



# Considerations for Expanding Your Laboratory's Scope of Accreditation

**Keith Wegner**

*Laboratory Services Section Chief  
Inspection & Consumer Services Division  
Colorado Department of Agriculture*

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# Expanding Your Scope

- Questions to ask:

*Why are we adding the method(s)?*

*When do we need to add?*

*Do we have the resources?*

*Can we afford it?*

# Expanding Your Scope

- Considerations:

*Same or different technology/platform?*

*Novelty of the method/test*

*Available proficiency samples?*

*Number of proficient staff*

*Adequate supporting data/documentation*

# Expanding Your Scope

- Strategies:

*Work with your accrediting body*


*Include in an upcoming on-site assessment*

*Submit scope expansion package to accrediting body*

*Piggy-back onto a near-by assessment*

# Expanding Your Scope

- Processes:

		<b>American Association for Laboratory Accreditation</b>	
F108 - Request for Expansion of Scope of Accreditation - Testing		Document Revised: October 9, 2014 Page 1 of 2	

*This form is to be used when a testing laboratory is requesting an expansion of their current accreditation (including updated revisions of standards) anytime between reassessments. It is not necessary to submit this form and supporting documentation with the renewal paperwork submission if you are requesting a scope expansion during your upcoming renewal assessment.*


Laboratory Name: \_\_\_\_\_  
 Master Code: \_\_\_\_\_ Certificate Number: \_\_\_\_\_

**A. Information that is to be provided by the Laboratory:**

1. A written justification of the reason(s) the lab considers this scope expansion justified.
2. Do any of the requested standards require the laboratory to perform field testing and if yes, does the current scope of accreditation include capability for field testing?
3. Do any of these standards require the laboratory to subcontract services or to lease test equipment? If yes, please provide a list identifying the services and the equipment as appropriate.
4. Are outside consultants required in order to provide these new test services? If yes, please provide a list of these consultants and which services they provide. Also, please indicate if these consultants were available and present at the last A2LA assessment?
5. Please provide a copy the Title Page of each standard or revision of the standard that you are requesting to be included on your proposed scope of accreditation.
6. Please update the following table for each standard that is being requested:

Test Technology	*Proposed Standard or Rev on A2LA Scope	**Identify Trained Staff	***Added Equipment	Test Procedure	Actual or Sample Test Report

L:\Form\F108 - Request for Expansion of Scope of Accreditation - Testing

		<b>Accreditation Procedure</b>	
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- 13.3 Once the reassessment is submitted to headquarters for review, the Accreditation Manager will conduct an entire Accreditation Cycle review of the accredited laboratory. This will consist of a full analysis of: the number of findings written throughout the cycle (2-3 years of assessment data), the nature of the findings and comments noted on the assessment report. If the Accreditation Manager finds that there is evidence that the assessor is over familiar with the laboratory's system, then the Accreditation Manager may discuss this issue with the President/Operations Manager. A decision will be made to change the assessor on the next accreditation cycle of the laboratory. However, during anytime in the accreditation cycle, PULA may change assessors to ensure that assessments continue to be value-added, regardless of the results of the accreditation cycle review.

**14.0 SCOPE EXPANSION**

- 14.1 If a (CAB) requests to expand their scope of accreditation then they must complete an application for accreditation. PULA will review the application and provide a quotation for the assessment time required to extend the scope of accreditation. Scope expansion may be conducted during any type of routine assessment or alone. Some scope expansions depending on the nature may be conducted off-site (i.e. expansions that include items that have already been witnessed and utilize the same equipment/technology).
- 14.2 Assessors will be selected as appropriate for all scope expansions. Special instructions will be given to the assessment team in regards to the areas to be assessed. At minimum the assessor will review the desired scope of accreditation to be extended against the applicable technical areas of the standard accredited to and any applicable quality management area that was impacted by the scope expansion. Non-conformities may be documented during scope extension assessments requiring (CABS) to comply with section 8.0 of this procedure in regards to corrective action response requirements. All scope expansions will be reviewed by the PULA Executive Committee for a decision to grant/deny the additional scope items.

**15.0 SUSPENSION, WITHDRAWAL, REDUCTION OR CANCELLATION OF ACCREDITATION**

- 15.1 PULA reserves the right to suspend, withdraw, reduce or cancel accreditation at any time during a (CAB's) accreditation period, in accordance with PULA procedure SOP-11.
- 15.2 Generally, such actions are considered in the following instances:

Accreditation Procedure SOP-1	First Issue: 02/05 Revised: 2/17	Revision 1.12 Page 15 of 17
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# Expanding Your Scope

- How CDA has accomplished it:

*Worked closely with our accrediting body (A2LA)*

*Added during a scheduled on-site assessment*

*Submitted a scope expansion package to accrediting body between on-site assessments*

# Contact Information

Keith Wegner

*Laboratory Services Section Chief*

Colorado Department of Agriculture  
Biochemistry Laboratory  
Inspection & Consumer Services Division

Email: [keith.wegner@state.co.us](mailto:keith.wegner@state.co.us)

