

Accreditation Program

Target Timelines

The table (below) summarizes the general target timelines for different steps in the site assessment and accreditation process. It is intended as a guideline only, and while every attempt will be made to meet these targets, CALA cannot guarantee the exact date of accreditation.

Step	Initial Assessments	Routine Reassessments	Abbreviated Assessment	Accelerated Abbreviated
Scheduling Activity	<p>For those applications received early in the calendar year, generally in February of the year in which the visit will occur.</p> <p>For those that come in throughout the year, within 21 calendar days of receipt of the application.</p>	Generally, in February of the year in which the visit will occur.	<p>For those applications received early in the calendar year, generally in February of the year in which the visit will occur.</p> <p>For those that come in throughout the year, within 21 calendar days of receipt of the application.</p>	Within 7 calendar days of receipt of the application and ALL supporting information (i.e., test methods and test method validation).
Site Visit	60 calendar days from review of the application (unless the laboratory is requesting a timeframe later than this target).	Two years +/- 3 months of the last visit.	60 calendar days from review of the application (unless the laboratory is requesting a timeframe later than this target).	Within 30 calendar days of the receipt of the application, documented test method(s), and test method validation.

Step	Initial Assessments	Routine Reassessments	Abbreviated Assessment	Accelerated Abbreviated
Submission of ALL the supporting information (e.g., quality manual, standard operating procedures, test methods, and test method validation as applicable) to the CALA office	Six weeks prior to the scheduled visit.	Six weeks prior to the scheduled visit.	At the time of application and prior to scheduling the visit.	At the time of application and prior to scheduling the visit.
Release of final report, following receipt of materials from the assessment team; includes editing plus administration	14 calendar days	14 calendar days	14 calendar days	7 calendar days
Deadline for corrective actions to non-conformances	New labs: 90 calendar days Abbreviated visits: 45 calendar days	45 calendar days	45 calendar days	45 calendar days
Target for review of initial set of corrective actions	45 calendar days	45 calendar days	45 calendar days	14 calendar days
Deadline for laboratory to respond to	First request: 14 calendar days	First request: 14 calendar days	First request: 14 calendar days	First request: 14 calendar days

Step	Initial Assessments	Routine Reassessments	Abbreviated Assessment	Accelerated Abbreviated
requests for additional information	Second request: 7 calendar days	Second request: 7 calendar days	Second request: 7 calendar days	Second request: 7 calendar days
Target for review of additional information	14 calendar days	14 calendar days	14 calendar days	7 calendar days
Advisory Panel Review	7 calendar days	7 calendar days	7 calendar days	4 calendar days
Time provided to laboratory to review scope	4 calendar days	4 calendar days	4 calendar days	4 calendar days
Accreditation Council	7 calendar days	7 calendar days	7 calendar days	4 calendar days

NOTE: In all cases, the effective date of accreditation is the date that the Approval Request to the Accreditation Council is finalized.

Scope Extensions by Document Review

Laboratories may be able to extend their accreditation based on a document review (see A06 – *CALA Accreditation Program, Policies and Procedures*, Section 3.4. The table (below) outlines the steps in this process, and target timelines. As well, any “new” appendices on a routine assessment that require immediate accreditation for customer or regulatory purposes will be handled outside the normal assessment process and considered a “scope extension by document review”. Laboratories will be invoiced a “scope changes administration fee” (see P02-02 – *CALA Program Description – Fee Schedule*).

Step	Target
The laboratory must make a request, in writing, for a scope extension and submit the following: A copy of the test method; Supporting method validation; Proficiency testing (PT) results.	Not applicable.
A determination of whether a site visit is required or not.	10 calendar days If a site visit is required, the laboratory is asked if they’d like to proceed and the procedure for abbreviated assessments is followed.
Review of the package.	30 calendar days from the date that the determination was made that a site visit was not required.
Advisory Panel Review (new appendices only)	14 calendar days
Accreditation Council (new appendices only)	7 calendar days