



The American Association for Laboratory Accreditation

F306 – Ownership Confirmation: ISO/IEC Guide 34 and ISO/IEC 17025 Reference Material Producer Accreditation

Document Revised:  
February 24, 2010

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**A. General Information** - In order to achieve A2LA accreditation, reference material producers are required to have an official copy of ISO Guide 34 and ISO/IEC 17025:2005. There are a number of sources for ordering this international standard (i.e. [www.global.ihs.com](http://www.global.ihs.com), [www.iso.org/iso/iso\\_catalogue.htm](http://www.iso.org/iso/iso_catalogue.htm) and <http://webstore.ansi.org/>). Once you have obtained copies of ISO Guide 34 and ISO/IEC 17025, under the fair use clause of U.S. copyright law, A2LA will provide you with an electronic copies of either C307 – General Checklist: ISO Guide 34:2000 Reference Material Producers Accreditation Program or C307 - General Checklist: ISO Guide 34:2009 Reference Material Producer Accreditation Program and C101 - General Checklist: ISO/IEC 17025 Laboratory Accreditation Program, containing the full text of the standards. Completed assessor checklists must be submitted as part of your application for accreditation. To obtain the ‘full text’ checklists, please complete the following:

1. Your Name	2. Reference Material Producer’s Name
<input type="text"/>	<input type="text"/>

3. Reference Material Producer’s Address

Number and Street		
City	State	Zip Code

4. Email Address	5. Telephone Number
<input type="text"/>	<input type="text"/>

**B. Affidavit** - I hereby confirm that I have obtained an official copy of ISO Guide 34  (2009 Version) or  (2000 Version) and ISO/IEC 17025:2005 and will be able to show the copies to the assessor during the on-site assessment.

1. Your Name	2. Your Signature	3. Today’s Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

**C. Assessor Checklists** - I would like the checklists:  Sent to me electronically.  Sent to me through USPS mail.

**D. Please return the completed form by any of the following means:**

1. Via email to [info@A2LA.org](mailto:info@A2LA.org);
2. Via fax directly to A2LA at (301) 662 2974;
3. Via mail to:

**The American Association for Laboratory Accreditation  
5301 Buckeystown Pike, Suite 350  
Frederick, MD 21704**

Your copy of the Assessor Checklist should be forwarded to you within 5 working days.



*The American Association for Laboratory Accreditation*

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For A2LA Use Only:	Date Received:	Date Processed:	By:
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Revision History	
Date	Description
03/24/2006	Original Issue
02/22/2010	Reformatted document Updated to include ISO Guide 34:2009 standard and to include ISO/IEC 17025:2005.