ISO 17025 Accreditation/Quality Management Systems Panel Discussion

AAFCO 2014 Annual Meeting

Laboratory Methods & Service Committee

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Association of American Feed Control Officials

ISO/IEC 17025 LABORATORY ACCREDITATION
OVERVIEW

Presented by Brenda Snodgrass
Oklahoma Dept. of Agriculture, Food & Forestry
Moderator

Acknowledgement:
Many thanks to Kristi McCallum, Colorado Department of Agriculture
*for providing her slides for the overview presentation*

What is Accreditation?

- The procedure by which an authoritative body certifies that an entity or person is competent to perform a certain procedure or task

- Laboratories are accredited for <u>specific</u> test methods or calibrations performed

- ILAC (International Laboratory Accreditation Cooperation) sets the standard (example: ISO/IEC 17025). The standard is a set of requirements used to assess quality and competency.

- ILAC developed Mutual Recognition Agreements (MRA) with three Regional Cooperation Bodies. Under the MRA, these Regional Cooperation Bodies must ensure that laboratories accredited to ISO/IEC 17025 comply with the standard.

Information obtained from https://www.ilac.org/

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ILAC Mutual Recognition Agreement Regions
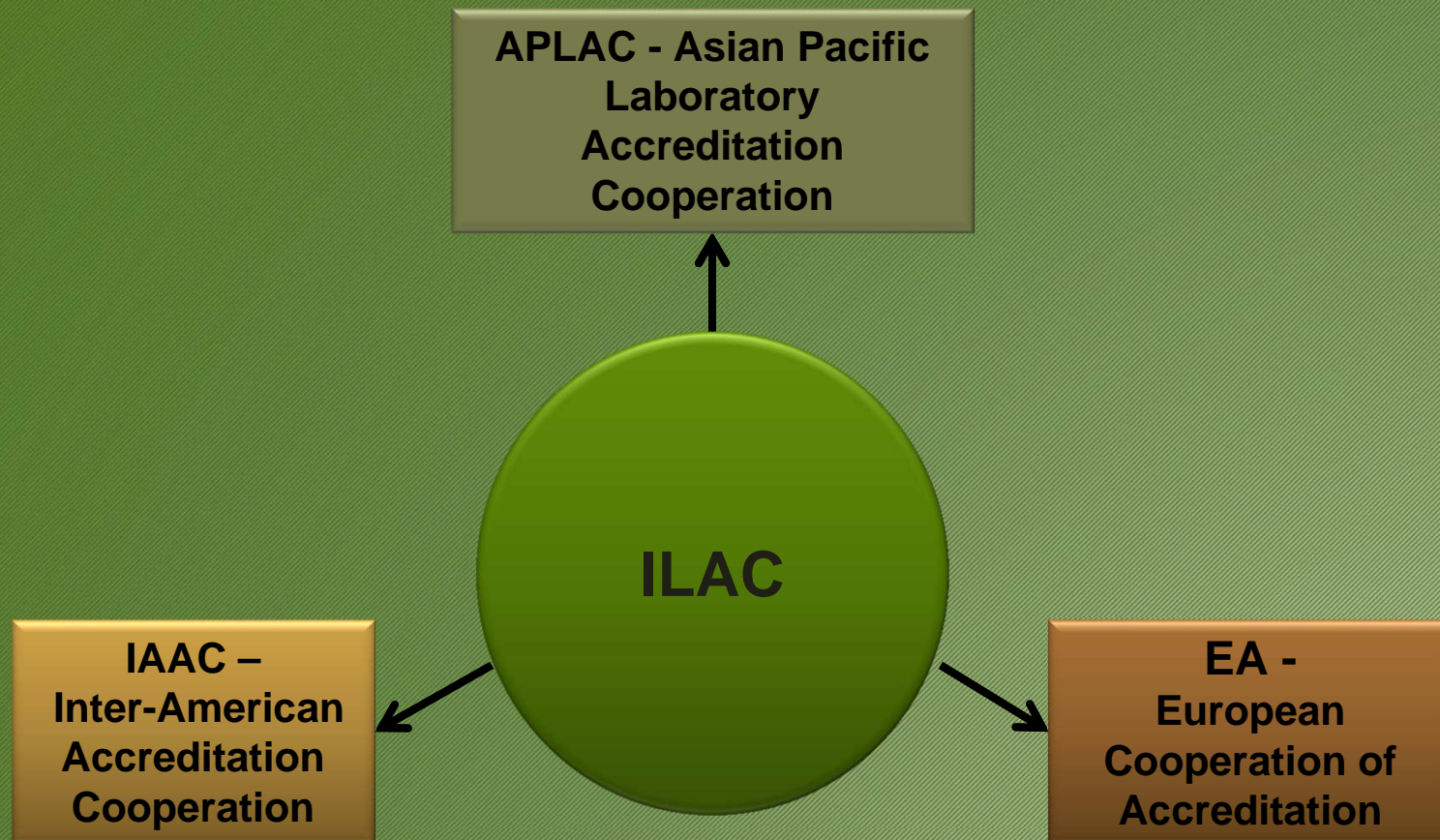
United States Accrediting Bodies

- ANSI-ASQ National Accreditation Board and their associated brands ACLASS, FQS, and ANAB
- The American Association for Laboratory Accreditation (A2LA)
- Laboratory Accreditation Bureau
- Perry Johnson Laboratories
- American Industrial Hygiene Association
- International Accreditation Service
- National Voluntary Laboratory Accreditation Program (NVLAP) – Government agency that only accredits a few narrow disciplines
- American Society of Crime Laboratory Directors-Laboratory Accreditation Board (ASCLD-LAB)

First things first…..

- **Must have management on board!** Your lab cannot become accredited without the support of senior management
- Must obtain a copy of the ISO/IEC 17025:2005 Standard available from http://www.iso.org
- Very strict copyright laws pertain to all ISO Standards, including checklists which includes verbatim language of the Standards
- Must have a clearly defined Management System in place
- Must have a Quality System Manual in place
- Define the scope of accreditation (what methods are used and fields of testing)

Quality Management System (QMS)

- Must meet the requirements of ISO/IEC 17025, Section 4.2

- Consists of the Organizational Policies, Quality System Manual and Standard Operating Procedures (SOPs) for all management system policies and procedures and technical procedures
  - Section 4 includes the QMS Management Requirements
  - Section 5 includes the QMS Technical Requirements
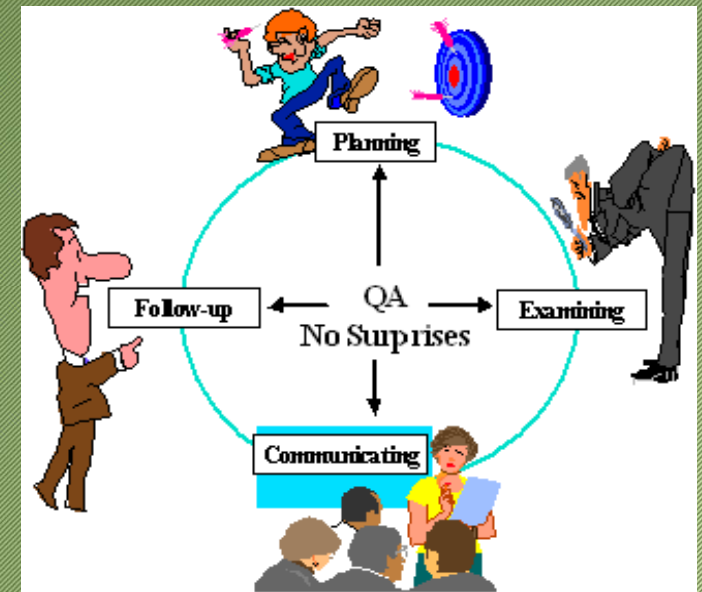
Top 3 Things for a Functioning Management System
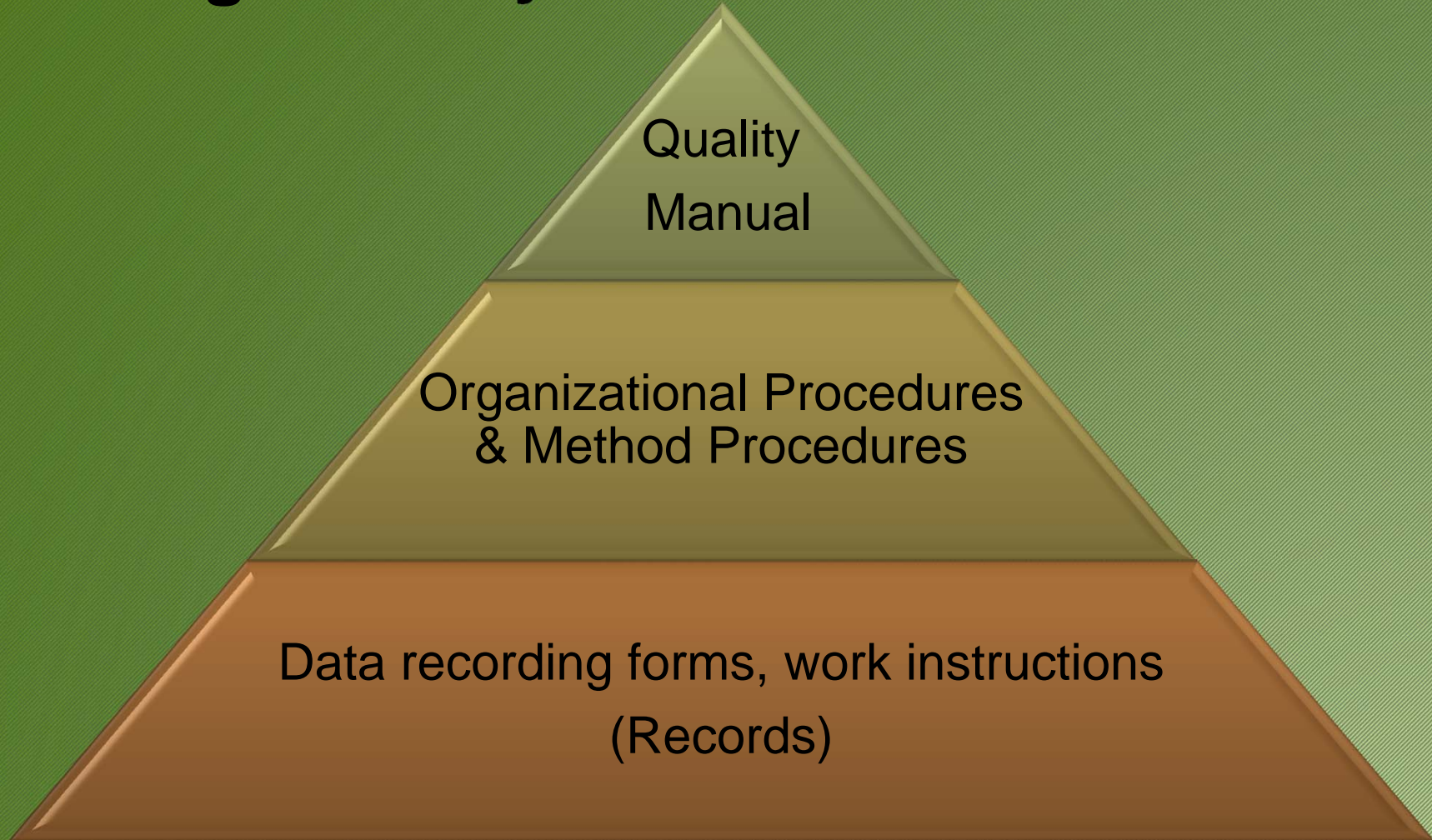
- Written policies and procedures

- Implementation

- Audit system to ensure it is working

Management System Document Structure

Management Procedures Include

- Organization - Organization chart, how your organization is managed; confidentiality and ethics policies & procedures
- Customer - Customer contracts, contract reviews, customer surveys
- Sub-contracting of analyses
- Purchasing
- Non-conforming analysis, complaint handling, corrective/preventive actions
- Internal audits
- Document control
- Management reviews and quality improvement processes

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Technical Procedures Include

- Personnel - training, proficiency assessment

- Building and environmental conditions

- Analytical methods - suitability of method and method validations/verifications

- Measurement uncertainty and traceability

- Equipment - calibration/verification, maintenance

- Sample Handling - receipt, chain-of-custody, handling of test sample, sample storage, sample preparation

- Reporting Results - data reporting, data review, data handling, data storage