	American Association for Laboratory Accreditation	
	F304 - APPLICATION FOR ACCREDITATION: ISO Guide 34 Reference Material Producer Accreditation Program	Document Revised: May 09, 2014
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For A2LA Office use Only: MASTER CODE:	ASSESSMENT NO:	CERT NO:
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Preface A - Preparation

Please take the following steps before you begin this application to ensure an effective application process. Note: All documents referenced in this application can be accessed by using the “document finder” link located on the home page at www.A2LA.org or by contacting A2LA Headquarters at 301 644 3248.


1. Please obtain and read a copy of the A2LA [R304 - General Requirements: Accreditation of ISO Guide 34 Reference Material Producers](#), [P102 A2LA Policy on Measurement Traceability](#), [R103 - General Requirements: Proficiency Testing for ISO-IEC 17025 Laboratories](#) and the A2LA [R105 – Requirements When Making Reference to A2LA Accredited Status](#). These documents will help to ensure a basic understanding of the accreditation process and the general criteria for accreditation. Please note that your organization will be evaluated against these requirements, and other requirements/policies referenced in the A2LA *R304 General Requirements: Accreditation of ISO Guide 34 Reference Material Producer* document.
2. Please obtain official copies of ISO Guide 34:2009 and ISO/IEC 17025:2005 from <http://www.ISO.org/> or <http://webstore.ansi.org/>.
3. Create and implement a Quality Manual and Management System (policies and procedures) that meet ISO Guide 34 and applicable A2LA requirements.
4. Perform a self-assessment/internal audit in accordance with ISO Guide 34 to verify compliance with all applicable A2LA requirements, ISO Guide 34, relevant sections of ISO/IEC 17025 the reference material producer’s own management system and applicable accredited methods and document the results.
5. Perform a management review in accordance with ISO Guide 34 and document the results.
6. Provide a list of reference materials for which accreditation is being sought. Use the listing provided in [ILAC G12](#) Appendix B as a reference.
7. Please read the policies found in the “Policies” section (Preface B) of this application.
8. Download and complete the [F306 - ISO Guide 34 Confirmation Form](#) and submit to A2LA.
9. Obtain and complete A2LA *C307 - General Checklist: ISO Guide 34:2009 Reference Materials Producer Accreditation Program*. Obtain and complete A2LA *C101 - General Checklist: ISO/IEC 17025 Laboratory Accreditation Program*.

Preface B - Policies

A. A2LA Confidentiality Policy: See [R304 - General Requirements: Accreditation of ISO Guide 34 Reference Material Producers](#), Part C, Section XVII. Please place a checkmark in the appropriate block.

1. I authorize A2LA to release information regarding our application status. ☐
2. I do not authorize A2LA to release information regarding our application status. ☐

B. Language Policy: All documentation must be provided in English and the assessment conducted in English. An appropriate English translation of pertinent documentation must be provided as well as a translator, if needed, to facilitate the on-site assessment. Please refer to [R304 - General Requirements: Accreditation of ISO Guide 34 Reference Material Producers](#), Part C, Section I.

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Part I. Application Information

A. Authorized Representative's Name	Authorized Representative's Title
<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Dr.	

B. Reference Material Producer's Name (as it will appear on your Scope of Accreditation and the A2LA website) and legal status (e.g. Sole Proprietorship, Limited Liability Corporation, Corporation).

Name:
Legal Status:

C. Reference Material Producer's Address (please enter the physical address of the organization, as it will appear on your Scope of Accreditation and the A2LA website).

Address (Street number, Street, City, State, Zip Code and Country)

D. Reference Material Producer's Website Address ☐ (please place a checkmark in the box and enter the web site address of your organization, if you wish to include a link to your website on the A2LA website).

Website address


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E. Telephone Number **Mobile Number [If applicable]** **Email Address**

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F. Reference Material Producer's Mailing Address (if different from the Reference Material Producer's physical address).

Address (Street number, Street, City, State, Zip Code and Country)

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Part I. Application Information (continued)

F. Reference Material Producer's Billing Address (if different from the Reference Material Producer's physical address).
Address (Street number, Street, City, State, Zip Code and Country)

G. Reference Material Producer's Accounts Payable

1. Contact Name

2. Telephone

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3. Fax Number

4. Email

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H. If the reference material producer works in shifts, please note the times for each shift:

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Part II. Scope of Accreditation

A. Please complete this table for all reference materials/certified reference materials for which accreditation is being sought. Identify the reference materials and certified reference materials by referring to [ILAC G12 Appendix B](#) and using the numbering scheme and categories provided where possible.

Category and Sub-category of RMs Produced	ISO Guide 34 Task/Activities RMP Performs	Test, Analysis, Measurement (including ranges and uncertainties if appropriate)	Technical Standards / Methods	Measurement Technique (where appropriate)

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Part III. Commercial Status

Check one of the following as it applies to your organization. This information is for reference by A2LA in response to inquiries and determines how your organization is categorized in the “Directory of Organizations” section of the A2LA website:

- A. **Commercial service available (C1):** Select this option if you plan to offer reference materials from your scope of accreditation to the general public. ☐
- B. **Conditionally available for commercial service (C2):** Select this option if on certain occasions you plan to offer reference materials from your scope of accreditation to the general public. ☐
- C. **Normally not available for commercial service (C3):** Select this option if you never plan to offer reference materials from your scope of accreditation to the general public. ☐

Part IV. Subcontractors Information


- A. Please complete this table for all subcontractors with which the reference material producer has formal arrangements that undertakes the aspects of processing, handling, homogeneity and stability assessment, characterization, storage or distribution of the reference materials.

1. Subcontractor Name and address:	2. Accreditations held (if applicable):	3. Description of tasks/activities performed (e.g., distribution, material preparation)	4. Type of testing, calibration and measurement activities:

Part V. Conditions for Accreditation

- A. In order to apply for accreditation, the applicant’s AUTHORIZED REPRESENTATIVE and the AUTHORIZED DEPUTY REPRESENTATIVE must agree to the A2LA [R102 - Conditions for Accreditation](#) and must attest that all statements made on the application are correct to the best of his/her knowledge and belief. An accredited organization’s AUTHORIZED REPRESENTATIVE and AUTHORIZED DEPUTY REPRESENTATIVE is an official who represents the applicant in all matters related to maintaining A2LA accreditation. This official is A2LA's primary point of contact with the applicant. An Accredited Organization’s Authorized Representative shall be in a position of authority to ensure that the applicant complies with the A2LA criteria.

Furthermore, this representative is responsible for ensuring that all of the relevant conditions for accreditation are met as of the date this document is signed and that a complete internal audit (and management review) has been conducted by the applicant in accordance with their documented procedure and pre-determined schedule. During the on-site assessment, the assessor(s) will examine records and documentation to verify compliance with these Conditions for Accreditation.

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As the applicant Reference Material Producer's Authorized Representative, I agree to the *R102 - Conditions for Accreditation*. I attest that all statements made on this application are correct to the best of my knowledge and belief.

Part V. Conditions for Accreditation (continued)

Signature of Authorized Representative (from page 1, Part I, Section A)

Today's Date

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B. Authorized Deputy Printed Name

Authorized Deputy Title

<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Dr.	
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C. Authorized Deputy Signature

Today's Date

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D. Telephone Number

Fax Number


Email Address

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Part VI. Fee Schedule

A. Payment Options: Please remit a check payable to A2LA. If your organization utilizes Purchase Orders/Contracts please place a checkmark in the box on page 6 of the application. Please be sure to include the purchase order/contract with the application. An invoice will be provided by A2LA for payment. If you elect to make payment with a Credit Card, please contact the Financial Services Department at 301-644-3248 or visit our website at www.A2LA.org.

- 1. Initial Application Fee for Reference Material Producers:** This is a one-time non-recurring application fee for the reference material producer. This fee is non-refundable.
- 2. Annual Fee for Reference Material Producers:** Although accreditation is granted for two years, payment of a yearly Annual Fee is required to continue accreditation into the following years.
- 3. A2LA Accredited Organizational Membership Discount:** A reference material producer can become a member and purchase an organizational membership from A2LA. Please refer to the A2LA [membership](#) website link found on the A2LA web site for additional information and descriptions of benefits and discounts. **If you do not have an A2LA membership, please skip to item number 7.**

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4. **Assessor Deposit:** An Assessor Deposit is required for each reference material producer. The reference material producer will be billed (or refunded) the difference between the actual cost of the assessment and the amount of this deposit. Accreditation will not be granted until all fees are paid. Actual costs are computed based on:

- **Total Assessment Time per 8-hour day per assessor**
- **Travel (airfare, rental car, or private auto at the IRS allowable rate);**
- **Accommodations and Miscellaneous (hotel, meals*, parking, calls, etc.).**
 *Meals are based on A2LA per diem of \$35 per day. International per diem is based on the U.S. Department of State most recently published rates. Travel days where work is not performed will be 50% of the per diem rate.

Reference Material Producer: An assessment of a reference material producer can take from 1 to 5 days on-site with additional time taken for preparation, review and report writing. Travel time is billed at one half the assessment rate. It is to the provider's advantage to be prepared and to help prepare the assessors beforehand. If any part of the management system documentation is not sent to assessors beforehand, assessors will need additional time on-site. If the scope of accreditation changes significantly as the assessment progresses, assessors may also need more time. If there are significant deficiencies, assessor follow-up review time may be charged. A2LA audits the expenses and pays assessors. Applicants shall not pay assessors directly; however, applicants are responsible for checking the assessor's written estimate of assessment costs.

Refund Policy: The A2LA application fee is non-refundable. If an organization withdraws the application before completion of the assessment, it may apply for a refund of up to 50 % of the A2LA annual fee(s), the entire program specific surcharge and the balance of the unexpended assessor deposit. There will be no refund of annual fees after the assessment has been completed. Refunds of any balance remaining on the assessor deposit will be made at the time of the accreditation decision. Any withdrawal or refund request must be in writing.

Payment Options: A2LA accepts checks, VISA / MasterCard / Discover / American Express, electronic transfers and ACH transactions. If your organization utilizes Purchase Orders/Contracts please place a checkmark in the box below. Please be sure to include the purchase order/contract with the application. An invoice will be provided by A2LA for payment. If you elect to make payment with VISA or MasterCard, please contact the Financial Services Department at 301-644-3248 or visit our website at www.A2LA.org.

If your Organization utilizes Purchase Orders/Contracts please check here. ☐

Have you ever received an estimate for the costs of A2LA accreditation?

Yes ☐ No ☐

If yes, when, and under what MASTER CODE?

Date:


MASTER CODE:

To determine the assessment costs associated with your organization, please complete and submit an [A2LA F119 –Estimate Request Form](#) or contact A2LA at sales@A2LA.org or 301 644 3204.

Part VII. Supporting Information

Please use this checklist to review your application package prior to submission to A2LA. Completion of the required items is necessary for the efficient processing of your application. Delays may occur if clarification or additional information is needed. Before mailing your application to A2LA, please be sure you have read and done the following:

- ☐ Read [R304 - General Requirements: Accreditation of ISO Guide 34 Reference Material Producers](#) and other referenced

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requirement and policy documents to ensure a basic understanding of the accreditation process.

Part VII. Supporting Information (continued)


- ☐ Enclosed an up-to-date organization chart and identify, by name, the key personnel involved for each function.
- ☐ If the Reference Material Producer is part of a larger organization, enclosed a chart of its position and reporting relationships within that organization.
- ☐ Enclosed a completed A2LA C307 - *General Checklist: ISO Guide 34-2009 Reference Material Producer Accreditation Program*.
- ☐ Enclosed a copy of the Reference Material Producer's current uncontrolled quality manual, operating procedures and work instructions. Electronic copies are preferred.
- ☐ Please complete all sections of this application.
- ☐ Please ensure that you have read, understood, signed and returned the Conditions for Accreditation (R102)
- ☐ Reviewed the Fee Schedule and paid the appropriate fees. An application cannot be considered complete until payment, or an arrangement for payment is made.

Part VIII. Survey

A. Please indicate your reason(s) for pursuing accreditation with A2LA and list any sector specific requirements, including specific international technical directives and recognition requirements for approval.

B. Please indicate how you heard about A2LA (e.g. tradeshow, trade magazine, colleague, website, presentations, etc.). Please also identify any A2LA Staff Members that assisted you with this application.

C. Please list all accreditations currently maintained with any other accreditation body, accreditation/recognition with a government agency, or additional supplier audits. Note: A2LA may accept some or all portions of valid accreditations granted by other accreditation bodies on a case by case basis.

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Part IX. Mailing Instructions

Please return the entire application, along with the requested supporting documentation and payment of fees to:
The American Association for Laboratory Accreditation
5301 Buckeystown Pike, Suite 350
Frederick, MD 21704

If emailing, please submit the entire application along with the requested supporting documentation to:

applications@A2LA.org

If emailing the application, please mail payment of fees to the address above.

Please direct all questions regarding this application to our office at 301 644 3248.

DOCUMENT REVISION HISTORY

Date	Description
05/09/2014	Updated fee portions of the application, Added additional contact information and commercial status language, Legal terms, Revised format of Conditions for Accreditation, Updated R105 Reference