

ABA LAB CERTIFICATION MEMORANDUM 2019-1: STRICT OBSERVANCE OF CALIBRATION RENEWALS

To: ABA/USACE Certified labs
From: ABA, LCP
CC: USACE LCT
Date: 27 July 2019

Subject: Calibration Renewals and Re-instatement of ABA & USACE Policy

Please be reminded that your current certification is contingent on several things, including the condition to maintain all equipment Calibration Certificates updated, and shall cover the entire Lab Certification period. Recently, some certified labs have been operating their equipment with expired calibration certificates, and the re-calibration certificates being submitted to ABA do not cover the entire period from the expiration date, which is UNACCEPTABLE. In accordance with your Quality Management Plan, section 4.4, it is your responsibility to keep the calibrations current. (Not the responsibility of ABA or USACE to remind you, and not the responsibility of the Calibration Company to reschedule other work to expedite your work request.) It is your responsibility to schedule the re-calibrations with enough advance notice to ensure they never expire. This includes planning in advance of holidays and non-work days. It is your responsibility to give the Calibration Company enough time to schedule the work and ensure their calibration equipment is ready for use. The following is a re-statement of ABA and USACE policy, to emphasize the sole responsibilities of the laboratories during their entire certification period:

1. Each laboratory shall notify ABA in writing within 30 calendar days of any major change in its Lab Ownership, Key Technical Personnel, Lab Location, Lab or Field Equipment, or implementation of any aspect of its quality management system, or any other change which may affect the capability to perform any test for which it is accredited in its certification.
2. Each laboratory shall re-submit up-to-date Re-calibration Certificates to cover the period from the expiration date to the current Lab Certification expiry date, or later. Make sure you PLAN AHEAD. (Consider NON-WORK DAYS AND ANY HOLIDAYS).
3. Each laboratory needs to understand that USACE and ABA will no longer tolerate any casual observance of Lab Certification compliance. ALL "Marginal Issues", "Critical Issues", and "Other Issues" noted in the Certification Final Summary Report sent to the labs, must be verified, corrected and documented. The Inspection Team will evaluate laboratories randomly to ensure they have rectified all reported comments, and comply with the Certification Requirements stated in the Certification Letter. Each on-site random assessment and quality management system evaluation of a certified laboratory ensures that laboratories possess the same quality equipment and staff utilized during certification and follows the quality management system. If the assessment indicates that the laboratory has not complied with certification

- requirements, action will be taken to suspend certification in appropriate areas, and the laboratory will be notified of the unresolved criteria.
4. Each laboratory shall submit the renewal certification package within the deadline specified by ABA.

The expectation from the ABA and USACE is that all labs we certify are capable of performing the above duties. Failure to fulfill ALL the aforementioned duties will result in SUSPENSION of your Certification. The action of suspension is not necessarily tied to the annual review process and may occur at any time, for cause.