

<b>Preparing Authority:</b>  Adam Gouker	  <b>P120 - Policy on Satellite Laboratories</b>	<b>Publication Date:</b>  02/06/24
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## 1. Purpose

This policy describes the requirements for satellite locations accredited per A2LA [R101 – General Requirements: Accreditation of Conformity Assessment Bodies](#).

## 2. Definitions

- 2.1. **Main Laboratory:** A laboratory (organization) that maintains a single location only.
- 2.2. **Satellite Laboratory:** A laboratory(ies) owned (or under contract with) and operated by the same organization as the Main Laboratory, utilizing the same management system, that typically does not conduct any Key Functions (see 2.4 below) under its accreditation activities, and is managed by the same management as the Main Laboratory.
- 2.3. **Branch Laboratory:** A laboratory within a system that consists of two or more laboratories owned and operated by the same organization, with independent management (e.g. technical, quality manager), utilizing the same management system and managed by a Corporate Representative [see [P106 – Branch System Policy](#) for more information].
- 2.4. **Key Function(s):** Primary functions conducted by the Main Laboratory, including policy formulation, process and/or procedure development, contract review, reporting of final results, planning conformity assessments, review, approval and decision on the results of conformity assessments.

**Note: A laboratory operating permanently from a customer facility will be categorized as a Branch or Satellite Laboratory at the discretion of A2LA based upon Key Functions and management structure at the facility.**

*Note: Refer to Table 1 for comparisons between Main, Branch and Satellite Laboratories*

## 3. Satellite Laboratory Accreditation Requirements

- 3.1. The satellite laboratory shall perform similar types of tests or calibrations on the same types of products/materials/matrices as the Main Laboratory, under accredited conditions.
- 3.2. The satellite laboratory shall be physically separate from the Main Laboratory, with a different address. (Note: campus type structures (i.e. multiple lab buildings on the same campus) are not considered satellite laboratories under this policy.)
- 3.3. The satellite laboratory shall operate under the same management system as the Main Laboratory.
- 3.4. The satellite laboratory shall operate under the same management with overall responsibility for the satellite and Main Laboratory locations.
- 3.5. The satellite laboratory shall have prompt supervisory oversight from management from the Main Laboratory.
- 3.6. The satellite laboratory shall be a part of the same legal entity, or network of legal entities, as the Main Laboratory, or shall have a legally binding contract to perform work as authorized under the Main Laboratory's management system.

3.7. Satellite laboratories shall not perform Key Functions, including the following:

- a.) policy formulation
- b.) process or procedure development
- c.) contract review
- d.) selection and validation of methods (i.e. tests or calibrations)
- e.) report, review and approval of the results of conformity assessments

3.7.e.1. Note: Satellite laboratory personnel, under authorization from the main laboratory (per ISO/IEC 17025, section 6.2.6) may report, review and authorize results of conformity assessments.

#### 4. **Administrative Requirements**

- 4.1. All application, renewal of accreditation and annual review processes for the satellite laboratory must be coordinated through one central person, the A2LA Authorized Representative.
- 4.2. The satellite laboratory shall be accredited to the same conformity assessment standard, and in the same field of testing or calibration as the Main Laboratory.
- 4.3. The satellite laboratories' accredited activities and addresses are listed on the same scope of accreditation as the Main Laboratory and fall under the same certificate number as the Main Laboratory.
- 4.4. Satellite laboratories shall have the same accreditation anniversary date as the Main Laboratory.
- 4.5. All satellite laboratory locations must be visited and assessed, by the same assessor(s) and typically during the same time frame as the assessment of the Main Laboratory
- 4.6. All assessment-related expenses for the satellite laboratory are invoiced to the Main laboratory directly.
- 4.7. For all new applicants beginning July 1, 2024 and all renewal applicants receiving an invoice January 1, 2025 or later, each satellite laboratory will incur an annual fee at the current prevailing rate.
- 4.8. A main laboratory may have up to a maximum of four satellite laboratories listed on its scope of accreditation

**Table 1 – Main, Branch and Satellite Laboratory Comparison**

	Main Laboratory	Branch Laboratory	Satellite Laboratory
<b>Management Representative</b>	Appoints A2LA Authorized Rep.	Appoints A2LA Authorized Rep. – coordinates with A2LA Corporate Rep.	Managed by Main lab Authorized Rep.
<b>Scope of Accreditation</b>	Independent Scope and certificate. Typically: xxxx.01. Additional fields noted as xxxx.02, xxxx.03, etc.	Independent Scope and certificate, but related to Main lab. Typically: xxxx.02, xxxx.03.	Falls under Scope and certificate of the Main lab.
<b>Field of Accreditation</b>	May apply for any field of testing or calibration	May apply for any field of testing or calibration	May only apply for same field as Main lab
<b>Legal Entity</b>	Shall be a legal entity	Part of same legal entity as Main lab	Is the same legal entity as Main lab
<b>Management System</b>	Establishes primary management system	Operates under Main lab	Operates under Main lab
<b>Policy, Process, Procedure Development</b>	Performs directly	Performs directly, or through the main lab	Does not perform
<b>Contract Review</b>	Performs directly	Performs directly, or through the main lab	Does not perform
<b>Selection and validation of methods</b>	Performs directly	Performs directly, or through the main lab	Does not perform
<b>Report, review or Approval of test or calibration results</b>	Performs directly	Performs directly, or through the main lab	Typically does not perform
<b>Issuing test reports or calibration certificates</b>	Performs directly	Performs directly, or through the main lab	Typically does not perform

## DOCUMENT REVISION HISTORY

Date	Description
02/06/24	<ul style="list-style-type: none"> <li>➤ Section 1.0 – updated title of R101 and removed restriction on other conformity assessment activities</li> <li>➤ Section 2.2 – added that satellite labs “typically” do not perform Key Functions</li> <li>➤ Section 2.3 – clarified that branch laboratories have independent management</li> <li>➤ Section 2.4 – added note that classification of branch or satellite laboratory will be at the discretion of A2LA</li> <li>➤ Section 3.6 – added that satellite lab may have a contract with main lab if not part of same legal entity</li> <li>➤ Sections 3.7.d and 3.7.e – updated text to align with ISO/IEC 17025 language, and added note that satellite personnel may report, review and authorize results with authorization from main laboratory</li> <li>➤ Section 4.3 – added “and addresses”</li> <li>➤ Section 4.5 – removed “regardless of performing the same testing as the main laboratory”</li> <li>➤ Section 4.7 – new section requiring annual fee for satellite laboratories</li> <li>➤ Section 4.8 – new section limiting the amount of satellite laboratories on the main laboratory’s scope</li> <li>➤ Table 1 – updated to align with satellite laboratory definition that they “typically” do not perform Key Functions</li> </ul>