

# AIR MOVEMENT AND CONTROL ASSOCIATION INTERNATIONAL, INC.

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## **ACCREDITATION STEPS SUMMARY** **STEPS REQUIRED TO ACCREDIT A LABORATORY** **UNDER THE AMCA LABORATORY ACCREDITATION PROGRAM**

This is a summary only. The Laboratory Accreditation Program is fully described in AMCA Publication 111. Please read Publication 111 and become familiar with the Laboratory Accreditation Program fees before submitting a Laboratory Accreditation application.

If the laboratory or test setup is not yet constructed, it is recommended that a general layout of the proposed facility and details on the test setup be sent to AMCA's Director of Technical Services for preliminary review and comments.

### **Step    Description**

- ☐ 1    Review the test standards listed in Appendix A of AMCA Publication 111 to ensure that the test method is eligible for the Laboratory Accreditation Program.
- ☐ 2    Compile documentation on your laboratory to demonstrate that it complies in all respects to the requirements of the appropriate test standard. AMCA has check lists for most AMCA standards to help gather this documentation. Contact the AMCA office to obtain copies.
- ☐ 3a   Submit a completed Application for Accreditation of Laboratory,
- ☐ 3b   the documentation collected in Step 2,
- ☐ 3c   and the application fee. AMCA can provide an invoice if necessary.
- ☐ 4    AMCA technical staff will review the application and supporting documentation and will notify you if any further information is required or if any changes are needed before a witness test can be scheduled.
- ☐ 5    After the application has been approved, AMCA technical staff will select a suitable product or products for testing and will arrange a mutually convenient date for the witness test.
- ☐ 6a   The witness test will be performed in the applicant's laboratory. If considered necessary by the Lab Director, a second witness test will be performed.
- ☐ 6b   AMCA technical staff will issue an invoice for the witness test.

- ☐ 7 Ship the product tested during the witness test to the AMCA Laboratory for a lab check test.
- ☐ 8 AMCA will perform a lab check test on the product. AMCA technical staff will issue a test report and invoice for testing.
- ☐ 9 If the check test results are within the check test tolerances, AMCA technical staff will indicate if any changes to your test report are required in order to comply with the program.
- ☐ 10 AMCA technical staff will send a copy of the Laboratory Accreditation License Agreement for electronic signature and an invoice for the first annual license fee.
- ☐ 11a Upon payment of all witness test fees,
- ☐ 11b testing charges,
- ☐ 11c license fee,
- ☐ 11d and receipt of the corrected test report,
- ☐ 12a AMCA technical staff will add your laboratory to the list of Accredited Laboratories,
- ☐ 12b issue a Laboratory Accreditation Plaque,
- ☐ 12c and sign the Laboratory Accreditation License Agreement and return a copy to you.

For further information contact Tim Mathson at (847)704-6315 or [tmathson@amca.org](mailto:tmathson@amca.org).