

Preparing Authority: Adam Gouker	 P105 - Policy on Organization Relocation	Publication Date: 05/04/21
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A2LA [R102 - Conditions for Accreditation](#) states an applicant must “Inform A2LA headquarters within 30 days and in writing of changes or pending changes in any aspect of the Applicant’s status or operation that affects the organization’s legal, commercial or organizational status; organization or management (e.g., managerial staff); policies or procedures, where appropriate; premises; personnel, equipment, facilities, working environment or other resources, where significant; authorized signatories; or such other matters that may affect the organization’s capability, or scope of accredited activities, or compliance with the criteria, requirements and conditions for accreditation.” As such, if an organization plans to relocate to a facility that differs from the location that was part of its most recent assessment (the address listed on the published scope of accreditation), the progression of events enabling A2LA to transfer the accreditation of the organization to the new location is as follows:

- 1) Inform A2LA in writing of the anticipated changes affiliated with the move at least 30 days prior to the physical relocation (new address or within same facility; new equipment acquisition; personnel changes, etc.), including **if and when the organization will no longer meet the requisite accreditation requirements** (e.g. ISO/IEC 17025, ISO/IEC 17020, ISO 15189, etc.) at the current location.
- 2) Accreditation Services staff will consult with the previous assessor(s) to determine if any further information must be submitted by the organization to clarify the need for an assessment, or if the organization should be made “inactive” until an assessment and resolution of any findings, if cited, has been completed.
- 3) In most cases, if not mandated by regulatory or technical requirements, an organization in good standing with A2LA will not be placed on inactive status. The next regularly assigned assessment team will be informed of the details about the relocation and asked to investigate to ensure that accreditation requirements were upheld throughout the process.
- 4) In consultation with the previous assessor(s) and A2LA management, if it is determined that the relocation involves critical changes and significantly impacts the scope of accreditation, the organization’s accreditation is made ‘inactive’ once the move has physically occurred. Reinstatement of accreditation will occur after a determination of ongoing competence is confirmed (either through a document review or assessment).
- 5) If the decision includes the need for further assessment , the organization is informed, and the assessment process is initiated. Assessment and accreditation of the new facility should be completed within 90 days. Special or extenuating circumstances which affect this timeframe will be considered.
- 6) Once the assessment and corrective action is complete, the ‘inactive’ status is lifted and the scope(s) and certificate (when appropriate) of accreditation are revised and reissued to reflect the organization’s new location.

DOCUMENT REVISION HISTORY

Date	Description
10/10/19	<ul style="list-style-type: none">➤ Updated Header/Footer to current version➤ Updated format and font for consistency➤ Added Qualtrax hyperlinks
06/22/20	<ul style="list-style-type: none">➤ Part 3 – added clinical laboratories are required to go inactive during relocation
10/05/2020	<ul style="list-style-type: none">➤ Updated language quoted from R102 in opening paragraph➤ Part 1 – added 30 days prior to move➤ Part 2 – removed “onsite” assessment➤ Part 3 – rearranged second sentence and moved to end of paragraph for added clarity regarding CLIA labs➤ Part 4 – revised last sentence to clarify that reinstatement occurs after determination of competence is confirmed.➤ Part 5 – added “either on-site or remote” to first sentence
05/04/2021	<ul style="list-style-type: none">➤ Part 3 – removed reference to CLIA lab relocations. This is addressed in P606.➤ Part 5 – removed “either on-site or remote” in first sentence