

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
Site Visit Date	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.	Surveillance visits are automatically scheduled one (1) year from the initial visit; reassessments are automatically scheduled no more than two (2) years from the last reassessment.	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.

A125- ACCREDITATION PROGRAM TARGET TIMELINES

Step	Initial Assessments	Routine Reassessments and Surveillance Visits	Abbreviated Assessment	Accelerated Abbreviated
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	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.
Release of final report, following receipt of materials from the assessment team; includes editing plus administration	14 calendar days	14 calendar days	14 calendar days	7 calendar days
Deadline for corrective actions to nonconformities	90 calendar days	45 calendar days	45 calendar days	45 calendar days
Target for review of initial set of corrective actions	45 calendar days	45 calendar days	45 calendar days	14 calendar days

A125- ACCREDITATION PROGRAM TARGET TIMELINES

Step	Initial Assessments	Routine Reassessments and Surveillance Visits	Abbreviated Assessment	Accelerated Abbreviated
Deadline for laboratory to respond to requests for additional information	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
Target for review of additional information	14 calendar days	14 calendar days	14 calendar days	7 calendar days
Advisory Panel Review	7 calendar days	7 calendar days	7 calendar days	4 calendar days
Time provided to laboratory to review scope	4 calendar days	4 calendar days	4 calendar days	4 calendar days
Accreditation Council	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). 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.