



## AASHTO Accreditation Program Policy and Guidance on Requesting and Receiving In-Sequence Assessments From AASHTO re:source

This policy is based on the content in Section 3.2 of the of the [Procedures Manual for the Accreditation of Construction Materials Testing Laboratories](#).

### 3.2. On-Site Assessment and Quality Management System Evaluation Criteria

The laboratory shall receive required AASHTO re:source or CCRL on-site assessments and quality management system evaluations. Laboratories accredited by the AAP for ISO/IEC 17025 may elect to have the R 18 quality management system review performed in conjunction with their ISO/IEC 17025 assessment. On-site assessments of accredited laboratories must be received in the normal sequence of the AASHTO re:source and/or CCRL tours.

In cases where the first assessment of a laboratory seeking accreditation is out-of-sequence to the AASHTO re:source and CCRL tours, the second assessment must be received during the next regularly scheduled visit if more than 6 months has lapsed since the date of the first assessment. If the next regularly scheduled visit is between 6 to 12 months following an out-of-sequence assessment, an abbreviated surveillance assessment may be performed. If the time period since the out-of-sequence assessment exceeds 12 months, a full assessment will be performed.

Failure to receive applicable on-site assessments will result in revocation of accreditation. If the laboratory needs to postpone the on-site assessment for any reason, the laboratory shall notify the applicable assessment provider (AASHTO re:source or CCRL) as soon as possible. The laboratory will then be required to undergo the on-site assessment within 90 days of the notification provided to them by AAP regarding the postponement. The laboratory is responsible for payment of any postponement fees and additional out-of-sequence on-site assessment fees.

#### 1. Objective

- 1.1. The objective of this document is to clarify the policies for ensuring laboratories continue to receive assessments within the normal tour as required by Section 3.2 of the *Procedures Manual for the Accreditation of Construction Materials Testing Laboratories*.

#### 2. Policy

- 2.1. AASHTO re:source notifies each laboratory's primary and secondary contacts approximately 6 months prior to beginning assessments in an assessment region. The laboratory shall complete the assessment request form within 90 days of receipt of the notification in order to be enrolled in the normal sequence of the AASHTO re:source assessment tour.
  - 2.1.1. Laboratories that have not submitted an assessment request form within 30 days of the deadline are sent a second reminder.

- 2.2. If a laboratory fails to submit an assessment request form by the 90-day deadline, the AASHTO Accreditation Program will suspend the laboratory's accreditation as it pertains to the scope of standards normally included in the AASHTO re:source assessment.
  - 2.2.1. If the laboratory submits the assessment request form within 30 days of the suspension notification, the affected scope of accreditation is reinstated.
  - 2.2.2. If the laboratory does not submit the assessment request form within 30 days of the suspension notification, the affected scope of accreditation is revoked. The laboratory will also no longer be assessed in the normal tour and may be required to pay additional out-of-sequence fees as described on the Laboratory Assessment Program [Tests and Fees](#) page on the AASHTO re:source website.
- 2.3. If a laboratory postpones an assessment within 15 days of the scheduled assessment date, the laboratory is charged a postponement fee as described on the Laboratory Assessment Program [Tests and Fees](#) page on the AASHTO re:source website.
  - 2.3.1. If the postponed assessment occurs after all the other laboratories in their geographic area (as defined by AASHTO re:source) have been completed, the laboratory is charged out-of-sequence fees as described on the Laboratory Assessment Program [Tests and Fees](#) page on the AASHTO re:source website.
- 2.4. If a laboratory cancels the scheduled assessment without postponement, the laboratory's AASHTO accreditation is revoked.
- 2.5. If a laboratory postpones their assessment, they will be required to receive the assessment by a specified date to maintain AASHTO Accreditation.