	<i>The American Association for Laboratory Accreditation</i>	
	P102b – Annex: Policy on Requesting an Exception to Measurement Traceability	Document Issued: February 25, 2010
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Requests for an exception to the A2LA Traceability Policy can be made for Measuring and Test Equipment (M & TE) for which an acceptable accredited source of calibration is not currently available or when an acceptable accredited source of calibration is currently available but special circumstances regarding the nature of the calibration precludes the laboratory from obtaining an accredited calibration (see items E, H and I). An acceptable accredited source includes recognized National Metrology Institutes, such as NIST, and calibration laboratories accredited by A2LA or one of our mutual recognition partners. See www.A2LA.org for a listing of our partners.

A. If requesting an exception to the A2LA Traceability Policy in response to a deficiency or to prevent a deficiency from being cited prior to the occurrence of your assessment, you are required to submit the following information for each, individual case using the A2LA *F106 – Request for Exception to the Policy on Measurement Traceability* form.


1. Equipment name and model;
2. Parameter and range of calibration needed;
3. Key words used in any website search for an accredited calibration provider;
4. List of all sources investigated (e.g., specific accreditation body websites, hardcopy directories, state metrology labs, etc.)
5. A copy of the current calibration certificate.
6. 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.**

B. If an exception is granted, you will be notified in writing, however circumstances surrounding the exception will be re-evaluated during your next full assessment and a deficiency will again be cited if you are still using a calibration provider that does not meet the A2LA Traceability Policy.

C. In cases where an accredited laboratory capable of providing traceable calibration service is currently available then the laboratory is required to use that provider per *P102 - A2LA Policy on Measurement Traceability* and the request for an exception to the Policy on Measurement Traceability will be denied.

D. In cases where a complete reverse traceability study is not provided the request for an exception to the Policy on Measurement Traceability is normally denied. A2LA may decide, on a case-by-case basis, to postpone a decision in order to request additional information.

E. In cases where use of an accredited laboratory will violate the equipment warranty from the Original Equipment Manufacturer (OEM), or the use of OEM proprietary software is necessary for the performance of the calibration, an exception to the Policy on Measurement Traceability will be considered as long as a complete reverse traceability study is provided. Evidence of the warranty and/or required use of OEM proprietary software is required for consideration of the request.

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- F. In cases where the same traceability path applies for more than one piece of equipment a single request can be made as long as each piece of equipment is uniquely identified in the request.
- G. In cases where the laboratory, in an attempt to gather the necessary documents to submit a request, has contacted a calibration provider and that provider proves to be uncooperative, the laboratory may contact A2LA for assistance. Submission of objective evidence of attempted communication between your laboratory and the calibration provider and lack of responsiveness on the part of the calibration provider will be needed before assistance can be afforded.
- H. In cases where the laboratory is required to use a State Weights and Measures facility for the calibration of their weights, if the facility is not accredited by a recognized accrediting body a copy of the state facility's current certificate of measurement traceability is necessary for completion of the reverse traceability request.
- Please see <http://ts.nist.gov/WeightsAndMeasures/statelabcontact.cfm> for a copy of current certificates.
- I. In the case of a reference material please see the February 17, 2009 Transition Memorandum regarding the *Transition on requiring the use of Accredited Reference Materials*.

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