



Transition Memorandum

February 24, 2010

To: A2LA Accredited & Enrolled Reference Material Producers

From: Randall Query, A2LA Accreditation Manager

Re: Transition to ISO Guide 34:2009 General requirements for the competence of reference material producers

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ISO Guide 34:2009 became publically available in November 2009. A2LA has updated our documents in response to the new requirements. As such, this memorandum presents A2LA's transition plan from ISO Guide 34:2000 to ISO Guide 34:2009.

Reference material producers accredited or seeking accreditation within this program may update to the revised requirements following May 1, 2010. A2LA will begin distribution of the revised document to all reference material producers with a September, 2010 anniversary date or later and those reference material producers will be assessed to the updated requirements in order to maintain their accreditation in this program. New applications for accreditation within this program received after May 1, 2010 will be assessed to the 2009 requirements.

The updated ownership confirmation form is available on the A2LA website at [www.A2LA.org](http://www.A2LA.org). If you have any questions or require a copy of the corresponding checklist, please contact Randall Query at [rquery@A2LA.org](mailto:rquery@A2LA.org) or 301 644 3221.