Updates to the
NELAP AC Web pages

Forum on Laboratory Accreditation
Savannah, GA
January 31, 2011
How to Become a NELAP Accreditation Body

Review the Flow Charts TNI has developed to help you.

Become familiar with the 2009 TNI Standard (purchase with ISO language) and implement a program to comply with the requirements. You may find it helpful to talk to another state that is already a NELAP-recognized accreditation body. An on-line presentation, Accreditation Body Application and Evaluation, is also available for your information.

Decide on the scope of the accreditation you want to provide.

Read TNI SOP 3-102, Evaluation of Accreditation Bodies (note: this SOP has been approved by the NELAP Accreditation Council; final approval by the TNI Policy Committee is pending. See the NELAP Accreditation Council web page for this SOP).

Complete the Accreditation Body Application Form and the following checklists:
- Application Completeness Checklist
- Checklist to Determine Accreditation Body Compliance
- Fields of Accreditation Checklist

Contact the program administrator for application mailing instructions.

At this time, there is no fee required when an application is submitted. However, accreditation body applicants are required to pay travel expenses for evaluators conducting the onsite program assessment.

Questions? Contact Lynn Bradley, NELAP Accreditation Council Program Administrator, at LnbTbird@osl.com or 703-867-5565

Open All Close All

- Application Process Flowchart
- On-site AB Evaluation Flowchart
How to Become an AB

• Obtain and learn the 2009 TNI Standard
• Talk with another AB state
  – Perhaps seek a mentor?
• Review the presentation “Accreditation Body Application and Evaluation” and flowcharts
• Decide on scope of accreditation to offer
• Review the Evaluation SOP
• Complete the Application and checklists
• Contact TNI about submission before sending
  – NELAP AC Program Administrator or TNI Executive Director
How to Become an AB

• Evaluation Team will be formed after application received
• No fee required with application, but applicant does pay travel expenses for evaluators’ on-site visit
• Expect about 9 months to elapse between application and completion of evaluation (per SOP)
How to Become an AB – what’s being updated

• Updated SOP and forms already linked to site
  – Evaluation SOP using the 2009 TNI Standard
  – Updated Application Form
    • Updated Completeness Checklist
    • Updated Compliance/Technical Review Checklist
    • Updated Fields of Accreditation spreadsheet

• Powerpoint presentation update in progress

• Flow chart updates (minor) in progress
The Application Process to Become an Accrediting Body for TNI

Be careful to provide an accurate and complete application. It will save time and effort!

Obtain Initial Application Form from NELAP Board
http://www.nelac-institute.org/1213771614.php

Highest ranking official signs & dates; SUBMITS 4 copies to NELAP Board Chair

≤ 20 d to respond to deficiencies
No

Application Completeness Review

Complete?
Yes

Evaluation team has ≤ 30 d to conduct tech review

Technical Review

NEXT:
The On-Site Program Evaluation

No deficiencies

Deficiencies
Team has ≤ 20 d to review deficiencies

First time due in 30 days
Second time due in 20 days
Third Time

Denial of recognition

On-site AB Evaluation Flowchart
Questions? Contact Lynn Bradley, NELAP Accreditation Council Program Administrator, at LmbTbird@aol.com or 703-867-5966.
How to adapt the “links” in the presentation?