

MODULE 4

SUSPENSION, REVOCATION OR DENIAL OF ACCREDITATION

4.1 GROUNDS

The STAC may suspend, revoke, or deny accreditation if any of the following circumstances apply:

- 4.1.1** The AETB fails to comply with any of the requirements of the SEMQAP, as detailed in Modules 1 through 8.
- 4.1.2** The AETB is no longer in the business of conducting air emission testing.
- 4.1.3** The AETB fails to respond to a written request for information within the specified time frame (e.g., annual update, reaccreditation application, corrective action(s) response, etc.).
- 4.1.4** The AETB fails to conform to the requirements as specified in the AETB assessment report by the assessor, within the required time frame.
- 4.1.5** The AETB fails to maintain proficiency (as applicable) based on PT sample performance or other performance data, as defined in these policies.
- 4.1.6** The AETB fails to notify STAC of changes in ownership or key management personnel (Technical Manager, Quality Manager, Qualified Individuals) within the specified time frame.
- 4.1.7** The AETB submits, as its own, results for proficiency samples that were analyzed by another AETB.
- 4.1.8** The AETB misrepresents material information in an application (initial or reaccreditation) or in any written correspondence with STAC.
- 4.1.9** The owner of the AETB, AETB management (Technical or Quality Manager) or the AETB itself has been convicted of a violation of federal/state statutes or regulations related to the accreditation program.
- 4.1.10** The AETB knowingly reports fraudulent or erroneous data.
- 4.1.11** The AETB misrepresents its accreditation and/or participation in a PT program through false or misleading advertising, or communication (written or verbal), or in any other form.
- 4.1.12** The AETB alters the STAC AETB Accreditation Certificate in any way.
- 4.1.13** The AETB uses its STAC accreditation in any manner that brings disrepute to STAC.
- 4.1.14** The AETB refuses to allow an unannounced site assessment.
- 4.1.15** The AETB does not submit the required SEMQAP fees by the required due date.

4.2 SUSPENSION

Suspension is a temporary removal of the AETB's accreditation status for any or all Methods or Method Groups when it is found to not be in conformance with specific program requirements. Suspension may occur at any time for cause. Reasons for suspension are listed in Section 4.1.

Conditions of suspension include:

4.2.1 Suspension may be initiated upon the recommendation of the TAB Chairperson, the Technical Assessor, or the STAC SEMQAP management. A finite period for the suspension shall be clearly defined.

4.2.2 A majority vote of the TAB (see Module 1, Section 1.2) to suspend must be obtained for those suspension actions that are not automatic (administrative and proficiency issues).

4.2.3 An AETB's accreditation status for any or all Methods or Method Groups shall be immediately suspended upon notification of the initiation of the revocation process.

4.2.4 An AETB may elect to voluntarily suspend its accreditation status for any or all Methods or Method Groups with the agreement of the TAB Chairperson for just cause and for a predetermined period of time.

4.2.5 STAC shall notify an AETB by certified mail, return receipt requested, of the reasons for and conditions of the suspension, the action(s) required for reinstatement, and the deadline for satisfactory completion of the action(s).

4.2.6 During the suspension, the AETB may not advertise that it is accredited for the suspended Methods or Method Group(s). The AETB may advertise that it is accredited in other Methods or Method Group(s), but must advise their clients that the suspended Methods or Method Group(s) are not covered under STAC accreditation. Additionally, the AETB's accreditation status for the Methods or Method Group(s) in question will be listed on the STAC web site as suspended.

4.2.7 Suspension shall be terminated by the TAB Chairperson upon resolution of the initial cause.

4.2.8 Suspension shall proceed to revocation if the action(s) required for reinstatement are not met by the deadline. This action shall be authorized and initiated by the TAB Chairperson.

4.2.9 STAC shall notify the AETB, in writing, of any action (reinstatement or revocation) at the conclusion of the suspension period.

4.3 REVOCATION

The STAC SEMQAP staff shall continuously monitor the reaccreditation application process, performance in the proficiency programs, annual updates, and other pertinent information obtained from STAC SEMQAP stakeholders, to identify situations of nonconformance. If an AETB fails to maintain conformance to accreditation requirements, then the STAC may initiate the following revocation process.

4.3.1 The STAC shall immediately provide the TAB Chairperson with a written notification of the nonconformance indicating the AETB identity, grounds for revocation, and all pertinent supporting documentation.

4.3.2 Within five (5) business days, the TAB shall establish a two-person subcommittee, chosen from the TAB membership, to conduct a procedural (or process) review.

4.3.3 The TAB subcommittee shall be responsible for reviewing the actions taken thus far by STAC to determine conformance to procedural requirements. It shall not be the responsibility of the two-person TAB subcommittee to review the technical merits of the revocation action. Within ten (10) business days of appointment, the subcommittee shall submit a written determination of procedural conformance.

4.3.4 If the findings of the TAB subcommittee indicate that procedural requirements were not followed, then this written determination shall be forwarded to the TAB Chairperson for reconsideration of the revocation action.

4.3.5 If the findings of the TAB subcommittee support the revocation action, from a procedural conformance perspective, then the STAC shall immediately notify the AETB that its accreditation status for any or all Methods or Method Groups is suspended until final action on the revocation is completed. The TAB Chairperson shall submit all necessary information to the TAB members to investigate the technical merit of the revocation process. A vote of the full TAB voting membership (see Module 1, Section 1.2.1) on the revocation action shall be taken within ten (10) business days.

4.3.6 Within ten (10) business days from completion of the TAB vote, the STAC shall send a letter using a documented delivery process to the AETB informing it of the TAB's decision to either:

4.3.6.1 Terminate the revocation process, remove the suspension and reinstate the AETB's accreditation status for specified Methods or Method Group(s), or

4.3.6.2 Continue the suspended accreditation status for the specified Methods or Method Group(s) and offer the AETB the right to appeal the TAB decision to revoke accreditation to the STAC Board of Directors (see Module 5). The AETB shall have ten (10) business days from the date of receipt of this notification to provide the STAC with a written request to appeal. The AETB shall also be informed of its monetary responsibilities should it choose to appeal.

4.3.7 The TAB shall notify the STAC Board Coordinator for the SEMQAP of the revocation decision within ten (10) business days from completion of the TAB vote.

4.3.8 If the AETB submits a formal request for appeal within the given time frame (see Section 4.3.6.2), then the suspended accreditation status for the specified Methods or Method Group(s) continues until the STAC Board of Directors affirms the TAB revocation decision through the appeals process (see Module 5).

4.3.9 Absent an appeals request, the TAB revocation decision is final. The STAC shall take the necessary steps to officially revoke the accreditation status for the specified Methods or Method Group(s), consistent with the revocation decision, and shall provide official notification to the AETB of such actions.

4.4 PROCESS FOR DENIAL OF ACCREDITATION

If a AETB fails to meet the requirements of the SEMQAP accreditation process as defined in Module 3, fails to complete the accreditation process, or meets any of the grounds defined in Section 4.1, the TAB may deny accreditation to the AETB.