



## The Route to Accreditation

### Application for accreditation

Before applying for accreditation, all organisations should have obtained a copy of the relevant [Accreditation Standard](#) in order to prepare their application to UKAS (see paragraph on Accreditation Standards at the end of this document)

To apply for accreditation, please complete the Application Form and appropriate AC inserts and return them, together with the other documentation requested in the Application Form and the Application Fee.

For an Application Pack:

UK-based organisations should contact 020 8917 8400 or [info@ukas.com](mailto:info@ukas.com) or download the appropriate forms from our website, [www.ukas.com](http://www.ukas.com).

Organisations based outside the UK should contact [info@ukas.com](mailto:info@ukas.com) in the first instance *before* submitting any documentation or fee.

The Application Form lists in detail what you are required to submit with your application in order for it to be processed without delay. We regret that incomplete applications will be subject to delay until all information is received.

Upon receipt, an Accreditation Manager who will allocate an Assessment Manager to your case will review your submission. The Assessment Manager is the case officer responsible for taking you through the accreditation process and for maintaining and renewing your accreditation in the future. The Assessment Manager will contact you after studying the documentation you have submitted and will discuss with you the need for a pre-assessment visit and the composition of the proposed assessment team.

***There is normally a lead-in time of approximately three months to arrange the first visit to your organisation. [Please note that for applications for accreditation for Medical Laboratories (for ISO 15189) there is currently a lead-in time of approximately six months following receipt of application].***

### Pre-assessment visit

UKAS normally recommends a pre-assessment visit by the UKAS Assessment Manager (and possibly a technical assessor). This visit addresses the scope of accreditation requested and will normally involve between 1 and 4 man-days work. It is designed to confirm your organisation's readiness for full assessment.

The Assessment Manager will provide you with a quotation for the work involved and a report on the findings of the pre-assessment following the visit

### Initial assessment visit

This will be conducted by a Lead Assessor (normally your Assessment Manager) supported, as necessary, by technical assessors with the expertise to cover your scope of accreditation. The length of the visit will depend upon the scope of accreditation requested. Again, the Assessment Manager will provide you with a quotation for the work involved. Prior to the visit, you will receive a visit plan, which provides a proposed timetable for the work to be assessed.

Any improvement actions identified against accreditation requirements will be notified to you in writing during or immediately following the assessment visit. You will then be asked to advise UKAS on how you intend to address them. Once the improvement actions have been implemented to the satisfaction of UKAS, you will be granted accreditation.

### **Maintenance of accreditation**

Your accreditation will be confirmed on an annual basis by surveillance visits, with a full re-assessment every fourth year. The first surveillance visit takes place 6 months after the Grant of Accreditation.

At the initial assessment stage, you will be provided with an estimate of the work involved for the four-year cycle. At any time during the life of your accreditation, if the estimated effort changes (for example, if you have an extension to scope granted which affects the effort required in subsequent assessments), then you will be provided with an amended estimate. A quotation for each year's assessment will be provided.

### **Extending your scope of accreditation**

You may extend your scope of accreditation at any time, but costs can be minimised if extensions are assessed as part of the on-going surveillance programme. You are advised to submit any application for extension to scope at least three months before your annual visit is due to ensure it can be included in the assessment (where on site assessment is required). An additional fee for an extension to scope will be charged where extra assessor or administration time is involved. To submit a request for an extension to scope please complete the appropriate Accreditation Category Form, available on [www.ukas.com](http://www.ukas.com). Your Assessment Manager will provide you with a quotation in advance of the visit.

### **Measurement Audit**

UKAS usually requires accredited calibration laboratories to participate in measurement audits as part of the initial assessment process. There is also an ongoing programme of audits that corresponds with the four year assessment cycle.

The UKAS Measurement Audit service is a valuable tool that supports the technical assessment of calibration laboratories. Its purposes are:

- To provide confirmation that the *Best Measurement Capability* can be supported by "real" measurements. This gives both UKAS and the participating laboratories confidence in calibration results.
- To assist UKAS in assessing the manner in which results are reported to customers.
- To assist laboratories to address the requirements of Section 5.9 of ISO/IEC17025:2005

Laboratories will be advised by their Assessment Manager of the extent of measurement audit activities required in specific cases.

### **What is the cost of accreditation?**

Please see [Terms and Conditions](#).

### **UKAS Publications**

Organisations holding or applying for UKAS accreditation are required to hold and comply with current editions of all UKAS publications relevant to their accreditation or application. The list of publications (and the publications themselves) can be found on the UKAS website, [www.ukas.com](http://www.ukas.com). The list is updated on the website on the last working day of every month.

### **Accreditation Standards**

All organisations also need to be familiar with the appropriate Standards (see [www.ukas.com/](http://www.ukas.com/) / About Accreditation/Accreditation Standards).

The Standards can be purchased from the British Standards Institute (Distributor Sales):  
Tel: +44 (0)20 8996 7511; Fax: +44 (0)20 8996 7512.