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|          | <b>DEPARTMENT OF COMMERCE</b><br>National Institute of Standards and Technology<br>National Voluntary Laboratory Accreditation Program | <b>ISSUE DATE:</b><br>2010-11-15 |
|   | <b>POLICY GUIDE</b>  | <b>NUMBER:</b><br>PG-7-2010      |
| <b>SUBJECT:</b> Transfer of Accreditation From Another ILAC-Recognized Accreditation Body |  |                                  |

The purpose of this policy is to establish conditions for transferring accreditation from another ILAC-recognized accreditation body (AB).

### Eligibility for transfer of accreditation

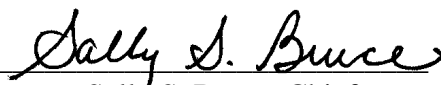
To be eligible for a transfer of accreditation, the applicant laboratory shall:

- Be accredited in good standing by an ILAC-recognized AB;
- Have been accredited by the AB for at least four years;
- Provide NVLAP with the last assessment report of the AB and any associated corrective actions;
- Undergo an initial assessment by NVLAP with acceptable results; i.e., evidence that the management system has been and continues to be fully implemented with findings of reasonable technical and management system nonconformities;
- Provide recent proficiency testing results that show a pattern of successful participation.

If the above conditions are met, NVLAP will waive the first year renewal on-site assessment and immediately start the applicant laboratory on a two-year on-site assessment cycle.

### Application as a transfer laboratory

A laboratory wishing to be considered as a transfer shall so indicate on the NVLAP application and supply the information required above as part of the application. If applicable, the laboratory shall also agree to waive confidentiality with the previous AB to allow NVLAP access to previous accreditation records.

Approved by:   
Sally S. Bruce, Chief  
Laboratory Accreditation Program