of competency records;

e)  Physical facilities – accommodation and environment;

f)  Sampling and measurement equipment and reference materials;

g)  Measurement traceability and calibration;

h) Associated field records and data reductions;

i) Subcontracting of sampling or measurement activities;

j) Outside support services;

k) Records of preventive, corrective actions and complaint resolution; and

l) Proficiency Monitoring Plan which describes how the FSMO will demonstrate and/or measure proficiency, and shall include any available records.

7.7.6 Frequency and Types of Assessments The assessment shall include an appraisal at the FSMO’s fixed-base location(s) and/or field operations location in accordance with the accreditation requested (Umbrella or Individual), as appropriate and as pre-determined by the accreditation body.

For field sampling and measurement, the assessment shall include field observations of selected personnel and procedures representative of the area(s) of accreditation being sought.

7.7.6.1 Routine Assessments The accreditation body shall conduct a comprehensive on-site assessment of the applicable FSMO’s fixed base(s) of operations, including field operations:

a) prior to granting accreditation, except as allowed by preliminary accreditation (see Clause 7.9);

b) thereafter at least typically once every two (2) years, except that assessments for cause may be conducted more frequently, at the option and direction of the accreditation body;

c) to verify correction of previously identified (via audit) deficiencies;

d) to determine the merit of a formal appeal to a previous audit finding or accreditation recommendation;

e) when warranted by a change in a FSMO’s ownership, location, key personnel, major instrumentation, or new area or additional fields of accreditation;

i. Notification by the FSMO to the accreditation body is required within thirty (30) days of such changes.

ii. The accreditation body shall evaluate the significance of such change for any alteration or impact on the FSMO’s capability and quality manuals, and so indicate to the FSMO the results of their evaluation in writing within thirty (30) days.

iii. The accreditation body shall retain records to indicate that such an evaluation was conducted.

f) either announced or unannounced at the discretion of the accreditation body;

NOTE: Advance notification of an on-site assessment is not required, unless site access or security clearance is a pre-requisite for the assessment team.

g) of reasonable duration sufficient to demonstrate compliance with the FSMO Volume I Standard dependent upon a balance of practicality and thoroughness, including:

i. the complexity and scope of the accreditation being sought;

ii. availability of resources, either of the accreditation body or assessment team; and

iii. logistical constraints of field locations vs. fixed base of operation or sampling/ measurement schedules.

7.7.6.2 Follow Up and For Cause Assessments If directed by an accreditation body, an assessment team shall conduct follow-up assessments at FSMO facilities where a deficiency was identified by the previous assessment. When deficiencies are of such severity as to possibly warrant the downgrading of a FSMO’s accreditation status, any follow-up assessment that is planned or conducted shall be completed and reported within 180 calendar days after the receipt of the FSMO’s plan of corrective action.

NOTE 1: Nothing in this clause should be construed as requiring an accreditation body to reassess a facility prior to taking a regulatory or administrative action affecting the status of the facility’s accreditation.

NOTE 2: Nothing in this clause should be construed as limiting in any way the accreditation body’s ability to revoke or otherwise limit a FSMO’s accreditation upon the identification of such deficiencies as to warrant such action*.*

Follow Up and For Cause assessments may be, but are not necessarily limited to:

a) determining whether a FSMO has corrected its deficiency(s);

b) determining the merit of a formal appeal from the FSMO from a previous assessment; and

c) responding to knowledge that the FSMO is no longer in compliance with the FSMO Volume I Standard.

7.7.7 On-Site Records Review and Collection The assessment team members shall review FSMO pertinent records and quality manuals for completeness, accuracy, and compliance with standard, internal operating procedures and published methods, including any records of any proficiency testing and results. Such reviews shall use established accreditation body checklists, correlated to the pertinent standards.

a) The accreditation body shall advise the FSMO to mark any confidential business information as such (e.g., “trade secret”, “proprietary”, or confidential”) and the assessors shall treat such information as required by law or regulation until the accreditation body or legal authority determines otherwise.

b) The accreditation body shall have in place a procedure for handling receipt of such confidential business information (as designated by the FSMO or if the assessors become aware of such information during the course of an assessment) that is compliant with applicable government laws or regulations.

**7.8 Analysis of Findings and Assessment Report** *ISO/IEC 17011:2004(E), Clause 7.8.1*

*The assessment team shall analyse all relevant information and evidence gathered during the document and record review and the on-site assessment. This analysis shall be sufficient to allow the team to determine the extent of competence and conformity of the CAB with the requirements for accreditation. The team’s observations on areas for possible improvement may also be presented to the CAB. However, consultancy shall not be provided.*

NOTE: Analysis may include the use of a check sheet that is used to gather assessment results. A copy of the check sheet, either in raw or final form, should be provided, if requested, at the conclusion of the on-site assessment or at a later date.

7.8.1.1 Assessment Reporting Since the recommendation not to accredit or to change a FSMO’s accreditation status is based on factual information and not upon subjective evaluations, it is crucial that the on-site assessor has a clear understanding of the FSMO's procedures and policies and that the assessor documents any deficiencies in the assessment report of the on-site assessment.

a) The assessment team shall use specific documentation in its reporting of deficiencies (e.g., a checklist). All deficiencies shall include a specific reference(s) to a clause in the relevant assessment standards, a clause in a method, a section or clause in the FSMO's own management system documentation, or to an accreditation body's own policies/procedures.

b) The assessment report shall be presented to the FSMO within thirty (30) days of the end of the on-site assessment.

c) The accreditation body shall allow the FSMO thirty (30) days after receipt of the report to complete a corrective action of any identified deficiencies. An extension to this thirty-day period may be granted by the AB.

d) The accreditation body shall respond within thirty (30) days of receipt of the corrective action plan as to the acceptability of the proposed corrective action plan(s).

7.8.2 *ISO/IEC 17011:2004(E), Clause 7.8.2 Where the assessment team cannot reach a conclusion about a finding, the team should refer back to the accreditation body for clarification.*

7.8.3 *ISO/IEC 17011:2004(E), Clause 7.8.3The accreditation body’s reporting procedures shall ensure that the following requirements are fulfilled.*

*a) A meeting shall take place between the assessment team and the CAB prior to leaving the site. At this meeting, the assessment team shall provide a written and/or oral report on its findings obtained from the analysis (see 7.8.1). An opportunity shall be provided for the CAB to ask questions about the findings, including nonconformities, if any, and their basis.*

*b) A written report on the outcome of the assessment shall be promptly brought to the attention of the CAB. This assessment report shall contain comments on competence and conformity, and shall identify nonconformities, if any, to be resolved in order to conform with all of the requirements for accreditation.*

*c) The CAB shall be invited to respond to the assessment report and to describe the specific actions taken or planned to be taken, within a defined time, to resolve any identified nonconformities.*

7.8.4 *ISO/IEC 17011:2004(E), Clause 7.8.4 The accreditation body shall remain responsible for the content of the assessment report, including nonconformities, even if the lead assessor is not a permanent staff member of the accreditation body.*

7.8.5 *ISO/IEC 17011:2004(E), Clause 7.8.5 The accreditation body shall ensure that the responses of the CAB to resolve nonconformities are reviewed to see if the actions appear to be sufficient and effective. If the CAB responses are found not to be sufficient, further information shall be requested. Additionally, evidence of effective implementation of actions taken may be requested, or a follow-up assessment may be carried out to verify effective implementation of corrective actions.*

7.8.6 *ISO/IEC 17011:2004(E), Clause 7.8.6The information provided to the accreditation decision-maker(s) shall include the following, as a minimum:*

*a)  unique identification of the CAB;*

*b)  date(s) of the on-site assessment;*

*c)  name(s) of the assessor(s) and/or experts involved in the assessment;*

*d)  unique identification of all premises assessed;*

*e)  proposed scope of accreditation that was assessed;*

*f)  the assessment report;*

*g) a statement on the adequacy of the internal organization and procedures adopted by the CAB to giveconfidence in its competence, as determined through its fulfilment of the requirements for accreditation;*

*h) information on the resolution of all nonconformities;*

*i) any further information that may assist in determining fulfilment of requirements and the competence of the CAB;*

*j) where applicable , a summary of the results of proficiency testing or other comparisons conducted by the CAB and any actions taken as a consequence of the results;*

*k) where appropriate, a recommendation as to granting, reducing or extending accreditation for the* 7.8.7 Report Format

7.8.7 Report Format

a) The final assessment report shall be written in a narrative format describing the adequacy of the FSMO as it relates to this assessment Standard.

b) Documentation of existing conditions at the FSMO shall be included in each report to serve as a baseline for future contacts with the facility.

c) The assessment report shall contain sufficient evidence to support all assessment findings and the overall evaluation of the FSMO.

d) In addition to the requirements under *ISO/IEC 17011:2004(E), Clause 7.8.6*, the assessment report(s) shall contain:

1. the unique address of each location assessed;
2. date(s) of the each assessment by location;
3. the affiliation of each assessor team member or expert;
4. the identification of FSMO participants in the assessment process;
5. a statement of the objective of the assessment; and
6. a summary and assessment of audit findings (deficiencies), such as on a check sheet.

e) Within the report (or check sheet) any “Findings” shall be referenced to the applicable Standard so that the finding (deficiency) and the specific requirement are understood, defined and linked (e.g. by use of the specific clause number and language).

f) The lead assessor shall assure that the results within the final assessment report conform to established standards for the evaluated parameters.

g) The accreditation body may include a section in the assessment report for comments and recommendations in order to convey suggestions aimed at helping the FSMO improve operations.

7.8.8 Distribution and Release of an On-Site Assessment

7.8.8.1 Interim Report After submittal of the assessor’s interim assessment report, the accreditation body shall:

a) make a final determination of the potential findings, including the validity, severity and impact on accreditation status;

b) attempt to resolve any contested findings (see Clause 7.10);

c) communicate the confirmed findings in writing (the Report), either directly or through an authorized third party, within thirty (30) days of the completion of the on-site assessment to the FSMO;

d) indicate in writing whether follow-up investigation or action has or will be initiated as a result of the assessment;

e) request the FSMO, upon receipt of the findings, to provide a corrective action response including objective evidence of implementation to the accreditation body, within thirty (30) days, with priority for self-compliance given to correcting critical findings identified in the report; and

f) provide the FSMO with an extension to the thirty-day requirement if follow up investigation has been indicated, or if extenuating circumstances warrant it (e.g. acts beyond the control of the FSMO).

7.8.8.2 Final Report and Assessment Closure

a) The lead assessor shall be responsible for drafting, compiling, editing and submitting the final report to the accreditation body.

b) The accreditation body shall be responsible for the release and distribution of the final assessment report to the responsible FSMO representative.

c) The accreditation body shall not release the assessment report to any accreditation database or the public:

i. until findings of the assessment and the corrective actions have been finalized and agreed by the FSMO and accreditation body;

ii. unless all confidential business information and information related to homeland security has been stricken from the report in accordance with prescribed procedures;

iii. before the report has been provided to the FSMO.

Iv, unless any documents or information adjudged to be proprietary, financial and/or trade confidential or relevant to an ongoing enforcement investigation, have been removed; and

Item 63 EL text deleted not added to FSMO

NOTE: The accreditation body should ~~may~~ consult with the assessment team while reviewing CAB responses to nonconformities and before arriving at decisions on the accreditation status of a CAB. [from V2M3, 6.12.7]

7.6.10 The accreditation body shall inform the conformity assessment body in writing within 30 calendar days of receipt if any proposed corrective actions are considered insufficient or inappropriate.

7.6.11 If the accreditation body allows the conformity assessment body to submit additional or amended responses to correct any unresolved nonconformities, the accreditation body shall issue the report detailing the unresolved nonconformities within thirty calendar days. The accreditation body shall review those amended responses within thirty calendar days of receipt.

7.6.12 If any proposed or revised submittals are considered insufficient or inappropriate to resolve the nonconformity(ies), the accreditation body shall implement its procedures to deny, suspend, withdraw, or reduce accreditation for the Scope of Accreditation that is affected (clause 7.7).

7.6.13 When the last day of the thirty calendar day timeframes specified in clauses 7.6.6(b)(1), 7.6.10, or 7.6.11 occurs on a non-business day, the required accreditation body actions performed on the next business day shall be considered to meet the timeframe requirements. Any other extensions to the timeframe requirements shall be justified by prevailing statutory regulations or by documented, exceptionally permitted reasons for the delay. The accreditation body shall communicate such extensions to the conformity assessment body with information on the expected date of completion.

7.6.14 Persistent failure by the accreditation body to meet the requirements within the timeframes specified in clauses 7.6.6(b)(1), 7.6.10, 7.6.11, and 7.6.13 shall necessitate the accreditation body to implement the management system requirements in clause 9.5.

Item 66 Delete text this is from the 2003 NELAC standard no longer in the EL standard

7.9.2.1.2 Preliminary accreditation: Preliminary accreditation is used by newly formed Accreditation Bodies (ABs) in order to initiate an accreditation program. It is recognized that new ABs may need additional time to establish a full program and these new accreditation bodies may issue preliminary accreditation status to its applicants.

ABs seeking recognition shall be able to grant a preliminary accreditation status to FSMO’s who meet requirements outlined below if an on-site assessment cannot be conducted in a reasonable timeframe as listed below in Section C.

After two years of operation, the accreditation body must not issue preliminary accreditation since the Accreditation Bodies program must be fully established within that timeframe.

Preliminary accreditation allows a FSMO to perform sampling and measurement analyses and report results however the FSMO must state that they are under “preliminary accreditation” until such point where on-site assessment can be completed.

NOTE: The AB is given time with this clause to obtain applicants, perform a document review of the applicants’ information and prepare for the on-site assessment. The AB may need to train assessors and/or obtain sufficient assessors to complete the assessment process. The FSMO needs to be able to demonstrate to the AB its field sampling activities, which may be seasonal or only performed in a limited timeframe. This demonstration for newly formed ABs may, therefore, require additional set-up time.

a) If the accreditation body has determined that a FSMO has completed all of the requirements for accreditation except that the accreditation body cannot schedule an on-site assessment due to factors outside the control of the AB or FSMO, the accreditation body may issue a preliminary accreditation to the FSMO.

b) Preliminary accreditation may be granted in the event the FSMO completes all the accreditation requirements except for the successful demonstration of competency. During the preliminary period, in the absence of available proficiency testing or other means of demonstrating competency, the FSMO shall conduct quality control monitoring as detailed in 5.9.1 a) through g) of Volume I, which will be verified by the AB.

c) Preliminary accreditation status shall not exceed twelve (12) months from the date of issuance of the preliminary accreditation.

d) Revocation of preliminary accreditation may be initiated for due cause as described in Clause 7.9.2.1.5.

Item 68 Text removed since ISO/IEC 17011:2004 language

7.9.3 *ISO/IEC 17011:2004(E), Clause 7.9.3*  *Where the accreditation body uses the results of an assessment already performed by another accreditation body, it shall have assurance that the other accreditation body was operating in accordance with the requirements of this International Standard.*

7.9.4 *ISO/IEC 17011:2004(E), Clause 7.9.4 The accreditation body shall provide an accreditation certificate to the accredited CAB. This accreditation certificate shall identify (on the front page, if possible) the following:*

*a) the identity and logo of the accreditation body;*

*b the unique identity of the accredited CAB;*

*c) all premises from which one or more key activities are performed and which are covered by the accreditation;*

*d) the unique accreditation number of the accredited CAB;*

*e) the effective date of granting of accreditation and, as applicable, the expiry date;*

*f) a brief indication of, or reference to, the scope of accreditation;*

*g) a statement of conformity and a reference to the standard(s) or other normative document(s), including issue or revision used for assessment of the CAB.*

Item 72 Deleted ISO/IEC 17011:2004 language

7.9.5 *ISO/IEC 17011:2004(E), Clause 7.9.5
The accreditation certificate shall also identify the following:*

*d) for testing laboratories:*

*1) the tests or types of tests performed and materials or products tested and, where appropriate, the methods used.*

e) for field sampling and measurement organizations:

1) the types of sampling procedures and matrices sampled and where appropriate, the methods used;

2) the types of field tests performed and matrices tested and where appropriate, the methods used.

Item 74 deleted text

7.11.1.1 Suspension shall not exceed six months or the period of accreditation, whichever is longer. The purpose of suspension is to allow a CAB time to correct nonconformities.

7.11.1.2 Subject to applicable laws, regulations and due process requirements, an accreditation body may suspend, withdraw or reduce a CAB’s accreditation if the CAB fails to meet the standards for accreditation. The CAB shall retain accreditation for the scope of accreditation, where it continues to meet the requirements of the Standard. Reasons for suspension, withdrawal or reduction shall include but are not limited to:

7.11.1.2.1 if the accreditation body finds, during the assessment, that the public interest, safety or welfare imperatively requires emergency action;

7.11.1.2.2 failure to complete proficiency testing studies as required;

7.11.1.2.3 failure to notify the accreditation body of any changes in key accreditation criteria as referenced in Clauses 4.2 and 7.2.1;

7.11.1.2.4 failure to maintain a Quality System as required;

7.11.1.2.5 failure of the CAB to employ staff that meets qualifications for education, training and experience as required.

7.11.1.2.6 Misrepresentation of any fact pertinent to receiving or maintaining accreditation;

7.11.1.2.7 Denial of entry to an accreditation body’s assessment team during normal business hours for the purpose of conducting an assessment;

7.11.1.2.8 Failure to provide documents requested by the accreditation body for review in a timeframe requested by the accreditation body prior to the assessment.

7.11.1.2.9 Failure to complete responses or corrective actions from an accreditation body’s current or past assessment report(s).

7.11.1.2.10 Failure to pay fees.

7.11.1.3 The accreditation body shall inform the ~~A~~ suspended CAB that it cannot ~~shall not~~ continue to perform conformance assessment services under accreditation auspices for the affected scope of accreditation.

7.11.1.4 The accreditation body shall change the CAB’s accreditation status from suspended to accredited when the CAB demonstrates to the accreditation body that it complies with the relevant requirements.

7.11.1.5 If the CAB fails to correct the causes of suspension within six months after the effective date of the suspension or by the end of the period of accreditation (whichever is longer), the accreditation body shall withdraw or reduce the CAB’s accreditation and the CAB is required to reapply for accreditation.

7.11.1.6 No CAB’s accreditation shall be suspended, withdrawn or reduced without the right to due process as set forth by the Accreditation Body.

Item 77 deleted duplicate language

7.14.1 *ISO/IEC 17011:2004(E), Clause 7.14.1 The accreditation body shall maintain records on CABs to demonstrate that requirements for accreditation, including competence, have been effectively fulfilled.*

7.14.1.1 The accreditation body shall have a policy and procedure concerning access to records as prescribed by the territorial, state or federal authority or organization in which the accreditation body resides with due regard to designated FSMO confidential information.

7.14.2 *ISO/IEC 17011:2004(E), Clause 7.14.2
The accreditation body shall keep the records on CABs secure to ensure confidentiality. The records on CABs shall be managed appropriately in a manner as described in 5.4.* 7.14.3

*ISO/IEC 17011:2004(E), Clause 7.14.3 Records on CABs shall include*

*a)  relevant correspondence,*

*b)  assessment records and reports,*

*c)  records of committee deliberations, if applicable, and accreditation decisions, and*

*d)  copies of accreditation certificates.*

Item 80 & 81 Seek input – Delete 17011:2004 and modify other PT language. Make reference to Volume 3 and Volume 4 for the TNI PT program. Request suggestions

**7.15 Proficiency Testing and Other Comparisons for Laboratories**

*ISO/IEC 17011:2004(E), Clause 7.15.1 The accreditation body shall establish procedures to take into account, during the assessment and the decision-making process, the laboratory's participation and performance in proficiency testing.*

7.15.1.1 Available Proficiency Testing Programs

a) Each FSMO seeking accreditation shall receive, analyze, and achieve a passing score on an applicable and available PT sample(s) from a TNI PTPA-approved PT provider for each scope of accreditation.

b) The accreditation body shall consider the results of the PT sample(s) in determining accreditation status (initial, preliminary, denied, suspended or revoked).

7.15.1.2 Proficiency Testing Program is Not Available

If an appropriate PT program is not applicable or available for the field sampling or analytical method for which the FSMO is seeking accreditation, then the accrediting body shall consider other evidence that demonstrates FSMO competency, for example that the FSMO:

a) employs the use of other types of internal quality control check samples or programs to demonstrate sampling/measurement procedure competency;

b) has conducted method detection limit studies, precision and accuracy studies and demonstrations of analyst capability;

c) employs an internal self-monitoring and audit system (e.g., of processes, procedures, field observations) to demonstrate sampling/measurement competency;

d) participates in applicable inter-organization comparison studies such as round robins; and

e) employs various combinations of the aforementioned examples or other techniques to demonstrate competence in the requested scope of accreditation.

~~NOTE: The requirements within TNI Standard “General Requirements for Field Sampling and Measurement Organizations”, Volume 1, and~~ *~~ISO/IEC 17025~~* ~~or~~ *~~ISO/IEC 9001~~* ~~could serve as the basis for a quality manual.~~

*ISO/IEC 17011:2004(E), Clause 7.15.2*  *The accreditation body may organize proficiency testing or other comparisons itself, or may involve another body judged to be competent. The accreditation body shall maintain a list of appropriate proficiency testing and other comparison programs.*

The AB accrediting to the TNI FSMO Volume I Standard shall use a TNI PTPA-approved PTP for applicable and available PTs.

*~~NOTE: Guidelines on operation and selection of proficiency testing and related definitions exist in ISO/IEC Guide 43-1 and ISO/IEC Guide 43-2.~~*

*ISO/IEC 17011:2004(E), Clause 7.15.3*  *The accreditation body shall ensure that its accredited laboratories participate in proficiency testing or other comparison programs, where available and appropriate, and that corrective actions are carried out when necessary. The minimum amount of proficiency testing and the frequency of participation shall be specified in cooperation with interested parties and shall be appropriate in relation to other surveillance activities.*

*NOTE 1: It is recognized that there are particular areas where proficiency testing is impractical.*

*NOTE 2: Proficiency testing may also be used in many types of inspection. Clause 7.15 should be read in this sense.*

Item 82 Deleted

**8.1  Obligations of the CAB *(ISO/IEC 17011:2004, Clause 8.1)***

*8.1.1 The accreditation body shall require the CAB to conform to the following.*

*a)  The CAB shall commit to fulfill continually the requirements for accreditation set by the accreditation body for the areas where accreditation is sought or granted. This includes agreement to adapt to changes in the requirements for accreditation, as set out in 8.2.4.*

*b)  When requested, the CAB shall afford such accommodation and cooperation as is necessary to enable the accreditation body to verify fulfillment of requirements for accreditation. This applies to all premises where the conformity assessment services take place.*

*c)  The CAB shall provide access to information, documents and records as necessary for the assessment and maintenance of the accreditation.*

*d)  The CAB shall provide access to those documents that provide insight into the level of independence and impartiality of the CAB from its related bodies, where applicable.*

*e)  The CAB shall arrange the witnessing of CAB services when requested by the accreditation body.*

1. *The CAB shall claim accreditation only with respect to the scope for which it has been granted accreditation.*
2. *The CAB shall not use its accreditation in such a manner as to bring the accreditation body into disrepute.*
3. *The CAB shall pay fees as shall be determined by the accreditation body.*

*8.1.2 The accreditation body shall require that it is informed by the accredited CAB, without delay, of significant changes relevant to its accreditation, in any aspect of its status or operation relating to*

*a)  its legal, commercial, ownership or organizational status,*

*b)  the organization, top management and key personnel,*

*c)  main policies,*

*d)  resources and premises,*

*e)  scope of accreditation, and*

*f)  other such matters that may affect the ability of the CAB to fulfil requirements for accreditation.*

**8.2 Obligations of the Accreditation Body**

8.2.2  *ISO/IEC 17011:2004(E), Clause 8.2.2
The accreditation body shall provide the CAB with information about suitable ways to obtain traceability of measurement results in relation to the scope for which accreditation is provided.*

NOTE: Traceability of measurement results should be referenced to National or International Standards where applicable*.*

8.2.3  *ISO/IEC 17011:2004(E), Clause 8.2.3
The accreditation body shall, where applicable, provide information about international arrangements in which it is involved.*

8.2.4  *ISO/IEC 17011:2004(E), Clause 8.2.4*

*The accreditation body shall give due notice of any changes to its requirements for accreditation. It shall take account of views expressed by interested parties before deciding on the precise form and effective date of the changes. Following a decision on, and publication of, the changed requirements, it shall verify that each accredited body carries out any necessary adjustments.*

**8.3 Reference to Accreditation and Use of Symbols *(ISO/IEC 17011:2004(E), Clause 8.3)***

*8.3.1  An accreditation body, as proprietor of the accreditation symbol that is intended for use by its accredited CABs, shall have a policy governing its protection and use. The accreditation symbol shall have, or be accompanied with, a clear indication as to which activity (as indicated in Clause 1) the accreditation is related. An accredited CAB is allowed to use this symbol on its reports or certificates issued within the scope of its accreditation.*

*8.3.2  The accreditation body shall take effective measures to ensure that the accredited CAB*

*a)  fully conforms with the requirements of the accreditation body for claiming accreditation status, when making reference to its accreditation in communication media such as the Internet, documents, brochures, or advertising,*

*b)  only uses the accreditation symbols for premises of the CAB that are specifically included in the accreditation,*

*c)  does not make any statement regarding its accreditation that the accreditation body may consider misleading or unauthorized,*

*d)  takes due care that no report or certificate nor any part thereof is used in a misleading manner,*

*e)  upon suspension or withdrawal of its accreditation (however determined), discontinues its use of all advertising matter that contains any reference to an accredited status, and*

*f)  does not allow the fact of its accreditation to be used to imply that a product, process, system or person is approved by the accreditation body.*

*8.3.3  The accreditation body shall take suitable action to deal with incorrect references to accreditation status, or misleading use of accreditation symbols found in advertisements, catalogues, etc.*

*NOTE: Suitable actions include request for corrective action, withdrawal of accreditation, publication of the transgression and, if necessary, other legal action.*