



## **MODULE 1**

### **ACCREDITATION OVERVIEW**

#### **1.1 PURPOSE**

The primary purpose of the American Industrial Hygiene Association Laboratory Accreditation Programs (AIHA-LAP), LLC is to establish and maintain the highest possible standards of performance for laboratories analyzing samples to support the evaluation of occupational and environmental exposures to hazardous agents. Laboratories that comply with the elements of this program operate a quality system that meets the requirements of the International Organization for Standardization (ISO) Standard ISO/IEC 17025. This standard incorporates the principles of ISO 9001 that are relevant to the scope of testing services addressed by the laboratory.

AIHA-LAP, LLC is recognized by the National Cooperation for Laboratory Accreditation (NACLA). AIHA-LAP, LLC programs are managed and conducted in full compliance with ISO/IEC 17011:2004.

AIHA-LAP, LLC achieves and maintains the highest level of quality in its programs through the following steps:

- 1.1.1** Requiring the laboratory seeking accreditation to operate a laboratory in which sampling and testing procedures are performed with adequate controls by well-qualified personnel using appropriate equipment and methods. High standards of practice are encouraged and maintained through conformance with established accreditation criteria, education, proficiency testing and onsite assessments.
- 1.1.2** Maintaining an ongoing surveillance of laboratories participating in AIHA-LAP, LLC using criteria defined by specific program requirements detailed in Modules 2A-2F, Quality System Requirements and by their participation in AIHA Proficiency Analytical Testing Programs LLC Modules 6A-6F or an equivalent proficiency testing program approved by AIHA-LAP, LLC..
- 1.1.3** Auditing accredited laboratories in order to ensure compliance with requirements and standards of AIHA-LAP, LLC.
- 1.1.4** Recognizing compliance with standards by issuing certificates of accreditation for a period of two (2) years in the name of the AIHA-LAP, LLC.
- 1.1.5** Adding, as needed, sample matrices, components and new technologies for existing programs to serve the needs of the laboratory community.
- 1.1.6** Establishing, as needed, additional quality analytical programs to serve the specific needs of the laboratory community. New programs are initiated under the direction of the AIHA-LAP, LLC Analytical Accreditation Board (AAB).



## 1.2 MANNER OF ACTING

The Analytical Accreditation Board (AAB) and its subordinate Technical Advisory Panel (TAP) shall conduct the technical business of the AIHA-LAP, LLC according to the following directives:

- 1.2.1 A two-thirds majority of the number of AAB members eligible to vote, minus the number of abstentions, shall be required on a formal, written letter ballot vote, electronic vote, or meeting vote, at which a quorum is present, for matters regarding a laboratory approval, denial or revocation.
- 1.2.2 A simple majority of the AAB members eligible to vote shall be required on a formal, written letter ballot vote, electronic vote, or meeting vote, at which a quorum is present, for matters other than those specified in Section 1.2.1.
- 1.2.3 An AAB member shall support any of his/her votes to deny or revoke accreditation by citing the specific AIHA-LAP, LLC policy that is the basis of the negative vote.
- 1.2.4 AAB and TAP members shall comply with the AIHA-LAP, LLC Conflict of Interest Policies.

## 1.3 AUTHORITY

AIHA-LAP, LLC and the AAB shall be responsible for granting, maintaining, extending, suspending or withdrawing accreditation and shall not delegate these responsibilities. The roles and responsibilities of the AAB are documented in AIHA-LAP, LLC governance documents.

## 1.4 SCOPE OF ACCREDITATION AND MODULES

AIHA-LAP, LLC administers four (4) laboratory accreditation programs: Industrial Hygiene, Environmental Lead, Environmental Microbiology and Food. Scope of accreditation for each program is defined by Field of Testing (FoT) and Method. The laboratory is responsible for selecting specific FoT(s) for which accreditation is sought. The laboratory shall also specify the method(s) used for the selected FoT(s). Methods are subject to the approval of the AAB.

AIHA-LAP, LLC shall confine its requirements, assessment and decision on accreditation to those matters specifically related to the scope of accreditation being considered.

To obtain or retain accreditation, the laboratory shall comply with the requirements of all applicable policy modules as listed below.

Module 1	Accreditation Overview
Module 2A	General Management System Requirements
Module 2B	Industrial Hygiene Laboratory Accreditation Program (IHLAP) Specific Additional Requirements
Module 2C	Environmental Lead Laboratory Accreditation Program (ELLAP) Specific Additional Requirements
Module 2D	Environmental Microbiological Laboratory Accreditation Program (EMLAP) Specific Additional Requirements
Module 2E	RESERVED



Module 2F	Food Laboratory Accreditation Program (FoodLAP) Specific Additional Requirements
Module 3	Accreditation, Maintenance and Reaccreditation Processes
Module 4	Suspension, Revocation or Denial of Accreditation
Module 5	Appeals Process
Module 6	Module 6A Proficiency Testing (PT)
Module 6B	Proficiency Testing (PT) for Industrial Hygiene Laboratories
Module 6C	Proficiency Testing (PT) for Environmental Lead Laboratories
Module 6D	Proficiency Testing (PT) for Environmental Microbiological Laboratories
Module 6E	RESERVED
Module 6F	Proficiency Testing (PT) for Food Laboratories
Module 7	Reference to Accreditation and Advertising Policy
Module 8	Miscellaneous
Module 9	Terms and Acronyms
Appendix A	IHLAP PT/Scope Table
Appendix B	ELLAP PT/Scope Table
Appendix C	EMLAP PT/Scope Table
Appendix D	FoodLAP PT/Scope Table
Appendix E	Compressed Air Proficiency Testing Protocol
Appendix F	Pharmaceutical Round Robin Protocol
Appendix G	Estimation of Uncertainty of Measurement
Appendix H	Traceability of Measurement