



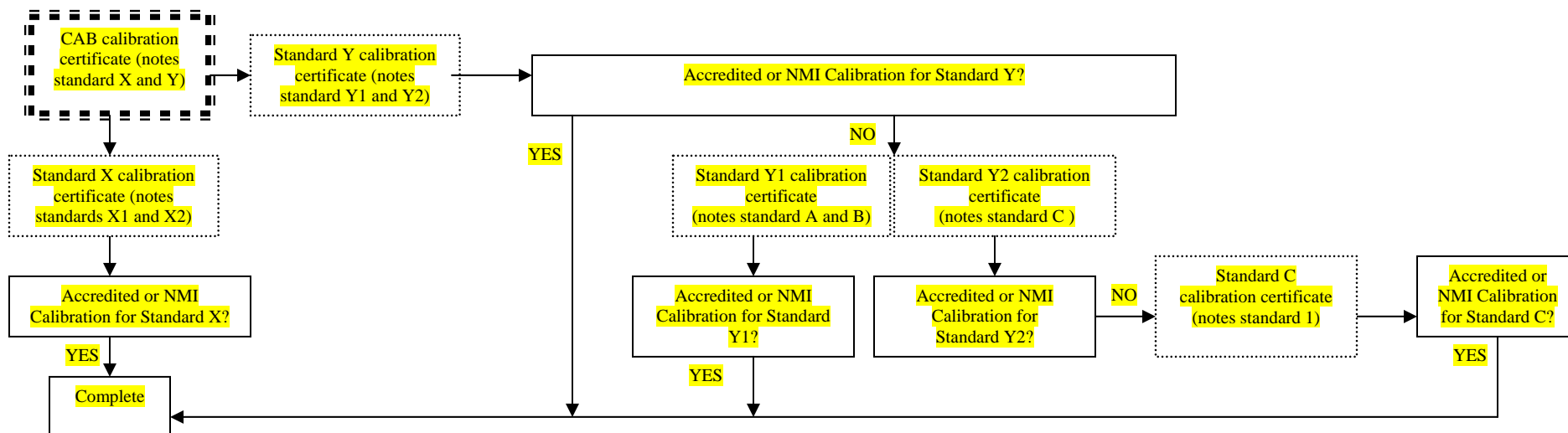
Instructions: Before you begin, please review *P102b – Annex: Policy on Requesting an Exception to Measurement Traceability*.

A. When requesting an initial exception to the A2LA Traceability Policy, please **attach** the following documentation:

- A copy of the current calibration certificate.
- A list of all the sources investigated (e.g., specific accreditation body websites, hardcopy directories, state metrology labs, etc.) **and** information on the key words used in any website search for an accredited calibration provider;
- Completed F106 form with information on the parameter and range of the calibration needed;
- Objective evidence that the measurement being provided by your present calibration vendor is traceable to the SI (*a reverse traceability study verifying the sources of calibration to include a certificate of calibration showing direct calibration by an NMI or by an A2LA recognized accredited laboratory*). A traceability statement found on the calibration certificate is not adequate objective evidence. **When evaluating the objective evidence please use the decision tree below to determine whether all of the necessary objective evidence is provided. Each calibration certificate in the decision tree must be provided for a complete request.**

B. When requesting a repeat exception to the A2LA Traceability Policy, please provide a copy of the most recent calibration certificate. A2LA staff will review the information against the records on file and if additional information is required we will contact you at that time.

Decision Tree:





*The American Association for Laboratory Accreditation*

F106 – REQUEST FOR EXCEPTION TO THE POLICY ON MEASUREMENT TRACEABILITY

Document Revised:  
January 31, 2011

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LABORATORY NAME:

MASTER ID:

ASSMNT ID:

CERT NO(s):

I hereby request an exception to *P102 - A2LA Policy on Measurement Traceability* for the listed equipment and the associated non-accredited calibration provider (*please use a separate form for each exception requested*). Please complete the information requested below and attach objective evidence that the measurement being provided by your present calibration provider is traceable to the SI (*a reverse traceability study verifying the sources of calibration to include a certification of calibration showing direct calibration by an NMI or by an accredited laboratory*).

REQUIREMENT	LAB INPUT	RESERVED FOR A2LA STAFF
1. Equipment name, model, and identification number:		<input type="checkbox"/> Exception Granted until _____ <i>This exception is valid for the period of time covered by this assessment ID only.</i>  <input type="checkbox"/> Exception Denied  Reason:
2. Parameter and range of calibration needed:		
3. Key words used in any website search for an accredited calibration provider;		
4. List all sources investigated (e.g. specific accreditation body websites, hardcopy directories, state metrology labs, etc.)		

Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_