INSTRUCTIONS/AGREEMENT

1. The laboratory must purchase International Standard ISO/IEC 17025:2017, "General Requirements for the Competence of Testing and Calibration Laboratories" and provide evidence of ownership of this document prior to applying for accreditation. An affidavit attesting to this requirement being met will be signed electronically as part of the online application.

    a) **For initial laboratories only**: Prior to submission of this application, the laboratory must submit proof of purchase of the ISO/IEC 17025:2017 standard or other applicable requirements and, if necessary, request a copy of the current AIHA LAP, LLC Site Assessment Checklist.

    b) Completion of indicated sections of the Site Assessment Checklist and submission of the completed Checklist with the application is required; see Attachment 6A.2.

    c) Contact the Manager of Operations for information on accreditation fees.

2. Read all instructions carefully.

    a) A complete and concise application will expedite the accreditation process.

    b) A complete listing of terms and acronyms is located in Policy Module 9.

3. The laboratory must be familiar with and comply with all relevant AIHA LAP, LLC Policy Modules and ISO/IEC 17025:2017.

    a) The current version of the Policy Modules is available on the AIHA LAP, LLC web site located at: https://www.aihaaccreditedlabs.org/policies.

    b) The AIHA LAP, LLC Policies are comprised of specific modules, outlining general quality system requirements, program-specific technical requirements, and proficiency testing requirements. The laboratory must comply with all of the policies related to the scope of accreditation being sought prior to initiating the application process.

    c) Attention must be given to Module 2A and the program-specific policy modules (2B-2F) for the program(s) for which the laboratory is applying.

    d) It is strongly recommended that laboratories complete an internal audit using the AIHA LAP, LLC Site Assessment Checklist in order to determine their compliance to ISO/IEC 17025:2017 and AIHA LAP, LLC requirements prior to submitting their application.

    e) A description of the accreditation process (with timelines) is included in Policy Module 3. Laboratories are expected to become familiar with the accreditation process before submitting an application to AIHA LAP, LLC. Per Policy 3.1 - Laboratories that fail to complete all the requirements for accreditation for any or all selected FoT(s) within twelve (12) months from the date of receipt of the application by AIHA LAP, LLC will have their application for the FoT(s) not meeting accreditation requirements removed from consideration. Per Policy 3.12.1, the reaccreditation process is similar to the initial accreditation process, except that the process must be completed before the expiration date of the current accreditation(s) and failure to submit a complete application may result in suspension of accreditation(s).

4. Applications must be completed online through the AIHA LAP, LLC secure data management system (DMS) here. Instructions for this process may be found in the *LAP Document Library*, which can be accessed from your Dashboard in DMS. Login information will be provided upon initiation of the application process.

    a) If you do not receive confirmation of your application submission within two weeks, contact AIHA LAP, LLC.

    b) Compile and clearly label attachments (e.g., 6A.2, 6A.3, etc.). It is preferable that the Attachments be submitted as "text searchable" documents. AIHA LAP, LLC will not attempt to

interpret the documents submitted, so be certain that the documents are clearly labeled for each attachment.

c) International laboratories should ensure that all application forms, and lab policies and procedures are submitted in English.

5. The laboratory must submit all requested attachments. The online application includes sections to be completed for all AIHA LAP, LLC programs. Please see *Instructions - Forms 6A Through 6F – General and Program-Specific Requirements* to determine which forms to complete/compile. Failure to submit the appropriate attachments initiates requests for more information, which delays the accreditation process. Policy 3.3.2 and Policy 3.3.3: The AIHA LAP, LLC staff shall have twenty (20) business days to complete the application review upon receipt and, if requested, the laboratory shall supply all requested information to complete the application within thirty (30) business days.

   a) Attachments are required, as specified on Forms 6A through 6F.

   b) Attachments must be complete and clearly labeled.

6. Each of the pages of the Application, and all Attachments thereto, are incorporated by reference herein and are made a part hereof.

7. Your submission of this Application and Agreement constitutes your offer to be legally bound. The Application and Agreement shall be governed by the laws of the Commonwealth of Virginia

Once this Application and Agreement is accepted by AIHA Laboratory Accreditation Programs, LLC, as signified by delivery of a written acceptance, this shall constitute a legally binding agreement and each party acknowledges and agrees to be legally bound.

Any signature (including any electronic symbol or process attached to, or associated with, this Application or any Form by a party with the intent to sign, authenticate or accept this Application or any Form) hereto or to any other attachment, or document related to this Application, and any contract formation or record-keeping through electronic means shall have the same legal validity and enforceability as a manually executed signature or use of a paper-based recordkeeping system to the fullest extent permitted by applicable law, including the Federal Electronic Signatures in Global and National Commerce Act, the Virginia Uniform Electronic Transactions Act, or any similar state law, and the parties hereby waive any objection to the contrary.

Printed Name:	Title:
Signed:	Date: