

# P26 – CALA POLICY ON TRANSFER OF ACCREDITATION

Revision 1.20

January 22, 2024



**CALA**  
Trust, measured accurately

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## 1.0 SCOPE

This policy applies to all laboratories accredited by Accreditation Bodies (ABs) signatory to the International Laboratory Accreditation Cooperation (ILAC) Mutual Recognition Agreement (MRA) that request to have the accreditation issued by or transferred to CALA.

## 2.0 POLICY

As a signatory to the ILAC MRA, CALA recognizes the accreditations granted by other ILAC signatories. Any laboratory currently accredited by accreditation bodies that are signatory to the ILAC MRA can be recommended for CALA accreditation provided that the conditions described under section 3.0 (see below) are fulfilled. Refer to A06 - *CALA Accreditation Program, Policies and Procedures*, to view accreditation requirements.

## 3.0 PROCEDURE

### 3.1 Application for Transfer of Accreditation.

To avoid or minimize any gaps in accreditation, laboratories seeking to transfer their accreditation to CALA should apply at least 6 months before their next scheduled reassessment. Refer to P04-03 *CALA Application for New Accreditation* ([https://www.cala.ca/wp-content/uploads/P04-03-New\\_App\\_Form.pdf](https://www.cala.ca/wp-content/uploads/P04-03-New_App_Form.pdf)) for application instructions.

It is recognised that some laboratories hold more than one accreditation. Where a laboratory is already accredited by CALA, the laboratory may apply for a transfer from the secondary AB to CALA through the CALA Accreditation Management System (CAMS).

The following documents must be provided in support of the transfer application:

- Evidence that the scope to be transferred is accredited by an accreditation body that is an ILAC signatory;
- The last assessment/reassessment report, including corrective actions from other accreditation body;
- Evidence of satisfactory Proficiency Testing (PT) participation for the scope being transferred; and,
- Any other information as required during the review of the application (e.g., internal audit records, management review minutes, etc...).

Provided documents and records are deemed satisfactory, a recommendation for accreditation will be forwarded to the CALA Accreditation Council for approval.

CALA reserves the right to contact the applicant's current accreditation body to confirm the laboratory's financial and accreditation status with the AB remains in good standing.

Where there are concerns regarding the implementation of any accreditation requirements, CALA may conduct an on-site verification assessment prior to the transfer of accreditation.

### 3.2 Onsite assessments

Following the transfer, CALA will conduct assessments as per the laboratory's current assessment cycle and in keeping with A06 - *CALA Accreditation Program, Policies and Procedures*.

If the laboratory is currently accredited by CALA, the scope transferred will be assessed as per the regular CALA assessment cycle.

For further information contact CALA staff at ([accreditation\\_program@cala.ca](mailto:accreditation_program@cala.ca)).

## 4.0 REVISION HISTORY

| Revision Number | Revision Date    | Nature of Revision   |
|-----------------|------------------|--|
| 1.16            | August 27, 2019  | Removed reference to an obsolete APLAC document.   |
|                 |                  | Removed reference to a “quality manual” per se.  |
|                 |                  | Clarified wording on the number of assessors required when a full reassessment is not required   |
| 1.17            | July 26, 2021    | Removed references to P02-01 Program description and replaced with A06.                          |
| 1.20            | January 22, 2022 | Removed reference to P04-06 Transfer Application form. Added CAMs. Clarified wording throughout. |