



MODULE 1 ACCREDITATION OVERVIEW

1.1 PURPOSE

The primary purpose of the AIHA- 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 17025:2017. 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 International Laboratory Accreditation Cooperation (ILAC). 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 proficiency testing programs approved by AIHA- LAP, LLC as outlined in Module 6.
- 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** Where a vote of the AAB is required under Module 4, 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 an initial laboratory approval, suspension, denial, or withdrawal. A majority vote of program experts from the AAB will be responsible for accreditation decisions for reaccreditation applications, FoT additions and an accredited laboratory expanding into another program,

1.2.2 An AAB member shall support any of his/her votes to suspend, deny, or withdraw accreditation by citing the specific AIHA-LAP, LLC policy that is the basis of the negative vote.

1.2.3 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 five (5) laboratory accreditation programs: Industrial Hygiene, Environmental Lead, Environmental Microbiology, Food and Unique Scope. The 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.

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| Module 1 | Accreditation Overview |
| Module 2A | General Management System Requirements |
| Module 2B | Industrial Hygiene Laboratory Accreditation Program (IHLAP) Additional Requirements |
| Module 2C | Environmental Lead Laboratory Accreditation Program (ELLAP) Requirements |
| Module 2D | Environmental Microbiological Laboratory Accreditation Program (EMLAP) Additional Requirements |
| Module 2E | Unique Scopes Laboratory Accreditation Program Additional Requirements |
| Module 2F | Food Laboratory Accreditation Program (FoodLAP) Additional Requirements |
| Module 3 | Accreditation, Maintenance and Reaccreditation Processes |
| Module 4 | Suspension, Denial, or Withdrawal of Accreditation |
| Module 5 | Appeals Process |
| Module 6 | Proficiency Testing (PT) and Round Robin Programs |
| Module 7 | Reference to Accreditation and Advertising |



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| Module 8 | Miscellaneous |
| Module 9 | Terms and Acronyms |
| Appendix A | RESERVED |
| Appendix B | RESERVED |
| Appendix C | RESERVED |
| Appendix D | RESERVED |
| Appendix E | RESERVED |
| Appendix F | RESERVED |
| Appendix G | Evaluation of Measurement Uncertainty |
| Appendix H | Traceability of Measurement |