

Purpose:

The scope of accreditation of a testing laboratory is the official and detailed statement of the activities for which the laboratory is accredited. This process describes the activities related to documenting, reviewing, and approving a laboratory’s proposed ISO/IEC 17025 scope of accreditation or changes to an existing scope of accreditation, in compliance with ISO/IEC 17011. This process involves Assessors, Program Manager, and the COLA Cannabis Accreditation Board (CCAB). The process interacts with the Application process, Flexible Scope of Accreditation procedure, Assessment processes, and Cannabis Accreditation Board procedure.

Scope:

This process begins with the laboratory’s application for ISO/IEC 17025 accreditation, which includes their proposed scope of accreditation. The process continues with the verification of the proposed scope or changes to the scope. The process ends with the approval of the accreditation scope and publishing the scope of approval accompanying the laboratory’s accreditation certificate.

Responsibility and Authority:

Program Manager	Processes laboratory’s request to change their approved scope of accreditation and ensures an Assessor and the Cannabis Accreditation Board review the requested change. Documents laboratory’s proposed scope of accreditation on COLA’s ISO/IEC 17025 Application for Accreditation. Answers laboratory’s questions regarding the scope of accreditation.
Cannabis Accreditation Board	Reviews the Assessor’s recommendation regarding approval of the scope of accreditation and makes the final approval decision. Authorizes the issuance of the Accreditation Certificate with scope of accreditation and publication of related information in a public domain.
Assessors	Verify the laboratory is capable to perform the activities with their proposed scope of accreditation. Includes his/her recommendation for approving the scope of accreditation in the assessment report.

Terms and Definitions:

Accreditation	Third-party attestation related to a conformity assessment body conveying formal demonstration of its competence to carry out specific conformity assessment tasks.
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Flexible Scope of Accreditation	Scope of accreditation expressed to allow laboratories to make changes in methodology and other parameters, which fall within the competence of the laboratory as confirmed by the accreditation body.
ISO/IEC 17011	Conformity assessment — Requirements for accreditation bodies accrediting conformity assessment bodies.
ISO/IEC 17025	General requirements for the competence of testing and calibration laboratories.
Scope Of Accreditation	Specific conformity assessment activities for which accreditation is sought or has been granted. For Testing Laboratories must include: <ul style="list-style-type: none">• Materials or products tested• Component, parameter, or characteristic tested• Techniques and/or methods of testing

Description:

When a testing laboratory contacts COLA to obtain a quote/contract for ISO/IEC 17025 accreditation services, the Sales Representative uses COLA’s ISO/IEC 17025 Application for Accreditation form to obtain information about the lab, its personnel, and their proposed scope of accreditation. Typical information included in the scope of accreditation includes the products tested, types of tests conducted, and reference to standardized method. Non-standard or laboratory-developed methods are permitted in cases where a standardized method is not available. A flexible scope of accreditation is also permitted (see Flexible Scope of Accreditation procedure).

The Program Manager will review the completed application and requested scope to determine:

- The suitability of the application for accreditation to initiate an assessment
- COLA’s ability to carry out the assessment of the laboratory in terms of COLA’s policies and procedures
- COLA’s competence and availability of personnel suitable for the assessment activities and decision making
- COLA’s ability to carry out the initial assessment in a timely manner. If the initial assessment cannot be conducted in a timely manner, the laboratory will be notified

The Program Manager may confer with other COLA staff to confirm that the above points can be met.

If at any point in the application process that the laboratory exhibits evidence of fraudulent behavior, intentionally provides false information, or conceals information, then the Program Manager shall refer

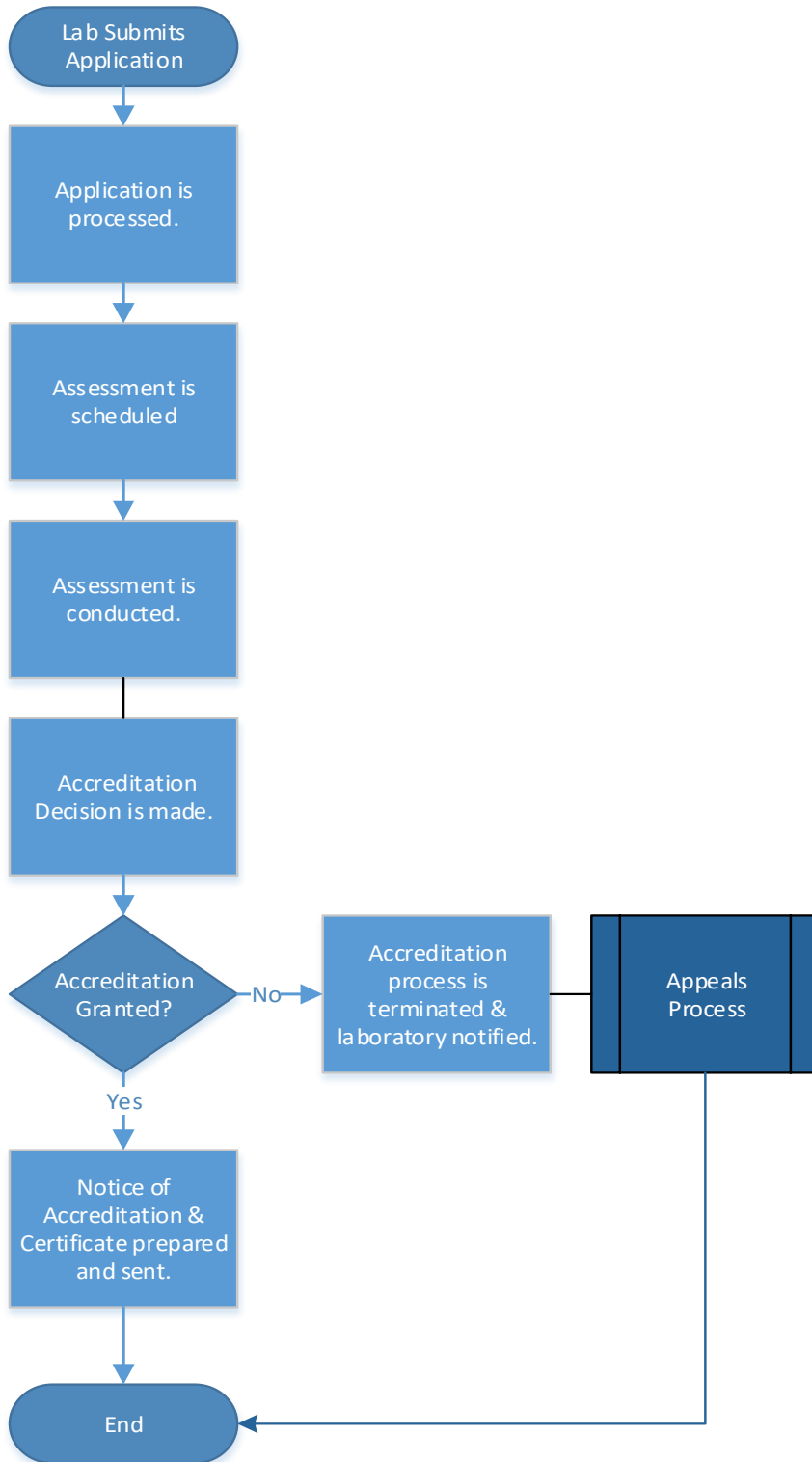
the application to the Cannabis Accreditation Board for evaluation and decision to terminate or continue the process.

After the application has been accepted, the Program Manager assigns the first assessment activity. The assigned Assessor is provided a copy of the application in order to schedule the assessments necessary to verify the laboratory's activities, resources, and competencies relative to the scope of accreditation. During the assessment activity, the assessor (or assessment team) verifies the laboratory's competence to operate within their scope of accreditation and provides a recommendation as to the accreditation decision for the proposed scope in the assessment report.

The Cannabis Accreditation Board reviews the Assessor's report and recommendation, along with any additional pertinent information, such as corrective actions to address any nonconformities. The Board may contact the Assessor regarding the adequacy of the information in the report. The Cannabis Accreditation Board, without undue delay, makes the scope of accreditation decision based on an evaluation of all information received (and any other relevant information) and notifies Program Manager of the decision including justification.

Program Manager, without undue delay, prepares the appropriate *Notice of Accreditation* letter based on the CCAB decision. The *Notice of Accreditation* includes the justification for the CCAB decision regarding scope and accreditation. The letter is posted to the customer account. If accreditation was granted by the CCAB, the Program Manager creates the Accreditation Certificate and accompanying approved Scope of Accreditation. These documents are provided to the laboratory.

Flow Chart:



Monitoring and Measurement:

COLA establishes metrics related to our Quality Policy, which provide the management team with information regarding the quality of our products and services.

Supporting Materials:

- Flexible Scope 17025 Accreditation
- Cannabis Accreditation Board Instructions
- 17025 Assessment Processes
- 17025 Appeal Process

Records:

Record ID	Custodian	Where Stored	Retention Period
Accreditation Application	Program Manager	Cannabis Laboratory Platform	10 yrs after termination of relationship
Assessment Reports	Assessor	Cannabis Laboratory Platform	10 yrs after termination of relationship
Cannabis Accreditation Board Agendas & Minutes	Program Manager	S Drive	Permanent
Notice of Accreditation Letters	Program Manager	Cannabis Laboratory Platform	10 yrs after termination of relationship
Accreditation Certificates	Program Manager	Cannabis Laboratory Platform and website	10 yrs after termination of relationship

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