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January 3, 2022

Dear CAB President,

The FSAB is revising its Policy and Procedure Manual (P&P) as part of our ongoing project of achieving compliance with ISO/IEC 17011:2017 *Conformity assessment - Requirements for accreditation bodies accrediting conformity assessment bodies*. That standard is one of our controlling documents.

The FSAB Board voted on December 19, 2021, to approve additional language in Section 7.12 of the P&P concerning modifications of accreditation status that describes the new concept of “**Provisional Accreditation.**” The policy supporting provisional accreditation is stated as follows:

If deficiencies are discovered during an ARC review that cannot be brought into conformity by January 15 of the first year of an accreditation cycle, thereby preventing full accreditation, a provisional accreditation may be conferred for a period of 12 months at the FSAB annual meeting if there are substantial ongoing efforts to address the deficiencies that continue to foreclose full accreditation.

- a. The failure to meet the standards for FSAB accreditation must be attributable to reasonable exigent circumstances, such as a national pandemic, natural disasters, significant, sweeping changes in the FSAB standards or a CAB’s internal processes.

The CAB may appeal the withdrawal of accreditation, the suspension of accreditation, the reduction of scope of accreditation, and refusal to grant provisional accreditation to the Board according to the appeals process outlined in Section 7.10.

On the same date, the FSAB Board approved changes to Procedure 12, formerly entitled “*Procedure for Suspension, Withdrawal or Reduction of the Scope of Accreditation*” and now entitled, “*Procedure for Modification of Accreditation Status.*” Among the changes to Procedure 12 is the addition of language pertaining to provisional accreditation, which reads as follows:

3. PROVISIONAL ACCREDITATION

If deficiencies are discovered during an ARC review that cannot be brought into conformity by January 15 of the first year of an accreditation cycle, thereby preventing full accreditation, a provisional accreditation may be conferred for a period of 12 months at the FSAB annual meeting if there are substantial ongoing efforts to address the deficiencies that continue to foreclose full accreditation.

The failure to meet the standards for FSAB accreditation must be attributable to reasonable exigent circumstances, such as a national pandemic, natural disasters, significant, sweeping changes in the FSAB standards or a CAB's internal processes.

The applying CAB must make a written application for provisional accreditation and convey it to the ARC Chair. The ARC will make a recommendation to the FSAB Board on whether to grant the request. The Board must decide whether there is a reasonable possibility that the applying CAB can achieve full accreditation within 12 months.

In addition to the feasibility that the CAB will meet all accreditation standards, the Board must determine that granting provisional accreditation will not affect the overall quality of the CAB's certification process. If granted, the provisional status of the accreditation will be reflected on the FSAB website.

If provisional accreditation is granted by the Board, the President will extend the duration of the respective ARC for another year. The ARC will continue to monitor the progress of the CAB. An on-site visit will be conducted during the transition between provisional accreditation and full accreditation, regardless of any previous on-site visit.

The applying CAB may request conversion to full accreditation prior to the end of the 12-month provisional accreditation. Such requests must be made in writing by the CAB and be accompanied by documentation that the deficiencies have been addressed and brought into conformity. The original ARC will make a recommendation to the Board as to full accreditation. The Board will then determine the accreditation status at a specially convened Board meeting. If the CAB does not fully meet the accreditation standards by the end of the 12-month period, accreditation will be denied.

The status of full accreditation granted after a period of provisional accreditation shall be awarded for 5 years from the FSAB annual meeting at which the provisional accreditation was granted.

Because the FSAB is currently revising the entire Policy and Procedure Manual that has yet to be voted on, we will be publishing the new additions to Section 7.12 and the entirety of Procedure 12, with corresponding revision dates of 12/19/21, on the FSAB website. We are notifying you of the new provisions for provisional accreditation in this email in advance of these documents being loaded onto the website.

Please be sure to review this information for applicability to your CAB and forward it to the other members of your Board, to include officers, directors, and others who may need to be aware of them. Also, please respond to this email and acknowledge that you have received it.

Once you have reviewed the materials, please feel free to contact me at any time with questions you may have.

We wish you a successful and rewarding 2022.

Regards,

A handwritten signature in black ink, appearing to read "Emily J. Will". The signature is fluid and cursive, with a large initial "E" and "W".

Emily J. Will
President, FSAB