



ISO/IEC 17025 Accreditation Policy on Publicly Available Information

Policy Statement:

Information about COLA, Inc.

The COLA website (www.cola.org) makes information about the organization, its funding, and its product lines available to the public. Individual webpages are dedicated to different product lines and contain more detailed information regarding the associated products and services, including any recognition or approvals associated with the products and services,

The Director of Marketing, Sales, and Communications is responsible for overall management of the website. This includes maintaining the currency of all content, ensuring content is approved prior to posting, and monitoring site usage.

Individual business owners of COLA's product lines are responsible for providing detailed information regarding products and services.

Information Specific to ISO Accreditation Product Line

COLA provides information about its accreditation requirements and processes to potential customers and other interested parties through a variety of sources. An overview of each accreditation program is provided at www.cola.org. This includes the following key elements:

- Requirements for accreditation;
- Frequency of assessments;
- General information about fees associated with accreditation;
- Rights and responsibilities of COLA and laboratories seeking accreditation;
- Use of COLA's Accreditation Seal;
- Procedures for lodging a complaint;
- Procedures for appealing an accreditation decision;
- Scope of Accreditation Process;
- Flexible Scope Policy;
- Proficiency Testing (PT) Policy;

These documents are sourced from COLA's document control system so that the latest version is always available. COLA has additional documents it deems proprietary. Information concerning planned changes to accreditation requirements are communicated through the COLA website.

Directory of ISO/IEC 17025 Accredited Laboratories

COLA provides a directory of ISO/IEC 17025 business line accredited laboratories that can be accessed via the COLA website.

The directory affirms that each laboratory listed has met the requirements for ISO/IEC 17025 Accreditation by COLA. The following information concerning each laboratory is included:

- Name of the laboratory, and legal entity if different;



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- Address of accredited laboratory, if additional locations note the address of each and the activities performed at each site that are covered by the accreditation;
- Scope of accreditation to include materials tested, component or characteristic tested, and methods of testing;
- The unique accreditation identification of the laboratory;
- the effective date of accreditation and its expiry or renewal date;
- a statement of conformity and a reference to the international standard(s) and/or other normative document(s), including issue or revision used for assessment of the laboratory;
- Suspensions and withdrawals of accreditation, including dates and adjustments to scope.

The Program Manager of the ISO/IEC 17025 Accreditation Program is responsible for compiling the information required above and providing to the Public Relations and Communication Specialist for posting to the directory.

Purpose of Policy: This policy describes how COLA fulfills requirements of ISO/IEC 17011:2017 to make information about COLA and its ISO accreditation programs available to the public.

Responsible Parties:

The following COLA Staff members are required to be aware of this policy and have responsibility for ensuring required information is made available.

Chief Executive Officer,
Chief Operating Officer,
Chief Counsel,
Chief Innovation Officer,
Director of Quality Systems,
Director of Marketing, Sales, and Communications,
Program Manager of ISO 17025 Accreditation,
Public Relations and Communications Specialist,
Communications Associate.

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