

## GUIDELINES FOR SELECTION OF SITES FOR ASSESSMENT

### 1. Scope:

This guideline provides a framework for selecting sites in a given multi-site testing laboratory for different stages of assessment.

**2. Responsibility:** Lead Assessor/ Team Leader/ Technical Assessor/Authorized representative of Laboratory  
Authorized Officer

### 3. Procedure

**3.1** Authorized Officer in consultation with the Lead Assessor/ Team Leader/ Technical Assessor/ Authorized Representative of Laboratory shall select the number of sites in a laboratory to be visited during different types of assessments as given in the table below. The laboratories that were visited previously in the accreditation cycle shall not be selected unless there is any reason to do so.

| No. of sites | Laboratory sites to be selected (minimum) |                                   |  |                                      |
|--------------|---|-----------------------------------|--|--------------------------------------|
|              | Pre + Initial                             | 1 <sup>st</sup> Surveillance      | 2 <sup>nd</sup> Surveillance           | Re-assessment                        |
| 1 - 2        | All sites                                 | All sites                         | All sites                              | All sites                            |
| 3 - 5        | All sites                                 | 1/2 including the Main laboratory | The rest including the Main laboratory | 1/2 including the Main laboratory    |
| More than 5  | All sites                                 | 1/3 including the Main laboratory | 1/3 including the Main laboratory      | A half including the Main laboratory |

**3.2** When sites are selected, the sample shall be representative enough and include all the activities which are required to assure a complete evaluation of the competence of the laboratory.

**3.3** Authorized Officer shall maintain a list of the sites belonging to the laboratory on or attached to the CAB information sheet (TL-FM-13) of the case file.

**3.4** Authorized Officer shall update a Sampling Plan indicating the Sites visited and to be visited during an accreditation Cycle.