

**Conditions and Criteria for Recognition of Accreditation Bodies for ENERGY STAR®
Laboratory Accreditation
*DRAFT***

In order to serve as an Accreditation Body (AB) for the ENERGY STAR Laboratory Accreditation Program, an AB shall agree in writing to the following requirements:

Note: The ENERGY STAR Laboratory Accreditation Requirements referenced below is a forthcoming document that will spell out the general requirements laboratories will need to meet (ISO 17025, proficiency testing, etc.) and specific test procedures they will need to be accredited to for testing models in specific ENERGY STAR product categories.

General Requirements:

- Comply at all times with the conditions and criteria for recognition of accreditation bodies for the ENERGY STAR Laboratory Accreditation Program.
- Operate its accreditation program in accordance with ISO/IEC 17011, “Conformity assessment: General requirements for accreditation bodies accrediting conformity assessment bodies.”
- Maintain its status as a signatory to the International Laboratory Accreditation Cooperation (ILAC) Mutual Recognition Arrangement (MRA). Inform EPA, in writing, within 30 days of any change in signatory status in the ILAC MRA.
- Within the AB’s assessor training program, include training on the current requirements described in the ENERGY STAR Laboratory Accreditation Requirements. Assessors must be trained prior to performing assessments and continue to be provided new and refresher courses.

Reporting to EPA:

- Submit an electronic copy of the quality management system documentation required in Section 5 of ISO/IEC 17011.
- Inform EPA, in writing, of the results of its ILAC MRA peer evaluation or other assessments/evaluations of the AB by Accreditation Body oversight or peer review organizations. Provide complete copies of the final evaluation report to EPA within 30 days of receipt. Upon request, provide additional documentation regarding oversight or peer review.
- Participate in meetings with EPA as necessary as part of continual improvement efforts in the enhanced testing program. During these meetings, the AB will be expected to brief EPA staff on the status of the program, common deficiencies, and issues related to accreditation of laboratories.
- Report to EPA within 30 days of any major changes that affect the AB’s:

- legal, commercial, organizational, or ownership status;
 - organization and management, e.g., key managerial staff;
 - policies or procedures, where appropriate;
 - location;
 - personnel, facilities, working environment or other resources, where significant; and,
 - other such matters that may affect the AB's capability, scope of recognized activities, or compliance with the ENERGY STAR requirements and relevant technical documents.
- Provide EPA with electronic access to a schedule of upcoming laboratory assessments related to the ENERGY STAR Laboratory Accreditation Program. Notify EPA of any changes to this schedule within one week.
 - Forward any questions related to ENERGY STAR test procedures to EPA for resolution and abide by the decisions of EPA relative to the resolution of those disputes.

Note: The purpose of this requirement is to ensure that all labs are interpreting test procedures consistently and in accordance with the ENERGY STAR program requirements.

- Upon request, provide EPA with electronic copies of accreditation information including the date the accreditation is effective, the accreditation expiration date, and the scope of accreditation.
- Notify EPA immediately in writing, and update the AB's website to document any action that adversely affects the accreditation status of a laboratory accredited to ENERGY STAR requirements.
- Upon request, provide EPA with copies of laboratory assessment documentation including corrective action plans, documentation of resolution of deficiencies, and any laboratory feedback on the assessors or assessment process. Laboratories' consent to this will be a condition of participation.

Conducting Laboratory Assessments:

- Assess laboratory operations for compliance with ENERGY STAR Laboratory Accreditation Requirements.
 - Upon a satisfactory outcome, attest to the technical competence of laboratories to perform tests as outlined in the ENERGY STAR Laboratory Accreditation Requirements. Assure the list of specific test procedures is included within the scope of accreditation for the laboratory.
 - If a test must be removed from a laboratory's scope of accreditation, report to EPA within five working days as defined above.
 - Notify EPA of any observed test procedure interpretations that require clarification.

- Conduct complete on-site assessments of each laboratory per the ILAC MRA and ISO/IEC 17011 requirements.
- Verify that all assessment findings are resolved and corrective actions have been implemented before granting accreditation to a laboratory.
- Allow EPA, at its discretion, to witness any assessments performed for compliance with the requirements of the verification testing program. EPA agrees to operate solely as an observer and not interfere in any way with the assessment activities of the accreditation body and/or its assessors.
- Publish and maintain on the AB's website an up-to-date list identifying all laboratories currently recognized by EPA. At a minimum, this list must contain:
 - Laboratory name, address, and phone number;
 - Laboratory point of contact;
 - Accreditation expiration date; and,
 - Scope of Accreditation.
- Maintain documentation related to ENERGY STAR accreditations for at least five years.
- Assume the responsibility of the laboratory accreditation decision itself; the AB cannot delegate fully or partially the accreditation decision to another organization.