



GLOBAL LABORATORIES ACCREDITATION BOARD

SUSPENSION, WITHDRAWAL OR REDUCTION OF ACCREDITATION

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1. Scope

This procedure describes a method whereby alleged offenders are treated fairly, while at the same time protecting the viability and integrity of third-party accreditation. In addition, this procedure provides guidelines to follow in the event that the scope of accreditation is to be reduced

2. Procedure

2.1. Warning and Involuntary Suspension

- 2.1.1.1. An Accredited laboratory, who commits a prohibited act as defined in GLABs procedures, the Accreditation Agreement or other publications, is advised in writing by the President of the fact of the delinquency. This communication is termed a Warning.
- 2.1.1.2. The warning includes a deadline, by which time the accredited laboratory is advised to have substantially cured the delinquency. The President requires objective evidence of the cure.
- 2.1.1.3. If the Accredited laboratory has not satisfactorily met the deadline, the President shall issue a letter to the accredited laboratory, submitted by registered mail or other means requiring signature upon receipt, termed a Second Warning, officially suspending the accreditation and informing them of their right to appeal.
- 2.1.1.4. If Accredited laboratory has failed to provide a satisfactory cure, the Accredited laboratory shall cure the delinquency and to provide evidence of the cure within 15 days to prevent further action.
- 2.1.1.5. If GLAB finds the evidence of innocence or of the cure unacceptable, the accredited laboratory shall be informed to initiate the appeal process within 15 days to prevent suspension as described in the Second Warning. If the Accredited laboratory fails to initiate the appeal process within the allotted time, the President shall send a registered letter (or other means of communication requiring signature upon receipt) informing the accredited



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laboratory of their immediate suspension. If the Accredited laboratory initiates the appeal process, the decision of the board of appeal shall be binding. The appeal process shall require no longer than 30 days.

- 2.1.1.6. Once officially suspended the laboratory's certificate information will be removed from GLAB's listing of accredited laboratories and will be placed on the suspended certificate listing found on website.

2.2. Involuntary Withdrawal of Accreditation

- 2.2.1.1. The withdrawal process is invoked in the following circumstances:
- 2.2.1.2. An Accredited laboratory in Suspension status has not cured the cause to GLABs satisfaction within the prescribed amount of time
- 2.2.1.3. An Accredited laboratory, having been under Suspension once during the previous 12 calendar months, or having received a Final Warning within the past 6 calendar months, commits another prohibited act.
- 2.2.1.4. The President issues a notification of withdrawal letter to the accredited laboratory in writing, by registered mail (or other communication requiring signature upon receipt). As needed the President will utilize the technical committee and/or executive committee to make the final decision to withdrawal of the laboratory's accreditation
- 2.2.1.5. Once the decision is reached and the laboratory is withdrawn the laboratory's name and relevant certificate information will be removed from GLABs listing of accredited laboratories and will be added to the listing of withdrawn certificates found on website.

2.3. Reduction of Accreditation

- 2.3.1.1. Involuntary scope reductions may occur as a result of failure to meet accreditation requirements in certain areas of an accredited laboratory's scope.
- 2.3.1.2. The President decides involuntary scope reductions.
- 2.3.1.3. The Accreditation committee shall provide the President with assistance in making this decision.



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- 2.3.1.4. The accredited laboratory is notified of the decision in writing. The laboratory is afforded the opportunity to receive a copy of the deliberations
- 2.3.1.5. Upon resolution of the appeal (if any), the laboratory is sent a written request to return its certificate of accreditation and any other material provided by GLAB promoting their accreditation. A new certificate reflecting the reduced scope shall be issued.
- 2.3.1.6. The assessor will ensure during the next assessment that the laboratory is claiming accreditation for only the elements included in its new scope.