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

Policy

AASHTO re:source notifies each laboratory's primary and secondary contacts that is time to submit the assessment request form approximately 4 months prior to beginning assessments in an assessment region ("first canvass"), with a deadline of 1-month prior to entry of that area.

Laboratories that have not submitted an assessment request form within 60 days (2 months) of the deadline are sent a second reminder ("second canvass").

The Senior Laboratory Assessment Coordinator will reach out directly (via email and phone, if necessary) to laboratories that have not submitted an assessment request form within 2 weeks of the deadline.

If a laboratory fails to submit an assessment request form by the deadline, the AASHTO Accreditation Program will send a 14-day letter to the laboratory, stating that the laboratory has 14 days to complete the assessment request form. If the laboratory fails to submit an assessment request form by that 14-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.

If the laboratory submits the assessment request form within 30 days of the suspension notification, the affected scope of accreditation is reinstated.

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.

If a laboratory cancels or postpones an assessment within 15 days of the scheduled assessment date, the laboratory is charged a cancellation or postponement fee as described on the Laboratory Assessment Program Tests and Fees page on the AASHTO re:source website.

If a laboratory cancels the scheduled assessment without postponement, the laboratory's AASHTO accreditation is revoked.

If a laboratory postpones their assessment, they will be required to receive the assessment by a specified date (usually 90 days after the normal assessment tour leaves their geographic area) to maintain AASHTO Accreditation.

If the cancellation or 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.

Guidance

To avoid unnecessary disruptions to accreditation services, laboratories should keep their contacts updated. This prevents missing notifications about deadlines and accreditation actions that were taken.

An assessment can be rescheduled without an official postponement if the laboratory notifies the assessment team immediately upon receiving the confirmation letter that includes the date of assessment. The longer the laboratory waits to notify the assessment team, the less likely it is to be able to reschedule without an official postponement.