

## 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 and Surveillance Visits	Abbreviated Assessment	Accelerated Abbreviated
<b>Site Visit Date</b>	A laboratory's requested date for an initial assessment will be considered, pending the readiness of the laboratory and demonstration that all pre-assessment requirements have been met.	Laboratories due for surveillance visits or reassessments do not need to re-apply; the surveillance or reassessment will be automatically scheduled 2 years +/- 3 months from the last visit.	A laboratory's requested date for an abbreviated visit will be considered, pending the readiness of the laboratory and demonstration that all pre-assessment requirements have been met.	Within 30 calendar days of the receipt of the application, documented test method(s), and test method validation.

Step	Initial Assessments	Routine Reassessments and Surveillance Visits	Abbreviated Assessment	Accelerated Abbreviated
<b>Submission of ALL the supporting information (e.g., quality system documentation, standard operating procedures, test methods, and test method validation as applicable) to the CALA office</b>	Prior to scheduling the visit.	Six weeks prior to the scheduled visit.	Prior to scheduling the visit.	At the time of application and prior to scheduling the visit.
<b>Release of final report, following receipt of materials from the assessment team; includes editing plus administration</b>	14 calendar days	14 calendar days	14 calendar days	7 calendar days
<b>Deadline for corrective actions to nonconformities</b>	90 calendar days	45 calendar days	45 calendar days	45 calendar days
<b>Target for review of initial set of corrective actions</b>	45 calendar days	45 calendar days	45 calendar days	14 calendar days

<b>Step</b>	<b>Initial Assessments</b>	<b>Routine Reassessments and Surveillance Visits</b>	<b>Abbreviated Assessment</b>	<b>Accelerated Abbreviated</b>
<b>Deadline for laboratory to respond to requests for additional information</b>	First request: 14 calendar days  Second request: 7 calendar days	First request: 14 calendar days  Second request: 7 calendar days	First request: 14 calendar days  Second request: 7 calendar days	First request: 14 calendar days  Second request: 7 calendar days
<b>Target for review of additional information</b>	14 calendar days	14 calendar days	14 calendar days	7 calendar days
<b>Advisory Panel Review</b>	7 calendar days	7 calendar days	7 calendar days	4 calendar days
<b>Time provided to laboratory to review scope</b>	4 calendar days	4 calendar days	4 calendar days	4 calendar days
<b>Accreditation Council</b>	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 may be handled outside the normal assessment process and considered a “scope extension by document review”; in this scenario, laboratories will be invoiced a “scope extension 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.