12. PROCEDURE FOR MODIFICATION OF ACCREDITATION STATUS

PURPOSE
This procedure addresses accreditation modifications, including, suspension or withdrawal of a Conformity Assessment Body’s (CAB) accreditation, the reduction of the CAB’s scope of accreditation, and provisional accreditation. This procedure will be used when (a) such action is requested by the CAB or (b) the FSAB determines that a serious nonconformity exists that cannot be brought into conformity.

SCOPE
This procedure applies to all FSAB-accredited CABs.

ACTIONS
1. SUSPENSION OR WITHDRAWAL OF ACCREDITATION
   a. The FSAB shall suspend or withdraw accreditation when an accredited CAB fails to meet the requirements of accreditation, to include, but not limited to:
      • failure to abide by the rules for accreditation.
      • submitting false or misleading information to the FSAB.
      • making any misrepresentation of fact in the application for reaccreditation.
      • failure to file an annual report.
      • failure to pay fees.
   b. Suspension of accreditation
      If the FSAB observes external to an ARC process that a CAB may not comply with the FSAB Standards, the FSAB President will notify the CAB of the nonconformity to initiate remediation with a timeline. The FSAB President shall appoint an ad hoc committee to investigate the nonconformity. If the committee confirms the existence of a nonconformity, the committee chair will report its findings to the FSAB President. Should remediation efforts fail within the specified timeline, the CAB may request an extension of the timeline, which may be granted at the FSAB’s discretion. If remediation is unsuccessful, accreditation shall be suspended. Suspension shall be approved according to the FSAB Bylaws. The CAB shall have 90 days from the date of notification to terminate the suspension by conforming to the FSAB Standards.

      If suspended, the CAB will be listed as suspended on the FSAB website.
   c. Withdrawal of accreditation
      If the CAB remains in nonconformity after the expiration of 90 days, the FSAB President will recommend to the FSAB Board that the CAB’s accreditation status be withdrawn. Withdrawal of accreditation shall be approved following the FSAB Bylaws. The CAB must reapply for FSAB accreditation to become accredited. The CAB will be deleted from the list of accredited CABs on the FSAB website.
2. REDUCTION/EXTENSION OF SCOPE OF ACCREDITATION
   a. Reduction of scope of accreditation
      If a CAB’s scope of accreditation includes specified specialties in which it
      no longer intends to certify individuals, the FSAB shall reduce the scope of
      accreditation by a Board vote following the FSAB Bylaws. Any specialty
      not being tested by the CAB during its certification process is not
      considered part of its scope of accreditation and will not be listed on the
      FSAB website. The FSAB shall issue a new accreditation certificate to the
      CAB reflecting the change in scope.
   b. Extension of scope of accreditation
      If a CAB desires to expand its accredited certification program to include
      new forensic specialties that are not within its current scope of accreditation,
      upon application by the CAB, the FSAB will assess the certification
      program regarding the new specialty to determine that the process of
      certification for that specialty meets the requirements of FSAB
      accreditation.
      - The FSAB shall issue a new accreditation certificate to the CAB
        reflecting the approved change in scope.

3. PROVISIONAL ACCREDITATION
   In the event that a CAB fails to meet the standards for FSAB accreditation
   attributable to reasonable exigent circumstances, such as a national pandemic,
   natural disasters, significant or sweeping changes in the FSAB standards, it may
   apply for provisional accreditation.
   a. 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.
   b. 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, and must be reflected on the CAB’s website as well as other
      relevant documents.
   c. 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.
d. 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.

e. 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.