

8. DEALING WITH LATE CAB SUBMISSIONS AND FAILURE TO SUBMIT REQUESTED INFORMATION

PURPOSE

An Application Review Committee (ARC) is convened to review each Conformity Assessment Board (CAB) application submitted to the FSAB for accreditation. Occasionally, the submission of a CAB's application is received late, sometimes many months late, or submissions of documentation during the review period are not timely. Late submissions inconvenience the ARC members and can jeopardize the ARC's schedule for making a recommendation regarding the CAB's accreditation to the Board. This procedure is intended to provide encouragement to member CABs to promote on-time submissions and to clarify the ramifications of late submissions.

SCOPE

This procedure applies to all CAB applications to be reviewed by an ARC, as well as any ARC Chair requests for additional documentation and information.

ARC ORGANIZATION

The President appoints one ARC member to serve as Chair. The ARC Chair must be a Director. In the case of a late submission, the ARC Chair shall notify the President and Treasurer so that the President can notify the CAB of the potential penalty.

PENALTIES

The following penalties may be imposed on the CAB for late delivery¹ of their application² or any documents requested throughout the review process. These penalties shall also be imposed if the CAB fails to respond to additional requests for documentation and information by the ARC Chair on behalf of the ARC, within the ARC's requested time period or in a reasonable time period thereafter.

During the three-month period following the deadline or a 10-business days extension, if granted, a penalty of \$150/week shall be imposed on the CAB.

If the application is more than three months late from the date of the application or from an approved 10-business days extension, the ARC Chair may recommend any of the following:

- The initial accreditation application shall not be reviewed until the next application year.
- The application for reaccreditation shall not be reviewed, and the CAB shall lose its accreditation at the end of the current five-year cycle. A new application for accreditation must be filed after the current accreditation has expired.

Notification of the penalty to be imposed shall be communicated to the CAB by the President.

¹ Applications for accreditation must be received by May 1 of the year prior to the year of accreditation. The submission date is the date the application is received by the Administrative Office.

² A one-time automatic, 10-business days deadline extension may be granted by the ARC upon written request from the CAB.

A CAB may request a variance in the penalty structure by submitting an explanation in writing, which the Executive Committee shall review. The Executive Committee, based upon objective criteria, may grant or deny such a variance. The CAB may appeal the Executive Committee's decision.

DOCUMENT RETENTION AND ARCHIVING

All written communications and records of all verbal contacts regarding sanctions between the ARC, the FSAB, and the CAB shall be preserved and forwarded to the Administrative Manager to be archived.