



LA Ad 2018 – 03

TO : ALL CONCERNED  
SUBJECT : NEW PAB LAD ACCREDITATION POLICIES  
DATE : 03 December 2018

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Please be advised of the new PAB policies for all accredited and applicant Conformity Assessment Bodies (CAB).

#### I. Assessment visits

All accredited/applicant CABs that will undergo Initial Assessment and Reassessment upon effectivity of this advisory shall follow the following assessment visits.

- First Surveillance Visit Will be conducted 15 months after the date of granting accreditation
- Succeeding Surveillance Visits Will be conducted 15 months after the last Surveillance Visit
- Reassessment (Renewal of Accreditation) Will be conducted 6 months before the validity of accreditation

#### II. Accreditation process

All accredited/applicant CABs that will undergo Initial Assessment, Reassessment, and Surveillance Visits shall follow the accreditation process described below.

Processing of accreditation (until awarding) for all types of assessment visits (Initial Assessment, Surveillance Visits, Reassessment, and Special Assessment) will be six (6) months from the closing meeting date.

Exceeding the six (6) months processing will either discontinue (Initial Assessment/Special Assessment) or suspend (Surveillance Visits/Reassessment) the accreditation of the Conformity Assessment Bodies.

Page 1 of 2

### III. Certificates

All accreditation certificates (including scope of accreditation) will be re-issued after assessment according to the following:

#### 1. Certificate of Accreditation

- Will be issued every after clearance of nonconformities
- Validity of accreditation: 5 years
- Effectivity of certificate: 21 months  
Basis: 15-month surveillance visit plus  
6-month processing time
- Will refer to Scope of Accreditation as Annex

#### 2. Scope of Accreditation

- The scope of accreditation will not bear any validity of accreditation and effectivity of certificate.
- The scope will only be effective together with the Certificate of Accreditation.

#### 3. Approved Signatory

- PAB will not issue Certificate of Approved Signatory/ies.
- A database of Approved Signatories will be maintained by PAB.

For CABs that will undergo surveillance visits, effectivity of certificate will be based on the existing 12-months and 22-months schedule, respectively.

### IV. Effectivity

This advisory will be effective on January 01, 2019.

This advisory supersedes all existing advisories of Laboratory Accreditation Division concerning the above matters.

For information and guidance



**ERNANI M. DIONISIO**  
Officer-in-Charge  
Philippine Accreditation Bureau

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