The Application for Accreditation form is available in paper or electronic Word format upon request to SCC by submitting an electronic request to: info.palcan@scc.ca. The completed Application Form constitutes the basis of an application for testing laboratories or Proficiency Testing (PT) providers seeking accreditation by the SCC. Completed application packages (with appropriate documentation attached) should be forwarded directly to the attention of: Administrative Officer, Applications, *Laboratory Accreditation Program (PALCAN)*, Suite 200 - 270 Albert Street, Ottawa, ON, K1P 6N7.

Laboratories seeking accreditation as Calibration Laboratories should apply directly to NRC/CLAS (http://www.nrc-cnrc.gc.ca/eng/services/inms/calibration-laboratory.html)

Testing Laboratories or PT providers located in Quebec may apply through BNQ-EL: (http://www.bnq.qc.ca/en/labo/index.html)

Ce formulaire est aussi disponible en français.

1. APPLICANT FACILITY INFORMATION

Organization Name:

Building Name:

Street no. & Name:

P.O. Box:

City:

Province / State:

Country:

Postal / Zip Code:

Preferred Language For Correspondence **English ?** **French ?**

2. APPLICATION TYPE

Select the appropriate application type. Where a organization has an existing accreditation with SCC directly or through CLAS the application is considered a Scope Extension.

☐ New Application
☐ Scope Extension Application (Note 2-2)
☐ Reinstatement Application (Note 2-1)

For Scope Extensions or Reinstatements identify SCC File No.: 1003-15/_____ (Note 2-1)

For Partner Applications ONLY identify Partner File Number: _____

Note 2-1: This is for the reinstatement of suspensions that are NOT due to Proficiency Testing. For Proficiency Testing reinstatements, refer to the criteria in the applicable CAN-P document.

Note 2-2: Refer to CAN-P-1570 PALCAN Handbook, section 11.

3. NEW APPLICATION SUPPLEMENTARY INFORMATION

This section needs to be completed for **New Applications** only:
Is the applicant part of a larger Organization (parent organization): ☐ YES ☐ NO
If YES, parent organization Legal Name: _____

Does the parent organization have other facilities accredited by SCC: ☐ YES ☐ NO
If YES above, please complete the table below:

SCC File No.	Organization Name	City Located	Province or State
1003-15/			
1003-15/			
1003-15/			

Is the applicant already accredited by another Accreditation Body: ☐ YES ☐ NO
If YES above, please indicate which Accreditation Body:

Is the applicant requesting a Transfer of accreditation: ☐ YES ☐ NO
If YES above, please provide the rationale for transferring from the other AB:

The applicant agrees that the SCC may discuss your file with the other AB. Please check this box: ☐

4. FIELDS OF TESTING

There are eleven (11) Fields of Testing representing all areas of testing. Applicants are required to identify the Fields of Testing that best describe the areas of testing for which

accreditation will be sought. More than one may be selected as appropriate. Applicants applying for Scope Extensions or Reinstatements are required to confirm the Fields of Testing that would represent the proposed scope. Include the current Fields of Testing and consider the need to add others depending on the tests being added or reinstated.

Testing and PT providers: Refer to CAN-P-1570 Appendix A section 7 for a detailed description of each Field of Testing.

☐	Acoustics & Vibration	☐	Ionizing Radiation
☐	Biological	☐	Mechanical/Physical
☐	Chemical/Physical	☐	Non-destructive Examination
☐	Electrical/Electronic	☐	Optics & Optical Radiation
☐	Forensic	☐	Thermal & Fire Resistance
☐	Medical	☐	

5. PROGRAM SPECIALTY AREAS/DISCIPLINES

5.1 PROGRAM SPECIALTY AREAS (ISO/IEC 17025)

There are seven (7) Program Specialty Areas (PSA) for ISO/IEC 17025. The PSAs are program specific interpretations of ISO/IEC 17025 that may result from regulatory requirements (Foods, Animal and Plant Health and Drinking Water) or from the specific nature of the testing (Forensics and Method Development). Each PSA has a corresponding SCC CAN-P document detailing these interpretations and requirements. PSAs do not apply to all laboratories, but apply to laboratories requesting SCC accreditation for specific types of testing activities. Applicant laboratories are required to identify applicable PSAs: more than one may be selected as appropriate or in some cases, none apply. Laboratories applying for Scope Extensions or Reinstatements are required to confirm the applicable PSAs and take into consideration the need to add others depending on the tests being added or reinstated.

Refer to CAN-P-1570 Appendix A section 8 for a detailed description of each PSA and references to the requirements.

☐ **PSAs do not apply to this scope**

or the following PSAs apply to the proposed scope :

☐ Agriculture Inputs, Food, Animal Health and Plant Protection (CAN-P-1587)
☐ Environmental (CAN-P-1585)
☐ Fasteners (CAN-P-1581)
☐ Forensic (CAN-P-1578)
☐ Information Technology Security Evaluation and Testing (CAN-P-1591)
☐ Mineral Analysis (CAN-P-1579)
☐ Test Method Development and Non-Routine Testing (CAN-P-1595)

5.2 PROFICIENCY PROVIDERS (ISO/IEC 17043)

☐ Proficiency Testing

5.3 DISCIPLINES (ISO 15189):

☐ Anatomical Pathology
☐ Biochemistry
☐ Cytology/Cytogenetics
☐ Endocrinology
☐ Genetics
☐ Hematology
☐ Immunology
☐ Maternal Serum Screening
☐ Microbiology
☐ Toxicology
☐ Virology

Note 5-1: For Calibration PSA please contact CLAS directly:
(http://www.nrc-cnrc.gc.ca/eng/services/inms/calibration-laboratory.html)

6. REQUIRED SUBMISSIONS FOR NEW APPLICATIONS

Provide one (1) copy of each of the following items with the application form, except In-House Developed Methods if an applicant does not have In-house methods on the proposed scope. **Documents must be submitted electronically to** info.palcan@scc.ca. The items highlighted in Yellow must be in a writable format.

☐	Quality Manual (Note 6-1)	☐	PT results where required by PSA
☐	Policies and Procedures (Note 6-2)	☐	In-House Developed Methods (Note 6-5)
☐	Proposed Scope Electronic (Note 6-3)	☐	Last Internal Audit Report
☐	Completed F0410 for ISO/IEC 17025 (Note 6-4)	☐	Last Management Review Report
☐	Completed F0411 for ISO 15189 (Note 6-4)	☐	Other (Note 7-6 next section)
	Completed F0413 for ISO/IEC 17043 (Note 6-4)	☐	

☐ Applicant is requesting a Pre-Visit (Note 6-1)

Note 6-1: The evaluation of the applicant documentation is summarized in a report of findings that is submitted to the organization for resolution prior to the initial assessment visit. Where the QMS documentation evaluation indicates that substantial amendments to the QMS would be required prior to the visit an organization will be required to

undergo a pre-assessment visit (Pre-Visit). The purpose of a pre-visit is to review any findings from the documentation review and facilitate resolution. An applicant may also prevail themselves of a Pre-Visit on a voluntary basis. A cost for the Pre-Visit will be provided to the applicant before the visit. The cost of the Pre-Visit is in addition to all other applicable fees.

Note 6-2: In the conformance standard (ISO/IEC 17025, ISO 15189, ISO/IEC 17043) there are a number of references to a requirement for a Policy and/or a Procedure. Where the Procedures are not included in the Quality Manual, provide copies of all Procedures in support of the requirements of the conformance standard. **Restating the requirement of the Standard does not constitute a policy or a procedure.**

Note 6-3: The proposed scope of accreditation is to be drafted by the applicant according to the instructions in CAN-P-1570 Appendix A.

Note 6-4: The F0410, F0411 and F0413 are the checklists for respectively CAN-P-4 (ISO/IEC 17025), CAN-P-11 (ISO15189), and CAN-P-43 (ISO/IEC 17043). It can be obtained on the SCC web page or by contacting info.palcan@scc.ca. The applicant is to add the specific Quality System references (section/procedure) to every section and subsection that addresses the requirement.

Note 6-5: Required when the Proposed Scope includes the listing of in-house developed methods, submit one copy of each method listed on the scope. Refer to CAN-P-1570 Appendix A section 4 for the definitions of in-house developed methods. It is not applicable for PT Providers.

7. REQUIRED SUBMISSIONS FOR SCOPE EXTENSIONS AND REINSTATEMENTS

Provide one (1) copy of each of the following items with the application form. **Documents must be submitted electronically to** info.palcan@scc.ca. The items highlighted in Yellow must be in a writable format.

☐	Proposed Scope (Note 7-1)	☐	PT results where required by PSA (Note 7-3)
☐	Methods, for tests being added/reinst. (Note 7-2)	☐	Cheque for Applicable Fees (Note 7-4)
☐	For scope extensions, supporting rationale (Note 7-5)	☐	Other (Note 7-6)

Note 7-1: a) When the scope extension is for Calibration, **contact NRC/CLAS** at (http://inms-ienm.nrc-cnrc.gc.ca/clas/reference_documents_e.html);

b) When the scope extension is for testing (not GLP, or CLAS) and this is a new scope, refer to note 6-3 of section 6 of this document.

c) When the scope extension is for testing (not GLP, or CLAS) and this is a modification or addition to an existing scope, request a writable version of your current or suspended scope by e-mail to: info.palcan@scc.ca. Indicate thereon additions and deletions to create the proposed scope. Additions are to be double underlined and deletions to be in strike through format. Any editorial changes need to be identified in the same manner. Refer to CAN-P-1570 Appendix A for instructions and templates.

Note 7-2: Copies of each added/reinstated test method to be provided with the submission. Does not apply to applications for reinstatement where the entire scope was suspended. These may be requested after the initial evaluation.

Note 7-3: Testing only:
Refer to definitions of major/minor scope extensions in CAN-P-1570 PALCAN Handbook, section 11.
For Major scope extensions: PT results must be submitted as required by PSA.
For Minor scope extensions: Laboratories are required to submit PT results from **related tests** for the past three rounds. When the laboratory has participated in less than 3 rounds, provide all PT results **from related tests.**

Also, refer to PSA documents for any specific requirements.

Note 7-4: Refer to the Fee Structure in F0800 - Fee Structure (CAN-P-4), F0801 - Fee Structure (CAN-P-11), or F0803 - Fee Structure (CAN-P-43). Include a cheque with your application for the appropriate amount of the applicable Fees for Scope Extensions or Reinstatements Administrative Fees. **Applications received without fees included will not be processed until a cheque is received.**

Note 7-5: For scope extensions, a rationale for the classification of the scope extension as Minor or Major must be provided with the application. Refer to CAN-P-1570 Section 11.

Note 7-6: Other as applicable must include: sample test report, worksheets, personnel qualification records, validation summary for in-house methods, equipment lists in support of the requirements or any other relevant records or documents. SCC may request additional information after the evaluation of the submission.

8. CONDITIONS FOR GRANTING AND MAINTAINING ACCREDITATION

We, the applicant, hereby apply for accreditation of the accompanying proposed scope. In so doing, the applicant hereby agrees to or acknowledges the following conditions:

1. The information provided on the applicant and the organization to which it is affiliated is accurate;
2. To comply with the requirements and conditions contained in the latest edition of the Standards Council of Canada document:
   - *General Requirements for the Competence of Testing and Calibration Laboratories* (CAN-P-4 or ISO/IEC 17025) or
   - *Development and Operation of Proficiency Testing Schemes* (CAN-P-43 or ISO/IEC 17043) or
   - *Medical laboratories —Particular requirements for quality and competence* (*CAN-P-11 or ISO 15189)*;
3. Understands that accredited organizations are required to sign and adhere to the Accreditation Agreement. The agreement may be reviewed and is included in F0900 - Accreditation Agreement …;
4. To comply with the requirements and conditions for obtaining and maintaining accreditation given in CAN-P-1570 - PALCAN Handbook, including the payment of required fees;
5. To comply, where applicable, with the requirements and conditions of the Program Specialty Area (PSA) guidelines for which the laboratory seeks new or continued accreditation;
6. Understands that accreditation may be withdrawn for failure of the organization to comply with the foregoing, subject only to the rights of appeal set out in the latest edition of CAN-P-15CA;
7. The person whose signature appears below is the highest level of laboratory management at which decisions are made on laboratory policy and/or resources.

SIGNATURE:

DATE :

NAME:

TITLE:

TELEPHONE NO:

FAX NUMBER :

EMAIL ADDRESS :

Encl: Application Document.