

Policy:

COLA's ISO/IEC 17025¹ Accreditation Program for Cannabis Laboratories aligns with the current version of ISO 17011: *the General Requirements for Bodies Providing Assessment and Accreditation of Conformity Assessment Bodies*. COLA's policy and procedure for the transfer of accreditation from another accrediting body adheres to the commitment and expectations of signatories to the International Laboratory Accreditation Collaborative (ILAC) mutual recognition agreement (MRA).²

Cannabis laboratories accredited by an accrediting body recognized by ILAC may transfer their current accreditation to COLA. COLA's Cannabis Accreditation Board (CCAB) reviews all requests to transfer a laboratory's current accreditation. The procedure below details the additional application requirements, timeframe for decisions, certificate dates and steps to follow to transfer a cannabis laboratory's current accreditation to COLA.

Transfer of Accreditation Process

Scope:

This process begins when a new customer conveys its wish to transfer its existing accreditation to COLA. The scope of this document includes the additional documents needed to complete an application, the timeline for a CCAB decision to accept the transfer of accreditation, and any factors that would cause COLA to perform a full, surveillance or extraordinary assessment to ensure conformity to ISO/IEC 17025.

Roles and Responsibilities:

Sales Representative	The Sales Representative is responsible for guiding the new customer through the transfer of accreditation process and ensuring that all supplementary materials are received from the new customer.
CCAB	The COLA Cannabis Accreditation Board makes all decisions related to requests to transfer existing accreditation to COLA. The CCAB also suggests an appropriate schedule for the upcoming assessment activity after their review of the last assessment and the certificate expiration date of the prior accrediting body.

¹ COLA's Accreditation Program for Cannabis Laboratories evaluates cannabis laboratories for conformity to the ISO/IEC 17025: 2017 Standard: *the General Requirements for the Competence of Testing and Calibration Laboratories*.

² Currently COLA accredits cannabis laboratories operating in those states, which do not explicitly require laboratories to seek ISO 17025 accreditation from an ILAC signatory. COLA will soon apply to ILAC for evaluation to achieve signatory status to the ILAC MRA.

ISO Program Manager	When all documentation is ready for review, the ISO Program Manager prepares an agenda and schedules a meeting of the CCAB. This individual also conveys the decision of the CCAB to the new customer.
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Enrollment of a Cannabis Laboratory wishing to transfer its accreditation:

The Sales Representative is most likely to be the first individual to learn that another accrediting body currently accredits a new applicant to COLA's accreditation program for cannabis laboratories.

1. The Sales Representative guides the cannabis laboratory through the transfer process, which includes the completion of **Part III-Transfer of Accreditation** on the COLA Application.
2. In developing the quote to share with the applicant, the Sales Representative should consider the next assessment activity required to continue accreditation. In many cases, the next routine activity would be the surveillance assessment or re-approval assessment. At a minimum, the quote should include the application fee and the upcoming assessment activity.
3. Upon receipt of the application and application fee, the Sales Representative creates the new customer account in the SMB platform and in accordance with COLA's Enrollment Process for Cannabis Laboratories.
4. The Sales Representative assists the new customer in logging into the customer portal to upload the following supplementary materials:
 - A current and valid scope of accreditation;
 - Recent full assessment report;
 - Recent surveillance assessment report, if applicable; and
 - The laboratory's corrective action response to any major and/or minor non-conformities for their most recent assessment.
5. The Sales Representative notifies the ISO Program Manager that a complete application, inclusive of the supplementary materials and application fee, is ready for review by the CCAB.
6. The ISO Program Manager prepares the application for review and decision-making by the CCAB.

CCAB Review and Decisions on Requests to Transfer Accreditation

7. The ISO Program Manager schedules a meeting of the CCAB within 5 working days of a completed application to address the request for transfer.
8. The CCAB reviews the materials presented and has two options in reviewing the request for transfer.

- a. Accept the request to transfer the accreditation.
- b. The CCAB may request additional documentation of evidence that a non-conformity is addressed and/or choose to perform a full or partial assessment to evaluate a laboratory's conformity to ISO/IEC 17025.

Customer Notification

9. Once the CCAB has made its decision regarding the transfer of accreditation, the ISO Program Manager conveys the CCAB decision to the new customer.
 - a. If necessary, appropriate steps are implemented to guide the customer in preparing additional documents and/or scheduling an assessment in accordance with COLA's assessment procedures.
 - b. Once all requirements for the transfer of accreditation are met, the ISO Program Manager sends the laboratory a COLA Certificate and Scope of Accreditation. For transfers of accreditation, the COLA issued certificate will match the cannabis laboratory's certificate start and end date of their previous accrediting body³.

Records:

Record ID	Custodian	Where Stored	Retention Period
Application	Sales Representative	Cannabis Laboratory Platform	10 years after termination of relationship
Agenda & Minutes of CCAB Meetings	ISO Program Manager	S:/17025 Accreditation/CCAB/ Minutes/YYYY	6 years
Letters conveying CCAB decision regarding accreditation status and scope.	ISO Program Manager	Cannabis Laboratory Platform	10 years after termination of relationship

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³ COLA accreditation is for a period of three years; however, all other accrediting bodies are on a two-year re-approval schedule. To ensure a smooth transfer, COLA accepts the start and expiration date of the previous accrediting body's two-year certificate of accreditation. The customer's three-year accreditation cycle will begin after their current two-year accreditation term is complete and COLA conducts its first re-approval assessment.